

Consumer Information
Bolivar Technical College
Updated 01/06/2020

Bolivar Technical College is required by law to make available to prospective students, parents, and enrolled student certain information about its operation. The information pertains to: (1) general institutional operation, (2) financial aid, (3) general completion rates and graduation rates, (4) annual security report. Additional information on Consumer Information details are located in the student catalog. The staff of Bolivar Technical College has provided the information below in order to meet the requirement. The staff can also provide paper copy of any of the information items listed.

Academic Programs

Descriptions of academic programs and degree offerings may be obtained by contacting the Admissions Office, 1135 N. Oakland Ave., Bolivar, MO (417) 777-5062 or by accessing the following website: <https://www.bolivarcollege.edu/> or viewing our [Student Catalog](#).

Accreditation

Bolivar Technical College is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES). The Accrediting Bureau of Health Education Schools (ABHES) is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

The Professional Nursing and Practical Nursing programs are fully approved by the Missouri State Board of Nursing, 3605 Missouri Blvd, PO Box 656, Jefferson City, MO 65101.
(<http://pr.mo.gov/nursing.asp>)

For information on all accreditations and approvals, contact the Campus Director or Registrar, 1135 N. Oakland Ave., Bolivar Technical College, (417)777-5062.

Admission Information

Information regarding admission requirements may be obtained by contacting the Admissions, 1135 N. Oakland Ave., Bolivar Technical College, (417)777-5062 or by accessing the following website: <https://www.bolivarcollege.edu/> or viewing the Admissions section of the [Student Catalog](#).

Athletic Programs Information

Bolivar Technical College does not offer athletic programs.

Campus Contacts

The following officials may be contacted to assist enrolled or prospective students with the following:

Financial Assistance Information:

Wendy McGowin or Avril Pebworth, Financial Aid Representative, Bolivar Technical College, 1135 N. Oakland Ave., Bolivar, MO (417)777-5062

Institutional Information:

President, Charlotte Gray, or Clarice Casebeer, Registrar. Bolivar Technical College, 1135 N. Oakland Ave., Bolivar, MO (417)777-5062

Completion or graduation rates:

Clarice Casebeer, Registrar, Bolivar Technical College, 1135 N. Oakland Ave., Bolivar, MO (417)777-5062

Security Policies and crime statistics:

President, Charlotte Gray, Bolivar Technical College, 1135 N. Oakland Ave., Bolivar, MO (417)777-5062

Informal complaints and Academic concerns:

Campus Director, Bolivar Technical College, 1135 N. Oakland Ave., Bolivar, MO (417) 777-5062.

Campus Information

The data elements available through the following link are reported annually through the Integrated Postsecondary Education Data System (IPEDS) system to the National Center for Education Statistics (NCES). NCES is the primary federal entity for collecting and analyzing data related to education in the U. S. and other nations. NCES is located within the U. S. Department of Education and the Institute of Education Sciences.

The information available through the link below includes: a general campus overview, instructional and administrative staff, tuition, fees, and estimated student expenses,

financial aid, enrollment, student race/ethnicity and gender, program completion and retention rates for first-time students, overall graduation rate and transfer-out, and programs.

College Navigator:

<https://nces.ed.gov/collegenavigator/?q=Bolivar+Technical+College&s=MO&zc=65613&zid=0&of=3&id=490203>

Annual Security Report

Bolivar Technical College is committed to supporting the welfare of its students, faculty, staff, and visitors. Bolivar Technical College's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus and on public property within the campus, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and other drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. Interested parties can obtain a copy of this report by contacting the Campus Director, 1135 N. Oakland Ave., Bolivar Technical College, (417)777-5062 or by accessing the following web site: <https://www.bolivarcollege.edu/> and viewing the [Annual Security Report](#).

Cancellation and Withdrawal Policy

A student may cancel a program or withdraw from a class at any time prior to the last two weeks of a semester. The student must notify the office in writing with intent to withdraw. There are no exceptions. Refer to refund policy. Nursing students are required to confer with program directors. Non-attendance does not constitute official withdrawal.

