



## **2017-2018 Student Handbook**

Southwest Baptist University  
1600 University Avenue  
Bolivar, MO 65613  
417.328.1855

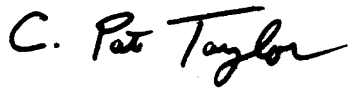
Dr. C. Pat Taylor, President

Dr. Rob Harris, Vice President for Student Development

## **PRESIDENT'S WELCOME**

Welcome to Southwest Baptist University! You are SBU's most valuable asset and the primary reason for Southwest Baptist University's existence. We believe that we serve God by serving students. At SBU you will have many opportunities to grow academically, socially, and spiritually. I hope you will take advantage of these numerous opportunities. Thank you for choosing to further your education at SBU. It is our prayer that you will accomplish your educational objectives while enjoying your time at SBU. You are now an important part of a great tradition. I look forward to seeing you on campus.

Sincerely,

A handwritten signature in black ink that reads "C. Pat Taylor". The signature is written in a cursive style with a large, sweeping initial "C".

Dr. C. Pat Taylor  
President

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## **2017-2018 Academic Calendar**

August	17	Welcome Week Begins
	21	Fall Classes Begin – 8:00 a.m.
	23	Formal Convocation – 10:00 a.m.
	24	Last Day for Adding Classes for 1 <sup>st</sup> 8 Weeks
	29	Last Day for Adding Classes for Full Term
September	01	Last Day for Adding Classes for International Students and Students Returning from Active Military Duty
	04	Labor Day – no classes
	10	Undergraduate Deadline for December Intent to Graduate Cards
	22-23	Homecoming
October	12	Fall Break begins
	16	Classes Resume
	19-Nov 18	Enrollment for Winterfest and Spring Classes
	27	Last Day to Withdraw from Classes Without Academic Penalty
November	11	Fall Preview Day
	20	Thanksgiving Break Begins
	27	Classes Resume – 8:00 a.m.
December	11	Last Day of Classes
	12-15	Final Examinations
	14	Commencement – Springfield Campus - 7:00 p.m.
	15	Commencement – Bolivar Campus - 7:00 p.m.
January	03	Enrollment/Registration
	03	Winterfest Classes Begin – 8:00 a.m.
	04	Last Day for Adding Classes
	15	Last day to Withdraw from Classes-without Academic Penalty
	22	Final Examinations
	24	Spring Classes Begin – 8:00 a.m.

## **2017-2018 Academic Calendar-continued**

February	01	Last day for adding classes for spring semester
	06	Last Day for Adding Classes for International Students and Students Returning from Active Military Duty
	10	Undergraduate Deadline for May Intent to Graduate Cards
	19	Monday @ Southwest (Admissions Visitation Day)
	27	Five-week grades due for general education and graduation requirements
March	08-Apr 21	Enrollment for Summer and Fall Classes Begins
	02-03	Bearcat Days
	19	Spring Vacation Begins
	27	Mid-term grades due
	26	Classes Resume – 8:00 a.m.
	30	Good Friday – No classes
April	02-30	Major Field Test
	06	Last day to withdraw from classes – without academic penalty
May	10	All OLIS work turned in to instructor for May graduation
	14	Last Day of Classes
	15-18	Final Examinations
	17	Commencement – Springfield campus – 7:00 p.m.
	18	Commencement Rehearsal – Bolivar campus 3:00 p.m.
	19	Commencement – Bolivar campus - 10:00 a.m.

\*\*\*\*\*

The University reserves the right to amend policies and regulations from time to time by authorized persons. Changes will only be made when they are considered to be in the best interest of the University community. For any changes made within a given academic year of the Student Handbook, those changes will be delineated by red text and dated.

# **THE UNIVERSITY**

## **UNIVERSITY MISSION STATEMENT**

Southwest Baptist University is a Christ-centered, caring academic community preparing students to be servant leaders in a global society.

## **UNIVERSITY VISION STATEMENT**

Southwest Baptist University fulfills its mission with specific care to guard its distinctive Christian and Baptist heritage as it demonstrates continuous improvement; enlarges its ministry thorough consistent growth in student enrollment, retention, and ethnic and racial diversity; markets the institution and its mission regionally and nationally; fosters an environment of open communication and service to others; and cares for employees through competitive compensation and benefits packages.

## **PRINCIPLES & EXPECTATIONS**

As a distinctively Christian and Baptist institution, Southwest Baptist University believes it should demonstrate how the life-values commanded in Scripture can be integrated with academic instruction. These values include sensitivity to the needs of the larger community; a commitment to justice, mercy, and personal integrity; a desire for moral growth; and a sense of mutual accountability. The moral values of the University are expressed as ethical standards and are guided by an understanding of Scripture and a commitment to its authority regarding all areas of Christian faith, learning, and living.

Because of the prevailing moral confusion in our society, the University must speak clearly about Christian ethical standards. Five statements of ethical standards have been adopted by the Board of Trustees for the University family, which is composed of students, faculty, staff, administrators, and trustees. These standards concern Academic Integrity, Christian Lifestyle, Sexual Conduct, Marriage and Family Responsibility, and Respect for People and Property.

These statements of ethical standards guide the University in its obligations to students and others in the University family who are involved in an honest pursuit of the truth by requiring integrity in academic pursuits, by encouraging a Christian approach to sexuality, by supporting a stable family life, and by modeling responsible Christian interpersonal relationships. The University is committed to providing education and counsel to those of its community; to extending Christian love to those involved in strife, marital discord, or the struggle for proper sexual expression; and to demonstrating the acceptance of the forgiveness for human failure, which is available through Jesus Christ.

## **STATEMENT ON ACADEMIC INTEGRITY**

**PRINCIPLE:** Truthfulness, diligence and commitment are part of the very nature of God. God's plan for believers is that their nature will become like His. Because of this, our lives should demonstrate these qualities. Scripture commends personal integrity and condemns that which undermines it.

**EXPECTATION:** Academic integrity is based on truthfulness and is the responsibility both of faculty and students. Faculty members are responsible for maintaining integrity in their academic pursuits. Faculty members also have the responsibility for setting and clarifying academic requirements for the work of students. Academic integrity is a personal responsibility of students to represent as their own work in reports, papers, or examinations only what they are entitled to present honestly. Academic integrity also includes the collective responsibility of faculty members and students to ensure that all uphold the spirit and letter of this principle. Conduct which violates academic integrity includes cheating in any form on examinations and presentations of the ideas or writings of others without proper credit.

### **STATEMENT ON CHRISTIAN LIFESTYLE**

**PRINCIPLE:** Scripture teaches that believers are set apart to God's purpose through sanctification, but will sin. Scripture also demands that believers demonstrate a lifestyle that is distinctively different from that of non-believers.

**EXPECTATION:** A Christian lifestyle is expected of all members of the University family. It consists of demonstrating those attitudes produced by the gift of the Spirit, practicing truthfulness in all relationships or activities, and exhibiting our dedication to Christ through our commitment to excellence in daily work or academic activities. A Christian lifestyle avoids such specific sins as greed; jealousy; pride; lust; bitterness; uncontrolled anger; prejudice based on race, sex, or socioeconomic status; use of alcohol as an intoxicant; substance abuse; stealing; profanity; dishonesty; occult practices; illegal activities; use of pornography; and sexual sins, such as pre-marital sex, adultery, and homoerotic behavior.

### **STATEMENT ON SEXUAL STANDARDS**

**PRINCIPLE:** Scripture teaches that heterosexual union is the only acceptable expression of sexuality and must be reserved for marriage and insists on sexual abstinence for those who are unmarried.

**EXPECTATION:** All members of the University family should abstain from unbiblical sexual practices and from behavior which may lead to a violation of God's standards on sexual activities.

### **STATEMENT ON MARRIAGE AND FAMILY**

**PRINCIPLE:** God's ideal for marriage is a lifelong covenant between one man and one woman. Scripture views marriage as a witness to the permanent relationship between Christ and His Church and the family as God's first institution.

**EXPECTATION:** The University has a concern over the increasing pressure being placed by external and internal forces on the institution of marriage. It recognizes the struggle of those within the University family who strive to keep their marriages stable under these pressures. Nevertheless, members of the University community should not enter into divorce except under the most severe

circumstances and then only after pursuing all possible options, including counseling, and after considering the impact of divorce on their families, their personal lives, and their professional responsibilities at SBU.

## **STATEMENT ON RESPECT FOR PEOPLE AND PROPERTY**

**PRINCIPLE:** Scripture teaches that all people, regardless of their socioeconomic, physical, mental or spiritual condition, are individuals of worth in the eyes of God. Scripture also teaches that ownership of property is to be respected. It exhorts Christians to look out for the welfare of other people, to be good stewards of the possessions God has given, and to be honest with one another.

**EXPECTATION:** The University expects behavior from all members of the University family that demonstrates the highest standard of respect for people and property and that exemplifies the Christian commitment to loving one another. Certain behaviors are not acceptable according to this ethical standard. These include sexual harassment, disrupting the rights of others to pursue appropriate University activities, depriving individuals of the use of their property or depriving the University of the use of its property.



## **STUDENT DEVELOPMENT & STUDENT LIFE**

**Dr. Rob Harris, Vice President for Student Development**

**Mrs. Michelle Martin, Student Life Coordinator**

**417-328-1885**

Student Development is an administrative unit of the University that administers services and programs that address students' needs and facilitate learning opportunities outside the classroom environment.

The purpose of SBU's Student Development is to encourage students to seek a healthy life in the love of Jesus Christ while they are pursuing their academic degree. This encouragement is fostered by affirming community, inspiring hope, and equipping students to be servant leaders as they honor the Lord and mature in their spiritual, intellectual, social, and physical growth.

Student Development seeks to complement the academic experiences of students by:

- Serving as an advocate for students
- Encouraging the spiritual development of students through Chapel, missions, and other ministry-oriented programs
- Integrating student life, including opportunities for spiritual and social development within a formal education environment
- Encouraging student behavior consistent with University expectations
- Promoting the general health and welfare of students

Student Development oversees Student Activities, the Meyer Wellness and Sports Center, Housing and Resident Life, University Ministries, and Health Services. The Office of Student Life is responsible for student conduct and discipline, chapel attendance, Parents Association, student withdrawals, student crisis management, student grievances, and other policies and procedures as noted in the Southwest Baptist University Student Handbook.

The Office of Student Life is located in the Student Life Center of the Goodson Student Union and is headquarters for the Student Activities and Residence Life and Housing offices. The office phone number is (417) 328-1885. Students may contact the Office of Student Life for any type of assistance.

### **UNIVERSITY CALENDAR**

The official university calendar, posted on the university website at [www.sbuniv.edu](http://www.sbuniv.edu), is maintained by the Administrative Assistant in the Office of Student Life and the university webmaster. Forms are available online to have events posted on the website. Before scheduling an event, please check the university calendar to avoid potential scheduling conflicts.

## **CAMPUS COMMUNICATIONS**

University officials utilize the University's information portal ([mysbu@sbuniv.edu](mailto:mysbu@sbuniv.edu)), campus e-mail addresses, and campus mail to communicate pertinent information. Students are accountable to any and all information sent through these communication channels.

SBU has established the SBU e-mail address as the official e-mail address for use by all University employees. The SBU email address is the e-mail address ending in @sbuniv.edu that is provided to each employee and registered student. All official University e-mail communication sent from an SBU employee must originate from the SBU e-mail account. If the SBU communication is being sent to an SBU employee or registered student, the e-mail should be addressed to the recipient's SBU e-mail address.

The University expects that students will receive and read e-mail in a timely manner. Failure to receive and read University communications delivered to the official e-mail address in a timely manner does not absolve recipients from knowing and complying with the content of such communications.

Students, faculty and staff may redirect their official sbuniv.edu e-mail address to another address at their own risk. The University is not responsible for the handling of e-mail by other service providers. Having e-mail redirected does not absolve recipients from knowing and complying with the content of the communication sent to their official University e-mail address.