A withdraw from class after the end of the sixth week of a semester will be assigned a withdraw/passing (W/P) or withdraw/failing (W/F). Withdraw/failing will be included in the calculation of the GPA; withdraw/passing does not affect the calculation of the CGPA.

No course may be dropped the last two weeks of the semester.
<https://www.bolivarcollege.edu/student-catalog/>

Constitution and Citizenship Day

September 17 is designated as Constitution Day. Each year information regarding the Constitution is shared with all students.

Copyright Infringement

Bolivar Technical College prohibits the unauthorized distribution of copyrighted materials, including the use of peer-to-peer (P2P) networks. <https://www.bolivarcollege.edu/student-catalog/>

Students in the BTC community who use these networks to share copyrighted media files are subject to appropriate disciplinary action or sanction ranging from loss of access to relevant College services or property (including computer privileges) to dismissal from the College as determined by applicable student disciplinary policies. Subsequent unauthorized sharing by students will result in disciplinary action according to current policy. College employee actions are presented in the Employee Handbook. Unauthorized sharing of copyrighted material may subject an employee/student to civil and criminal liabilities.

In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed or not less than \$750 and no more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney’s fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

Cost of Attendance

Cost of attendance for all programs offered at Bolivar Technical College is in the Student Catalog: <https://www.bolivarcollege.edu/student-catalog/>
Additional information is available in the Admissions Office; Bolivar Technical College, Bolivar, MO

Disabilities Resources

Bolivar Technical College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. BTC makes every effort to ensure that disabled persons admitted as students or employed by the college are afforded all of the rights and privileges provided to them by this state and federal laws. Bolivar Technical College is committed to providing a sound learning environment to academically qualified students with disabilities; however, accommodations cannot result in an undue burden to the College or fundamentally alter the requirements essential to a program of instruction. Students must provide complete current documentation to the administrative office prior to beginning a program, and accommodations will be

determined based on documentation, then communicated to the instructor with the consent of the student.

Contact Admissions; Bolivar Technical College; (417)777-5062

Diversity of the Student Body

Information regarding the percentage of enrolled, full-time students who are male, are female, receive a federal PELL grant, ethnic group is available on the College Navigator website at:

<https://nces.ed.gov/collegenavigator/?q=Bolivar+Technical+College&s=MO&zc=65613&zid=0&of=3&id=490203>

Drug and Alcohol Prevention

Bolivar Technical College is committed to providing a healthy, safe, and learning environment for their students, faculty, staff, and guests. The Alcohol and Drug Prevention Policy is annually distributed to every employee and student of Bolivar Technical College out of concern for their welfare and in compliance with the Drug Free Schools and Communities Act. Part 86, the Drug and Alcohol Abuse Prevention Regulations (EDGAR) requires, that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees both on school premises and as a part of any of its activities.

BTC has created a program that complies with the regulations to do the following:

1. Annually notify each employee and student, in writing, of standards of conduct; a description of appropriate sanctions for violation of federal, state, and local law and campus policy; a description of health risks associated with alcohol and drug use; information on available treatment programs.
2. Develop a sound method for distributing annual notification information to every student and staff member each year.
3. Conduct a biennial review on the effectiveness of its alcohol and drug use program and the consistency of sanction enforcement.
4. Maintain its biennial review material on file so that, if requested to do so by the U.S. Department of Education, the campus can submit it.

DFSCA Biennial Review Information

The regulations do not specify a date by which the biennial review must be completed and on file-they simply require that a campus complete a review every two years. Since the regulations went into effect in an even-numbered year (1990), BTC will conduct a

biennial review by the end of each even numbered calendar year, and the review will be conducted by the President, Campus Director, and Registrar.

Documentation

Reports filed through the disciplinary process are made available for review to determine whether incidents or types of reports are increasing. Any changes in prevention or intervention initiatives can then be made to address trends. Within the last two years, no student has been terminated from any program due to alcohol abuse or illicit drug usage.

Policy/Program

BTC has a zero tolerance for drug or alcohol usage on school premises or at any facility used by the school for additional training.