## **INCLEMENT WEATHER POLICY**

Because SBU Bolivar is a residential campus, classes rarely are canceled due to inclement weather, even on days when local schools may be closed. However, in extreme cases weather conditions may prevent professors from traveling to campus. If this occurs, professors should provide notification to students of class cancellation and contact their department chair or other colleagues so notice can be posted in the classroom. Furthermore, professors should make reasonable accommodations for those students who may have difficulty commuting from off-campus locations.

## **USE OF UNIVERSITY FACILITIES**

Students, faculty and staff who plan to use a campus facility must make arrangements through the person responsible for the requested building. If you do not know the person responsible for the facility, call the Office of Student Life.

## **SOLICITATION**

Southwest Baptist University prohibits solicitation on campus by outside organizations and businesses. Individuals or organizations wishing to sell or solicit on campus must have permission from the Vice President for Student Development. All forms of mass communication; i.e., posters, flyers, mass mailings through campus mail, etc., must be approved through the Office of Student Life under the supervision of the Vice President for Student Development.

## **IDENTIFICATION CARD**

The identification (ID) card is used for different reason around campus. This card is to be used for identification and should be carried at all times. If required by a SBU employee, it must be presented upon request. The card verifies SBU student status and is to be used for admission to social or athletic events, for voting rights in student elections, and for other events requiring evidence of student status. This card is not transferable to anyone else. The student ID card is used to record CLW attendance, access library materials, and as a meal card for the Dining Commons (must be shown at each meal), as well as access to dorms, the Wellness Center, and other campus buildings.

Students may obtain this card by going to the Department of Safety and Security in the Hammons Center for Facilities Excellence. If your card is lost you must purchase a new card at the cost of \$20.00. If your card is damaged or malfunctioning a new card will be made for you at no cost.

Cards become void upon termination of student status and must be returned to the Office of Student Life.

## **GOODSON STUDENT UNION**

The Felix Goodson Student Union is a center for Student Activities. Included in the Union are Kaldi's, student lounge, game room, student leadership offices, Omnibus, Mellers Dining Hall, bookstore and a small missions training room. The Student Union also houses the Offices of Student Life, University Ministries, Center for Global Connections, and Davis Theater.

## **S.A.L.T. PROGRAM**

In addition to pursuing an academic degree, students may opt to take part in the Roy Blunt Service and Leadership Training (S.A.L.T.) program administered by Student Development. Students interested in learning more about this program should contact the Vice President for Student Development in the Office of Student Life.

## **FINE ARTS**

Many opportunities are provided to observe and participate in the fine arts. Numerous choral groups and instrumental ensembles give experience in public performance and credit in the Music Department. Performances are given in the Casebolt Music Center, in Chapel, at special events on the campus, at conventions, on road tours, and during other occasions.

The University cooperates with the Bolivar community to bring a series of community concerts each season. Students are admitted to hear these outstanding artists at a reduced membership fee. Specific information may be obtained by contacting the Music Department, located in the Casebolt Music Center.

The Art Department provides instruction in the visual arts and sponsors exhibits of student art.

The Theater Department, with the aid of Chi Sigma Theta, provides opportunities in a variety of theatrical experiences. Auditions for University productions are open to any member of the student body.

The Department of Communication Arts maintains an active program of participation in intercollegiate debate and forensics. Membership on the traveling groups is achieved by performance. Activities include participation in tournaments on other college campuses each season. Achievements in this area qualify students for membership in Pi Kappa Delta, the national debate and forensics honorary fraternity.

## **STUDENT ACTIVITIES**

**Dr. Nathan Penland, Director of Student Activities**  
**417-328-1828**

### **STUDENT ASSOCIATION**

SBU's Student Association (SA) consists of an elected body of students who are given the responsibility of representing the desires and interests of the entire student body to the university administration. Eligibility requirements for joining SA can be found in the SA Operations Manual. SA has weekly meetings that are open to all SBU students. SA can be contacted at [sa@sbuniv.edu](mailto:sa@sbuniv.edu).

### **UNIVERSITY ACTIVITIES COUNCIL**

The University Activities Council (UAC) is a group of students who coordinate many of the activities and major events that are offered throughout the year. There are four committees within the UAC: Campus Activities, Integration of Faith & Culture, Major Events and Publicity. Some activities include T.W.I.R.P Week, concerts, film series, Homecoming, Mozarkian, Courtwarming, etc. Students wishing to be involved with the UAC should contact the Director of Student Activities.

### **WELCOME WEEK**

Welcome Week is SBU's new student orientation program. Welcome Week is a student led program designed to help incoming students become better acquainted with SBU and with each other. Welcome Week begins 4 days before the first day of classes for each Fall Semester. Planning for the upcoming year's Welcome Week begins in November. A Welcome Weekend is available before classes resume for students entering the spring semester.

### **SOCIAL MEDIA HUB**

The Hub is designed to help tell the continuing story of SBU. As a university, we are active on social media, and this page allows us to easily add recent activity happening on campus. Students can contribute content by adding #SBUniv anytime they post to social media (Facebook, Twitter, Instagram, YouTube, etc.). Not every post with the hashtag will be included in the social media feed, but selected posts will be added to help tell the SBU story. The Hub can be found at [social.sbuniv.edu](http://social.sbuniv.edu).

### **CAMPUS COMMUNICATIONS**

University officials utilize the University's information portal ([mysbu@sbuniv.edu](mailto:mysbu@sbuniv.edu)), campus e-mail addresses, and campus mail to communicate pertinent information. Students are accountable to any and all information sent through these communication channels.

### **FORMATION OF NEW ORGANIZATIONS**

The Director of Student Activities shall review and register new organizations and submit them to the Student Association. The Student Association shall then issue a charter to each campus student organization whose principles are in accordance with the SA Operations Manual and in agreement with the mission and objectives of Southwest

Baptist University as interpreted by the Director of Student Activities. Students may submit for approval the formation of new organizations by obtaining, completing, and returning a standard application form. All clubs and organizations must have an SBU staff or faculty sponsor.

### **INTERCOLLEGIATE ATHLETICS**

Varsity sports are an important part of University Life. Men's sports include baseball, basketball, cross country, football, golf, tennis, soccer and track. Women's sports include basketball, golf, soccer, softball, tennis, volleyball, cross country and track. More information concerning SBU's varsity athletics may be obtained at <http://sbubearcats.com/>

### **SPEAKERS AND ENTERTAINERS**

Students who wish to invite a speaker or entertainer to campus must first seek approval and sponsorship through a recognized campus organization or the University.

## **RESIDENCE LIFE**

**Ms. Landee Nevills, Director of Residence Life**

**417-328-1826/417-328-1825**

Southwest Baptist University is interested in providing the best possible residential environment for its students by providing quality services and programs that ensure effective administration of all aspects of residence life. Residential living is a particularly unique experience for undergraduates, providing an opportunity for individual growth, development, and learning outside the classroom.

### **RESIDENCE LIFE MISSION:**

Student Development, an administrative unit of the University that includes the Office of Residence Life, addresses student needs and provides education outside the classroom through student services, student life programs, and ministry opportunities.

### **RESIDENCE LIFE VISION:**

The Office of Residence Life strives to meet individual and corporate needs among students while connecting with them in genuine relationships that promote motivated academic pursuit, respectful peer interactions, and Christ-like servant leadership.

The University encourages all students to secure their personal belongings. The University is not responsible for any theft, loss, or damage of students' personal property. It is recommended that students obtain renter's insurance through their insurance provider.

Student conduct policies, described later in this publication, apply to campus residence hall facilities as well as other locations. Residence life regulations and student conduct policies pertain to students who are visiting or living in the University's residence halls.

### **HOUSING ASSIGNMENTS**

Housing assignments are made by the Housing Coordinator. To receive a housing assignment, NEW students must complete the admissions process while RETURNING students must submit a housing contract to their Resident Assistant (RA), Resident Director (RD) or to the Housing Coordinator. All students needing to register for on-campus housing are required to file a housing contract with the Office of Student Life.

On-campus housing is available year-round to all students that qualify. Housing assignments are prioritized according to special needs, student class (graduate, senior, junior, sophomore, freshman), age, credit hours, and the date the student's housing application was received (note: freshmen applications are prioritized by deposit date). Students should submit their housing their housing applications as soon as possible to receive their preferred housing requests. Residence Life reserves the right to prioritize housing assignments according to availability and information submitted by applying students.

Students requesting housing assignment changes must file a Housing Change Request Application. Students who will be leaving their University housing assignment due to graduation, marriage, or other circumstances – at the end of the semester they are currently contracted for – must complete a SBU Residence Life Exit Survey, which can be obtained through their RA, RD, or the Housing Coordinator.

All full-time students who do not meet the University's off-campus or commuter qualifications are required to live on-campus.

### **CANCELLATION OF HOUSING RESERVATIONS**

Students who cancel housing reservations before the fifth day of classes during the fall and spring semesters will receive a 90% refund of semester housing charges. Students who cancel housing reservations after the fifth day of classes will not receive a refund of semester housing charges. Cancellations for the summer and January semesters must be made 14 days prior to the beginning of those semesters. In addition, apartment/house residents will be required to pay a fee of \$300 if they break their lease agreement or terms. The student will be responsible for the reasonable costs of collection, including attorney fees and costs.

### **MEAL PLAN**

Students residing in residence halls are required to purchase a meal plan. Students may choose a 20-meal plan or a 15-meal plan. A Super Bearcat Bucks plan is available for students living in campus apartments or houses and to off-campus students. Students with specific medical needs that require a special diet may make arrangements with the Food Service Director. A declining cash balance plan is also available through Fresh Ideas Food Management.

### **ROOM DECORATIONS**

Sticky-tack and 3M-Brand strips and hooks may be used to hang pictures (NO TAPE OR NAILS). Posters and objects are expected to reflect good taste. Students may be required to remove items judged objectionable (by a Resident Director or by Student Life personnel) in light of the University's Christian heritage. Darts or dart boards are permitted in residence halls.

### **FURNITURE**

Students may not remove furniture from residence hall rooms, or move furniture in residence hall lobbies without permission of the Resident Director. Students may furnish their room as space permits and with approval of the Resident Director.

### **LOFTS**

Lofts must be freestanding (not attached to walls, floor, or ceiling). They may not exceed the floor area of the beds they replace and should include the original framework and mattresses of the beds. All lofts must be constructed with 4x4's and 2x4's or be solidly structured.

Bolts must be used to construct all lofts (nails cannot be used). A minimum of one-third of the room air space must be kept clear. The resident must be able to get out of the loft



quickly. The loft must not block windows that open, heaters, or doorways. Lofts must be less than 70 inches in length in Memorial and Maupin Halls. Lofts may have a solid wood top instead of using the bed frames for these two residence halls.

No wiring may be attached to lofts. For safety reasons, lofts must not interfere with smoke detectors and must not be enclosed with, or attached to, flammable materials such as paneling, tapestries, curtains, posters, or fish nets. All lofts must be removed by the students who own them when they check-out of their rooms.

### **APPROVED KITCHEN APPLIANCES**

Approved appliances for residence halls include: refrigerators (cannot exceed a 110 voltage capacity), popcorn poppers, percolators/coffee makers, crock-pots, and toasters. No other kitchen appliances are allowed, including microwaves.

### **PETS**

Students are not permitted to have animals/pets in any University housing facility. Fish are the only routine exception.

### **SERVICE ANIMALS**

SBU does not view service animals as pets. Service animals are defined by ADA and DOJ as "dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA" (*Final Regulations Implementing the ADA, Federal Register, September 15, 2010*). Students who have a service animal should contact SBU's Special Service Coordinator.

### **EMOTIONAL SUPPORT ANIMALS**

An "emotional support animal" is defined as an animal that alleviates one or more identified symptoms or effects of a person's disability. It allows the student with a disability to receive full benefit or enjoyment of the residence facility. A "pet" is defined as an animal kept for ordinary use and companionship. Residents are not permitted to keep pets in University housing, other than fish.