Through an assessment of the previous two years of activity, the following components have been identified as actively in place:

1. Mandatory drug screening for acceptance or retention into any program.
2. Random drug screening for any student or employee if deemed necessary.
3. Information session regarding drug and alcohol abuse/prevention is given during student orientation at the beginning of each new program and in the student catalog.
4. Drug and alcohol abuse prevention is embedded throughout the curriculum utilizing a variety of methods to include but not limited to guest speaker expertise, field trips, clinical rotations, classroom assignments & projects, etc.
5. Employees are provided with information on policies related to alcohol and illicit drug use through distribution of the Employee Handbook.

The consumption of ALCOHOLIC BEVERAGES and ILLEGAL DRUGS on the property of BTC is ABSOLUTELY PROHIBITED, and violators will be prosecuted by local law enforcement agencies. Prohibited unlawful use includes violation of the Missouri law prohibiting possession or use of alcohol by persons under 21 years of age and all other state and federal laws regulating use, possession, or distribution of alcohol or drugs. Also, prohibited are the unlawful or unauthorized use and/or possession of narcotics, drugs, drug paraphernalia and/or other chemicals; the distribution and/or sale of alcoholic beverages and the unlawful or unauthorized distribution and/or sale of narcotics, drugs and/or chemicals. Students and employees are notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol on the school's property or as part of the school's activities will be grounds for immediate dismissal from a program or employment. Any student or employee whose behavior is illegal, endangering the safety of students or employees, or considered to be disruptive to normal college activities will be dismissed immediately. Those employees or students dismissed for illegal behavior will be reported to the appropriate authorities and subject to the penalties of federal, state, and city laws. Those employees or students dismissed for illegal behavior may be subject to the penalties of federal, state, and city laws.

Legal Sanctions

Local, state, and federal laws prohibit the unlawful possession, use, distribution, and sale of alcohol and illicit drugs. Criminal penalties for violation of such laws range from fines up to \$20,000 to imprisonment for terms up to and including life.

Health Risks: Specific serious health risks are associated with the use of illegal drugs and

alcohol.

Some of the major risks are:

- Alcohol and other depressants (barbiturates, sedatives, and tranquilizers): addiction, accidents as a result of impaired ability in judgment, overdose which can result in death, damage to a developing fetus, heart and liver damage.
- Marijuana: addiction, panic reaction, impaired short-term memory, increased risk of lung cancer and emphysema, and impairment of driving ability.
- Cocaine: addiction, heart attack, seizures, lung damage, severe depression, paranoia, psychosis. Similar risks are associated with other stimulants such as speed and uppers.
- Hallucinogens (acid, LSD, PCP, MDMA, etc): addiction, unpredictable behavior, emotional instability, violent behavior, organic brain damage in heavy users, convulsions, and coma.
- Narcotics (heroin, Demerol, Morphine, Codeine, etc): addiction, accidental overdose, and risk of hepatitis and AIDS from contaminated needles.
- Inhalants (harmful gases and aerosols, glue, nitrous oxide, etc): loss of consciousness, suffocation, damage to the brain and central nervous system, sudden death, nausea and vomiting, nosebleeds, and impaired judgment.

A drug screen may be requested of a student and/or employee who demonstrates drug and/or alcohol use. All expenses related to screening, counseling, treatment, and rehabilitation are the responsibility of the student and/or employee.

If a student or employee is terminated from a program/employment for positive results on a drug screen, and he/she wishes to appeal the decision, the following steps must be completed:

1. Notify the program director or campus director in writing within 24 hours (excluding weekends) following termination of the decision to appeal. This time limitation is due to the time constraints concerning specimens maintained by the laboratory.
2. Request that Sample B of the split sample specimen be sent to a second independent laboratory for testing. ALL FEES for this additional testing are the responsibility of the student and must be paid at the time the appeal is submitted.

The findings from the second independent laboratory are final, and decisions made regarding student retention resulting from those findings are final.