Emotional support animals may not be brought into University housing without expressed approval from the Special Services Coordinator and Director of Residence Life. The presence of emotional support animals is approved for University housing only and will not be permitted in other campus buildings (e.g. libraries, academic buildings, classrooms, labs, student center).

Suzanne Powers, Special Services Coordinator  
Southwest Baptist University  
1600 University Avenue  
Bolivar, MO 65613  
Office Phone: 417-328-1689  
Email: [spowers@sbuniv.edu](mailto:spowers@sbuniv.edu)

## **VACATIONS AND BREAKS**

The University is not obligated to provide housing when classes are not in session. Therefore, residence life halls are to be vacated by posted closing times and may not be re-entered prior to the posted opening times, unless approved. The University is not responsible for items left in residence hall rooms.

During breaks in the academic calendar, students are not allowed to reside in residence hall housing. Students must seek permission from their Resident Director if special circumstances exist. Students receiving such permission may be subject to an additional charge (except for instances related to a University-sponsored activity) of \$20.00 per day. Provisions are made for graduate students who remain on campus and in class during the times undergraduate students are on break.

Students assigned to university apartments and/or houses are provided the option of residing in those facilities during designated breaks and holidays.

## **CHECK-OUT**

At the end of each semester, and prior to leaving for school breaks or vacations, all residents must check out with a RA or make prior arrangements with their Resident Director. Students who fail to properly check out of their housing facility will be cited with a class A violation.

Examples of improper checkout include failure to do any or all of the following:

1. Room not cleaned.
2. Key not returned.
3. Not following check-out procedures.
4. Failure to check out by specified time.
5. Failure to check out with a staff member.

Residents may be fined for violating one or all of the above. Each violation will incur a \$25 fine.

Damage to, or loss of, university property will result in a fine and/or charged to the resident according to the actual cost of repair/replacement. When the person responsible is unknown, the costs of damages may be assessed to roommates, suitemates, and wing or hall residents. At the time of final checkout, the student's room must be returned to its original condition. Fines may be assessed after check-out by any residence life staff member.

## **CAMPUS APARTMENT/HOUSE LIVING**

Apartment/house residents have the option of choosing from the following lease agreements: Fall/January/Spring; Fall Only; January/Spring; June Only; July Only; June/July. Upon expiration of their lease (if it is not extended), tenants must: check out with a Residence Life staff member at the end of the lease term, return the key(s), clean, and remove all personal items from the apartment. Items not removed will be discarded or donated.

## **CARE AND UPKEEP OF CAMPUS APARTMENT**

Cleaning is the full responsibility of the resident. This includes cleaning the oven, refrigerator, and bathroom. All assigned tenants of the apartment/house, if it is not properly cleaned, will be assessed a flat fee for cleaning purposes to be determined by the Apartment Manager and/or Resident Assistant. Apartments/houses will be checked periodically for cleanliness. Violations will be handled in the same manner as in the residence halls.

## **OFF-CAMPUS HOUSING POLICY**

To be eligible to for off-campus housing, all student applicants must meet at least one of the following qualifications:

1. Be 21 years of age or older by the established date in the semester for which the student is applying (October 1 for Fall Semester applicants and March 1 for Spring Semester applicants). Students applying for the June and July Semesters must be 21 or older by October 1 of the succeeding Fall Semester. Students applying for the January Semester must be 21 or older by March 1 of the succeeding Spring Semester.
2. Have 90 or more total credit hours at the time of application (includes the student's completed hours and the hours they are attempting). This does not include the future hours of the semester for which the student is applying.
3. Are married and/or have dependents.

Appeals to the aforementioned policy will be considered by the Vice President for Student Development on a case-by-case basis, with approval granted only in highly unusual circumstances.

All students wanting to apply for off-campus housing must file an Off-Campus Housing Application with the Office of Student Life. Applications submitted by current students living in on-campus housing must be filed by November 1 (if applying for the Spring and/or January Semesters) or April 1 (if applying for the Fall and/or Summer Semesters). Fall and Spring Semester applications received after the aforementioned filing dates will be assessed a \$100 late filing/processing fee. Late January and Summer (June and July) semester applications will be assessed a \$50 late filing/processing fee.

## **COMMUTER STUDENT HOUSING POLICY**

To be eligible for commuter status, a student must meet off-campus housing requirements, live with their parents, grandparents, or approved legal guardian who must live within a 30-mile radius of SBU's Bolivar campus. Appeals to the

aforementioned policy will be considered by the Vice President for Student Development on a case-by-case basis.

All students wanting to apply for commuter housing must file a Commuter Student Housing Application with the Office of Student Life. Applications submitted by and approved for students taking full-time class schedules (12 hours or more for the Fall and Spring Semesters and three hours or more for the January, June, and July Semesters) will expire on the last academic day of the specified semester(s) for which the student is approved to commute. All students taking full-time class schedules in a given semester are required to complete and submit an application if they desire to obtain commuter status for that semester.

If a student wishes to maintain their commuter status, they must file another application before the start (the first day) of the semester(s) for which they are applying. Failure to file a Commuter Student Housing Application could result in additional fees and/or late fees being assessed to the students' account. All student commuter requests are subject to approval by the Office of Student Life.

Commuter applications submitted by current students already living in SBU on-campus housing must be filed by November 1 (if applying for the Spring and/or January Semesters) or April 1 (if applying for the Fall and/or Summer Semesters) of the semester in which the student is applying. Fall and Spring Semester applications received after the aforementioned filing dates will be assessed a \$100 late-/filing processing fee with late January and Summer (June and July) Semester applications to be assessed a \$50 late filing/processing fee.

### **QUIET HOURS**

Quiet hours for all on campus housing facilities (including apartments/houses) are Sunday-Thursday 10 p.m. to 10 a.m. and Friday-Saturday 12 p.m. to 12 a.m. Students are expected to abide by these hours unless otherwise stipulated by their Resident Director.

When quiet hours are not in effect, residents must still refrain from making excessive noise, especially when asked to do so by a student or staff member. Students must refrain from making excessive noise (with electrified musical or other instruments) that would cause a disturbance to persons in neighboring premises. All stereos must be kept inside and speakers must be kept out of window areas, etc.