BTC strongly encourages a student or employee who might be dealing with a drug or alcohol abuse to seek counseling, treatment, and/or rehabilitation. BTC will provide assistance with referrals or other methods to connect the student or employee with counseling, treatment, and/or rehabilitation. The drug and alcohol abuse resources are available in the near-campus community, on-line, and/or by telephone.

The following contact numbers and hotlines are available for counseling, treatment and rehabilitation:

Substance Abuse Treatment Locator

www.findtreatment.samhsa.gov

1-800-662-HELP

or

1-800-662-4357

Alcoholics Anonymous

www.aa.org

Cocaine Anonymous

www.ca.org

1-800-347-8998

Nar-Anon

<http://nar-anon.org>

1-800-477-6291

National Council of Alcoholism and Drug Dependence Hopeline

www.ncadd.org

1-800-NCA-CALL

or

1-800-622-2255

Springfield

Alcoholics Anonymous

417-823-7125

Carol Jones Recovery Center for Women

417-862-3455

Alternatives Counseling Center

417-883-7227

Alcohol and Other Drug Information and Referral

417-865-5200

Polk County

Sheriff's Office

417-777-9020

Bolivar

Police Dept.

417-326-5298

Greene County

Sheriff's Office

417-868-4040

Springfield Police

417-864-1810

Missouri Drug/Alcohol Help Hotline

800-662-4357

Missouri Drug Rehabilitation Treatment Center

800-435-2890

Emergency Response and Evacuation Procedures

The Emergency Response and Evacuation Plan establishes policies and procedures that will be employed when there exists the potential for an emergency condition, such as severe weather; an emergency situation has or is occurring; or in any situation where it is necessary and beneficial for the operations of BTC to be conducted out of a single location. In order to ensure the various plans at BTC will work in an emergency situation,

BTC participates in drill and exercises that include campus personnel as well as local, county, and state public safety agencies. Complete details about the Emergency Response Plan are available in the administrative office at Bolivar Technical College, 1135 N. Oakland Ave., (417)777-5062 or by accessing the following web site: <https://www.bolivarcollege.edu/>

Facilities

Campus-based courses are taught in classrooms and laboratories on the campus. Additional information about classroom facilities/clinical sites used by various academic departments is available from the Admissions office, 1135 N. Oakland, Bolivar, MO, (417)777-5062.

Family Educational Rights and Privacy Act of 1974 (FERPA)

Under the authority of the Family Educational Rights and Privacy Act of 1974 (FERPA), students have the right to examine certain files, records, or documents maintained by the school that pertain to them. Bolivar Technical College must permit students to examine such records with forty-five (45) days after submission of a written request and to obtain copies of such records upon payment of the reproduction cost. Students may request the school amend their educational records on the grounds that they are inaccurate, misleading, or in violation of their rights of privacy. In the event that the school refuses to amend the records, students may utilize the college's grievance procedure to request a hearing.

Bolivar Technical College complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. Annually, Bolivar Technical College informs students of their rights relating to FERPA. The act was designed to protect the privacy of education records and to provide for the correction of inaccurate or misleading data through formal and informal hearings.

Students have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202 concerning this institution's alleged failure to comply with FERPA.

The college has designated certain information contained in the educational records of its students as **directory information** for purposes of the Family Educational Rights and Privacy Act (FERPA).

The following information regarding students is considered directory information: (1) name, (2) address, including email address, (3) telephone number, (4) date and place of

birth, (5) major field of study, (6) part-time/full-time enrollment status, (7) dates of attendance (including matriculation and withdrawal dates), (8) academic classification by year, (9) degrees and awards received, (10) the most recent previous educational agency or institution attended by the student, and (11) student's photograph.

Directory information may be disclosed by this institution for any purpose at its discretion without the consent of the student. Students have a right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a student or as otherwise allowed by FERPA.

Any student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the administrative office during regular business hours with the first week of a program/classes. The written notification does not apply retroactively to previous releases of directory information.

In the event a refusal is not filed, this institution assumes a student does not object to the release of the directory information designated. Questions or inquiries should be addressed to the administrative office.

Copies of the complete policies and procedures for reviewing educational records and requesting an amendment of the records may be obtained from the Office of the Registrar, 1135 N. Oakland Ave., Bolivar, MO, Bolivar Technical College, (417)777-5062.

Federal Student Financial Aid Penalties for Drug Law Violations

Each student, in Orientation, is provided a separate and clear written notice that a conviction for any drug offense while receiving Title IV aid will result in a loss of eligibility for all Title IV aid. Individuals who have lost eligibility, the College will provide them with a separate, clear, and conspicuous notification of Title IV eligibility loss and how to regain eligibility. Admissions Office; Bolivar Technical College; Bolivar, MO; (417)777-5062

Financial Aid

The following information regarding financial aid and its availability to students can be obtained at the college financial aid office located at 1135 N. Oakland Ave., Bolivar, MO (417) 777-5062 or by accessing the following website: <https://www.bolivarcollege.edu/> or viewing the [Student Catalog](#) section.

Types of financial aid available
How to apply for financial aid

Terms and conditions of loans
Loan entrance & exit counseling

Eligibility criteria
Disbursement information
Satisfactory academic progress policy
Student loans
Cost of attendance
Professional judgment

Students rights & responsibilities
Withdrawal & return of federal funds
Master promissory note
Repeated courses and financial aid eligibility
Academic year definition
Dependency override

Graduation Rates

Under regulations developed by the United States Department of Education, colleges and universities are required to report graduation rates to current and prospective students. Graduation rates for Bolivar Technical College can be found at <https://www.bolivarcollege.edu/> and by viewing [Student Achievement](#).

[College Navigator](#):

<https://nces.ed.gov/collegenavigator/?q=Bolivar+Technical+College&s=MO&zc=65613&zd=0&of=3&id=490203>

Harassment Policy and Non-Discrimination Policy

Bolivar Technical College is a community of people with respect for diversity. The College emphasizes the dignity and equality common to all persons and adheres to a strict non-discrimination policy regarding the treatment of individual faculty, staff, and students. The College does not discriminate on the basis of race, color, national origin (including ancestry or any other subcategory of national origin recognized by applicable law), religion, sex (including marital status, family status, pregnancy, sexual orientation, gender identity, gender expression, or any other subcategory of sex recognized by applicable law), age, disability, veteran status, genetic information, or any other basis protected by applicable law in employment or in any program or activity offered or sponsored by the College. Sex discrimination encompasses sexual harassment, which includes sexual violence and is strictly prohibited by Title IX of the Education Amendments of 1972.

Bolivar Technical College is committed to providing a workplace and learning environment that are free from harassment to any group protected by basic laws. Harassment is conduct that is unprofessional, unproductive, and illegal. Consequently, all conduct of this nature is expressly prohibited.

Sexual harassment is the use of personal authority or power to coerce or influence another person into unwanted sexual relations or to create a sexually intimidating, hostile or offensive academic or work environment.

Sexual harassment is defined as unwelcome sexual advances or comments, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Other forms of harassment include (but are not limited to) verbal abuse, insulting comments, gestures, and bullying when directed at any individual. It is the responsibility of each employee and each student to conduct himself or herself in a professional manner at all times and to refrain from such adverse behavior.

Sanctions Violators of this policy will be subject to sanction ranging from letters of reprimand to dismissal, according to the severity of the offense.

Complaints should be made as soon as possible after the alleged incident of discrimination has occurred to an immediate supervisor or administrator with no worry of recrimination. Complaints should be presented in writing and signed by the complainant. Each complaint will be investigated in a timely manner with confidentiality and recourse.

In most cases, the person accused of discrimination will be notified of the complaint by the President of the college. Bolivar Technical College will take prompt corrective action, if an investigation confirms the allegations, which may include discipline, up to and including immediate dismissal.

Implementation In support of this policy, the college shall conduct periodic orientation and educational programs for faculty, students and staff on the nature of harassment in order to ensure an academic and work environment free of harassment.

Misrepresentation

Misrepresentation is defined as a false, erroneous, or misleading statement made directly or indirectly to:

- a student, prospective student, or any member of the public, or
- an accrediting agency, a state agency, or the Department.