### **ROOM CHECK**

All on-campus rooms and apartments/houses will be checked 1-3 times monthly for cleanliness and compliance with University regulations. The schedule for and the frequency of room checks will be determined by the Resident Director.

### **ROOM ENTRY FEE**

A \$5 charge may be assessed by the Residence Life Department and/or the Office of Safety and Security for residents who are locked out of their room and/or apartment/house.

## **DORM GUEST POLICY – ON CAMPUS**

### **Lobbies:**

Guests of the opposite gender in residence halls are restricted to hall's lobby areas. Members of the opposite gender are allowed in specified lobbies from 10am-10pm, and main lobbies from 8am-12midnight. Woody/Gott main lobby closes at 1am every night for all guests and residents. Extended stay in the specified lobbies is granted during Open House. Guest's privileges of the same gender in residence hall rooms are subordinate to a resident's rights of privacy within his or her room. The presence of a guest should in no way interfere with the rights of the roommate or other residents.

### **Open House:**

Open House is when male dorms can host female students on Friday evenings from 7-11 p.m., and female dorms can host male students on Saturday evenings from 7-11 p.m. During these Open House times, guests of the opposite gender are allowed in the resident's room. Students who choose to participate in Open House must register their participation with their dorm office and the front door of their room must be open at all times. Resident Assistants will check rooms periodically during this time. Specific guidelines will be communicated to residents when they register at the dorm office.

Each visitor is required to sign in at the office of the residence hall and must leave his/her student ID with the office worker at the front desk. The visitor must sign the hall's participation sheet beside the name and room number of the host. The host must escort the guest to the room. All room doors must be kept open at all times and a Resident Assistant will be on the floor(s) during Open House to monitor and enforce policy. Guests may only visit in the room of their host and each host is limited to a maximum of four guests per visit.

## **GUEST POLICY – CAMPUS APARTMENTS/HOUSES**

Apartment/house guests are anyone who does not live in the apartment. Guests should not interfere with other residents studying or sleeping. Guests may visit during the established hours of Friday-Saturday, until 2 a.m. and Sunday-Thursday until 12 a.m. Members of the opposite sex are not permitted in bedrooms at any time and must remain in the living room/kitchen areas. Violations will be dealt with accordingly.

## **OVERNIGHT GUESTS**

Residents of all on campus housing (including apartments) may be permitted to have overnight guests of the same gender for a maximum of two consecutive nights, provided that all roommates and the Resident Director give advance approval. All overnight guests must be registered with the Resident Director. Persons under 16 years of age may not be overnight guests at any time without the written permission of the Resident Director. The hosting resident will be responsible for the conduct of guests at all times and must be present with the guest at all times. Hosting overnight guests of the opposite gender will result in a disciplinary referral to the Office of Student Life. Guests staying beyond two consecutive nights will need to be approved by the Resident Director and are subject to a \$20 per night per diem.

## **RESPONSE TO RESIDENCE HALL STAFF MEMBERS**

Residents are expected to respond appropriately to the reasonable requests of all University staff including Safety and Security, Resident Directors, Resident Assistants and Desk Assistants. Failure to do so will result in referral for formal University disciplinary action.

Students should follow proper protocol when addressing concerns with the residence life staff. Concerns should be directed to staff in the following hierarchy: the Resident Assistant, Resident Director, Director of Residence Life, and the Vice President for Student Development.

## **RESIDENCE HALL SIDE AND BACK DOORS**

All side and back doors lock at midnight (12 a.m.). The propping open of outside access doors will result in a Class A violation and a fine or community service. After 12 a.m., all entries and exits must be made through the hall's front door. Entry must be gained by using the card-access security system. If your student ID card has been misplaced or stolen, please contact Safety and Security at 417-328-1556. Misplaced and stolen ID cards may be replaced at the Office of Safety and Security located in the Hammons Building.

## **LOUNGES AND RECREATION ROOMS**

Students of the opposite gender may visit in the main lobbies of each residence hall between the hours of 8 a.m.- Midnight. Lounges and recreation rooms outside the main lobby of each hall are for use by all residents of the hall. Considerate behavior is, therefore, in everyone's best interest. Students should use good taste in regard to public displays of affection. If inappropriate behavior is displayed, the Resident Director may ask guests to leave the lounge or recreation area.

## **RESIDENCE HALL CURFEW**

Curfew will be required of all first semester undergraduate students residing in University housing unless otherwise waived by the Vice President for Student Development.

Curfew hours are:

Sunday - Thursday . . . . 12 a.m. (midnight) to 6 a.m.

Friday - Saturday . . . . . 2 a.m. to 6 a.m.

Students on curfew must sign in at the residence hall office by curfew time. Signing in or signing out with fraudulent intent is prohibited. Students must sign out when leaving campus overnight. This is to insure that the student can be reached in case of an emergency. Students on curfew may not sign out for overnight absences during the week (Sunday - Thursday). If a student is going home, visiting relatives, or has special circumstances, they must sign out at their hall's front office and receive special permission from their Resident Director or approved Residence Life staff member.

Signing out during the week or weekend to circumvent curfew is considered a Class B student conduct violation.

Second-semester students may earn the privilege to have curfew regulations removed if they fulfill the following requirements:

1. The resident has not exceeded their allotted number of misses during their first semester under curfew.
2. The resident has maintained a 2.0 or higher cumulative G.P.A. Residents who drop below a 2.0 G.P.A will be placed on academic curfew.
3. The resident's previous behavior has not necessitated excessive disciplinary action. (i.e.: the student has not had excessive residence hall violations or had disciplinary action imposed by the Office of Student Life).

If an individual who is on curfew needs to be out beyond curfew for a reasonable cause, a late pass may be obtained from the Resident Director up to eight times per semester. Passes should be obtained by 10 p.m. prior to use. When the Resident Director is not on call, the on-call Resident Assistant may issue a late pass.

### **CURFEW VIOLATIONS**

At the beginning of each semester, individuals on curfew will be given four misses for curfew. Students who knowingly fail to sign in, or knowingly fail to receive a late pass, will be subject to a possible fine or community service. Repeated circumventing of curfew will result in a violation referral to the Director of Residence Life.