Bolivar Technical College employees and its representatives do not purposely give inaccurate information about the college. Factual information is presented to prospective students and families regarding educational programs, financial charges, and the employability of its graduates. Student endorsements or testimonials are given voluntarily and under no duress.

Net Price Calculator

The Net Price Calculator help determine college affordability. It gives students an estimate of what they'll pay to attend BTC.

<https://www.bolivarcollege.edu/>

Placement Information

Job placement rates for graduates of Bolivar Technical College can be found at <https://www.bolivarcollege.edu/> or by viewing the [Student Achievement](#) page.

[College Navigator](#):

<https://nces.ed.gov/collegenavigator/?q=Bolivar+Technical+College&s=MO&zc=65613&zd=0&of=3&id=490203>

Refund Policy

Once the student officially notifies the administrative office and the program director/instructor with the request to withdraw or is terminated, the school will calculate a refund or payment arrangement as of that date. If the student is a minor, requests should be signed by both the student and parent/guardian. Any balance of the refund money due the student shall be made within thirty (30) days. If a student receives funds from any other financial aid program, all refunds shall be as prescribed by that funding agency's refund policy.

Federal regulations require that when a student officially withdraws or stops attending classes, the amount of Federal Title IV aid assistance a student has "earned" up to the last date of attendance must be calculated using a pro-rata formula. If a student completes more than 60% of a period of enrollment, (fall semester, spring semester, summer semester) a student will have earned all of the financial aid awarded, and his/her account will not be adjusted. Students attending less than 60% of a semester will have federal financial aid recalculated. If a student received more financial aid than he/she has earned, the excess funds will be returned on the student's behalf by the college to the program from which aid was received. In most instances, a student will be left owing the college. Upon official notification of withdrawal, the financial aid officer will perform the return calculation, and students will be notified by mail. If there is an outstanding balance, students are responsible for making payment arrangements with the college.

Students who withdraw from all classes prior to completing more than 60% of a semester will have their federal financial aid recalculated based on the percent of the semester they have completed. For example, a student who withdraws completing only 30% of the semester will have "earned" only 30% of any Title IV aid received. The remaining 70% must be returned. "Title IV funds" refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended).

Refunds are returned according to federal policy in the following order: Unsubsidized Direct; Subsidized Direct; Direct Plus loans; PELL Grant; FSEOG; other federal, state private, institutional sources of aid, and then the student.

Students in credit or clock hour programs who drop or withdraw may be entitled to a refund for tuition and semester fees (preadmission fees are not included in refund) according to the following schedule:

Within the first week of the semester	100%
Within the second week of the semester	75%
Within the third week of the semester	50%
Fourth week or later	no refund

Retention Rates

Retention rates for Bolivar Technical College can be found at <https://www.bolivarcollege.edu/> or by viewing the [Student Achievement](#) page.

[College Navigator:](#)

<https://nces.ed.gov/collegenavigator/?q=Bolivar+Technical+College&s=MO&zc=65613&zd=0&of=3&id=490203>

Sexual Assault Prevention

The college educates the student community about sexual assault including but not limited to, dating violence, domestic violence, sexual assault, and stalking in the mandatory orientation held before the start of each nursing program and on the first day of class for all other programs. Program includes guest speakers from local and area support organizations, power point presentations, and contact information. The staff of BTC may also choose to use Sexual Violence Training Modules made available through the Saint Louis University's Heartland Center for Public Health and Preparedness.

The college is committed to maintaining an environment that is free from all forms of discrimination, including discrimination based on sex. Moreover, the college is committed to maintaining an environment that is free from domestic violence, dating violence, sexual assault, and stalking, as contemplated by the Jeanne Clery Act, as amended by the Violence Against Women reauthorization Act of 2013 (VAMA).

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment as it is extremely important for the survivor's well-being. For the physical evidence to be present and useful, the medical/legal exam must be obtained within 48 hours of the assault. If the survivor pursues this course of action, he/she must be informed that the appropriate agency must be contacted. Filing a report with a school official will not obligate the survivor to prosecute, nor will it subject the survivor to scrutiny or judgmental opinions.