### **SELLING & CANVASSING**

To protect the privacy of students, and to provide them with maximum security, the following policy shall govern solicitation: door-to-door solicitation is prohibited for all groups and individuals (official university business excepted). All posters, which must be stamped, or sales promotions; e.g., coupons, must be approved by the Office of Student Life. Recognized organizations or individuals wishing to make products available to students must acquire approval from the Office of Student Life.

### **CAMPUS COMMUNICATIONS**

University officials utilize the University's information portal ([mysbu@sbuniv.edu](mailto:mysbu@sbuniv.edu)), campus e-mail addresses, and campus mail to communicate pertinent information. Students are accountable to any and all information sent through these communication channels.

### **DELIBERATE DAMAGE TO PROPERTY**

Deliberate damage to property (whether personal property or University property) is considered a violation of the University's student conduct policy and will result in appropriate disciplinary action.

### **FIRE HAZARDS**

The possession of candles, candle warmers, incense, fireworks, firearms, flammable items, or any other open flame apparatus is prohibited. Halogen lamps, heating units, and hot plates are not allowed as well. Power surge protector strips are recommended and should have a self-contained circuit breaker. Residents are advised to keep a

flashlight on hand in the event of an extended power failure.

### **EMERGENCY PROCEDURE AND DRILLS**

In accordance with State law, and for the safety of students, fire and tornado drills will be conducted at various times. The University will conduct other emergency procedure drills as needed. All residents must participate and comply with the directions of the drill. Procedures will be posted in each residence hall and/or instructions will be issued by a residence life staff member.

### **INSPECTION OF PROPERTY, ROOM AND LOCKER PROCEDURES**

Southwest Baptist University officials reserve, at their sole discretion, the right to inspect any University-owned building or property or lockers at any time, for reasons including, but not limited to: housekeeping, maintenance, fire prevention and safety, in accordance with federal or state laws and University policy, it is acknowledged that the University is not obligated required to give official notice to the student of the inspection before its occurrence.

Automobiles on University property are subject to visual inspection by full-time University employees at all times.

### **SEARCH OF ROOM OR LOCKER**

Southwest Baptist University officials may search any University-owned building, property or locker, including residence halls and individual rooms within halls. These areas may be searched when there is reasonable suspicion that individuals or contents within the University-owned building, property or locker, including residence halls and individual rooms within halls are in direct violation of University, local, state, or federal policy or laws.

When a University official determines there is reasonable suspicion for a search, an official search may be conducted only by authorization of the President, Vice President for Student Development, or Director of Residence Life, except in the case of an immediate and clear emergency involving safety and health. If the President or Vice President for Student Development are not available, another executive officer of the University may provide authorization.

The search must be conducted by a SBU Safety and Security officer, which may include the on-duty safety and security patrol officer, assistant director of safety and security, associate director of safety and security, or director of safety and security in the presence of a witness who must be an employee of the University or a law enforcement official.

Prior to searching a University-owned building, property or locker, including residence halls and individual room, an attempt to notify the occupant of the purpose the search should be made. If the occupant does not respond to the contact, the University may proceed with the search. The occupant has the right to be present when the occupant is immediately present or can arrive within a reasonable time.

The employee conducting the room search should have a written description that



includes the following information:

- a. Date, time, and reporting safety and security officer
- b. Purpose for search, including items searching for
- c. Names of individuals responsible for authorizing the search
- d. Names of individuals conducting the search
- e. Duties and responsibilities of individuals involved with the search process
- f. Name of occupant and contact details
- g. Items found during the search

When conducting the search, records will specify the results of the search. If applicable, pictures of discovered items should be included with above documentation. Upon the conclusion of the search, the occupant will be informed of the outcome.

Automobiles on University property are subject to search. A complete search of automobiles may be conducted under the same procedure as individual residence hall rooms, where there is reason to believe they contain articles, which are not permitted on University property and/or are in violation of violation of University, local, state, or federal policy or laws.

### **MISSING STUDENT NOTIFICATION POLICY**

In compliance with the Missing Student Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of Southwest Baptist University's Student Life and Safety and Security offices to investigate any report of a missing student who resides on-campus at SBU. This policy, as seen on the Safety and Security section of SBU's ([www.sbuniv.edu](http://www.sbuniv.edu)) website, establishes a framework for cooperation among members of the University community aimed at locating and assisting students who are reported missing.

When an on-campus residing student is reported absent from the University for more than 24 hours, without any known reason, SBU's Safety and Security should be notified immediately. Upon notification, SBU's Safety and Security will investigate each report and make a determination whether the student is missing in accordance with the missing student policy.

If a missing student is under 18 years of age, and not an emancipated individual, the University is required to notify a custodial parent or guardian of the missing student not later than 24 hours after the determination by SBU's Safety and Security that the student is missing.

SBU's Safety and Security will also notify the Bolivar Police Department, no later than 24 hours, after it determines the student is missing, even if the student has not registered a contact person.

A complete viewing of the institution's Missing Student Policies and Procedures can be seen at <http://www.sbuniv.edu/safety/index.htm>.

## **JANE & KEN MEYER WELLNESS & SPORTS CENTER**

**Mr. Chris Allison, Director of Wellness Center**

**Mrs. Abby Glendenning, Wellness Center Coordinator**

**417-328-1411**

The Wellness and Sports Center is located at the center of the Southwest Baptist University campus. The Wellness Center is designed to provide a healthy and motivating environment where students, faculty and staff and others can meet to enjoy wellness and sports opportunities and build relationships. The Center's primary purpose is to service the wellness needs of SBU students and assist in the recruitment of prospective students. The Wellness Center is comprised of multipurpose intramural courts, a natatorium, fitness room, racquetball courts, climbing wall, Sports Cafe, an aerobic room, classrooms, and offices.

### **MEMBERSHIP**

Admission to the Wellness Center is based on an active Wellness Center Membership and possession of a valid SBU identification card. Student membership is paid through the student service fee, assessed at the beginning of each school term. Faculty, Staff and SBU retired employee memberships are available through the SBU benefits package.