Since BTC has no on-campus law enforcement officials, all sexual offenses should be reported to local law enforcement and directly to a school official. Filing a police report will:

- Ensure that a survivor of sexual assault receives the necessary medical treatment and tests.
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later.
- Assure the survivor has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Bolivar Missouri Police Department
 417-326-5298
 Polk County Sheriff's Office
 417-777-9020

When a sexual assault survivor contacts the local police department, a representative of the school should be notified as well. The survivor of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the college or only the latter. A representative from the police department or the school will guide the survivor, upon request, through the available options and support the survivor in his/her decisions. Though there are no on campus counseling and support services, outside counseling may be obtained through the following:

- Emergency Room of the Citizens Memorial Hospital in Bolivar, MO
 417-326-6000

Since BTC does not provide campus-based housing or facilities other than those offered for educational purposes, we cannot assist survivors of a sexual offense with changes in their living situation but will assist in changes to academic situations if changes are requested by the student and are reasonably available.

A student must contact a school official to begin disciplinary proceedings. Should a disciplinary proceeding against the alleged perpetrator be pursued, both the accuser and the accused are entitled to the same opportunities to have others present during the disciplinary proceeding. After BTC has reached a final determination following the disciplinary proceeding with respect to the alleged offense, both the accuser and the alleged accused will be informed of any sanction that is imposed against the accused. Sanctions may include suspension, expulsion and/or referral to law enforcement authorities for possible criminal prosecution. Contact Bolivar Technical College, Bolivar, MO (417)777-5062.

Sex Offender Registration and Community Notification

Under provisions of the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act (Wetterling Act): any person who is required to register under a state sex offender registration program must notify the state when he or she enrolls at an institution of higher education or is employed at such an institution, and must notify the state of any change in enrollment or employment at an institution of higher education. Sex offender registration information is to be transmitted from each state to

the law enforcement entities where the registered sex offenders reside. In Missouri, the sex offender list is maintained at the county level.

Bolivar Technical College, 1135 N. Oakland Ave., Bolivar, MO (417)777-5062, has a web page www.mshp.dps.mo.gov that provides links to the Missouri State Highway Patrol Registry Sex Offender list, the Polk County Sex Offender List, and the lists of the surrounding counties as they become available. Members of the College who wish to be informed of the identities of registered sex offenders who reside in Polk County or a surrounding county are encouraged to access this information through the website.

Student Loan Forgiveness Opportunities

Borrowers in the Federal Direct Loan program may be eligible for deferred payment provisions in the Peace Corps, service under the Domestic Volunteer Service Act of 1973, or comparable service as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field of community service.

<https://studentaid.gov/manage-loans/forgiveness-cancellation>

Textbooks/Supplies

Textbook and supplies' lists are posted on the BTC website one month prior to the start of each semester. Textbook and supplies' lists are also available in the Admissions Office, Bolivar Technical College, Bolivar, MO (417)777-5062

<https://www.bolivarcollege.edu/book-lists/>

Transfer of Credits

Transfer of credits policy is in the current Student Catalog:

<https://www.bolivarcollege.edu/student-catalog/>

Vaccinations/Immunizations

Immunization requirements for students entering Bolivar Technical College can be obtained in the Office of Admissions, Bolivar Technical College, 1135 N. Oakland Ave., Bolivar, MO (417)777-5062 or by accessing the following web site:

<https://www.bolivarcollege.edu/> and by viewing [Immunization Guidelines](#).

Voter Registration

Bolivar Technical College strongly encourages students to vote and be civically engaged. If a student would like to register in another county or state, he/she should please contact the county court house in that county. Someone may also contact the Elections Office for the State of Missouri:

(573)751-2301

(800)NOW-VOTE (669-8683)

(573)526-3242 (fax)

elections@sos.mo.gov

All employees/students are notified each fall of voter registration information through an email devoted exclusively to voter registration with links to voter registration forms for Missouri.