Memberships are available to student spouses, alumni, and community members by contacting the Wellness Center office at 417-328-1411.

### **RESERVATIONS**

Facility reservations can be made by contacting the Wellness Center Director. For more information, please visit the Wellness Center website at <http://www.sbuniv.edu/campus-life/student-activities/campus-recreation/facilities.php>

### **CAMPUS COMMUNICATIONS**

University officials utilize the University's information portal ([mysbu@sbuniv.edu](mailto:mysbu@sbuniv.edu)), campus e-mail addresses, and campus mail to communicate pertinent information. Students are accountable to any and all information sent through these communication channels.

### **INTRAMURAL SPORTS**

The intramural sports program presents opportunities for students to deepen relationships and stay physically active throughout the year. A number of sports are offered including flag football, sand and indoor volleyball, basketball, soccer, dodge ball, and a variety of eSports. Students of all skill levels are encouraged to participate. Questions concerning Intramurals can be directed to Chris Allison, Director of Wellness Center at [callison@sbuniv.edu](mailto:callison@sbuniv.edu).

**UNIVERSITY MINISTRIES**  
**Kurt Caddy, Director of University Ministries**  
**417-328-1902**

**SPIRITUAL LIFE MINISTRIES**

Spiritual life ministries on campus are the responsibility of the Director of University Ministries. A variety of ministry opportunities are offered through the COMMUNITY LIFE + WORSHIP program, The Center for Global Connections, discipleship, mentoring programs and various other student ministries.

**COMMUNITY LIFE + WORSHIP**

The CLW program is designed to create a culture for effective and relevant spiritual formation. Spiritual formation, as affirmed here, is both an individual's pursuit of God and a corporate experience. The individual's spiritual life is shaped by the spiritual life of the community.

**COMMUNITY LIFE + WORSHIP GRADUATION REQUIREMENTS**

In order to graduate from SBU with an undergraduate degree, each student must accumulate 200 CLW points. During a typical eight-semester collegiate career, SBU students will be required to earn 200 CLW points, an average of 25 CLW points per semester. Students may complete their requirement by earning up to 35 CLW points per semester. For graduation requirement purposes, a student **MUST EARN AN AVERAGE OF AT LEAST 25 CLW POINTS PER SEMESTER WITH A MAXIMUM REQUIREMENT OF 200 CLW POINTS.** (See chart below)

- Eight..... (8) or more semesters require 200 CLW points.
- Seven ..... (7) semesters require 175 CLW points.
- Six ..... (6) semesters require 150 CLW points.
- Five ..... (5) semesters require 125 CLW points.
- Four ..... (4) semesters require 100 CLW points.
- Three ..... (3) semesters require 75 CLW points.
- Two ..... (2) semesters require 50 CLW points.

**EARNING COMMUNITY LIFE + WORSHIP POINTS**

Students will be able to earn their CLW points from five CLW categories. There will be multiple opportunities throughout the semester to earn CLW points.

**CHAPEL: Our Community Gathered Together**

Chapel services will held each Monday and Wednesday from 10-10:50 a.m. in Pike Auditorium, which is located inside Mabee Chapel.

There will also be a number of evening CLW opportunities offered.

**SMALL GROUPS: Our Community Sharing Life Together**

Students will have the option of participating in a small group study led by SBU faculty, staff and SBU students.

### **MISSION PARTICIPATION: Our Community Being Sent Out**

Students can receive 10 CLW points for being an active participant on a team sponsored by The Center for Global Connections.

### **SERVING THE COMMUNITY: Our Community Blessing the Community**

Students can receive CLW points for volunteering with predetermined, local, not-for-profit ministries within the Bolivar area. One (1) CLW point can be earned for every two (2) hours volunteered. Online CLW opportunities can be seen at:

<http://www.sbuniv.edu/resources/documents/clw-handbook.pdf>

### **SPECIAL INTEREST: Our Community Engaging the Culture**

Through coordination with the Integration of Faith and Culture Committee and the University Activities Council, opportunities will be provided for students to discuss our place in the culture. There will be also hosted debates, documentary films and film discussions during the semester.

### **CAMPUS COMMUNICATIONS**

University officials utilize the University's information portal ([mysbu@sbuniv.edu](mailto:mysbu@sbuniv.edu)), campus e-mail addresses, and campus mail to communicate pertinent information. Students are accountable to any and all information sent through these communication channels.

### **CLW SPECIAL CONSIDERATIONS**

Students who successfully complete any of the following full-time semester studies will automatically earn 25 CLW points:

1. Students fulfilling their Intercultural Studies six months abroad degree requirement.
2. Students participating in a University approved study abroad program.
3. Students performing duties associated with student teaching requirements.

### **CHAPEL BEHAVIOR**

Chapel is a gathering of the SBU community when we honor and worship the Lord in a variety of ways. As a worship setting, we should respect and honor the Lord by respecting and honoring each other. The following chapel behavior guidelines reflect common courtesy in a worship setting. Please respect others and our guests as you:

1. Refrain from the use of electronic devices, including stereos, computers and phones.
2. Refrain from engaging in personal conversations and other distracting behavior.
3. Refrain from studying, reading class notes, magazines, and other written materials not directly related to the chapel program.
4. Please remove caps during times of prayer.

Students who choose not to comply by chapel behavior guidelines will be subject to disciplinary action which may include, but is not limited to, not receiving a chapel attendance point.

Several times each year the chapel hour is designated for a formal chapel in which the faculty process and recess in their academic regalia. While appropriate and polite behavior is expected during all chapel services, protocol mandates the following actions be taken during formal chapel services such as Formal Convocation, Honors Chapel, and Founders Day:

1. Students should not be seated in the aisles during services that observe processional and recessional activities.
2. The chapel audience will stand when the processional begins and shall remain standing until motioned to be seated by the chapel moderator.
3. The chapel audience will remain attentive and polite throughout the entire service.
4. The chapel audience will stand for the recessional and **MUST** remain standing and at their seats until the faculty and platform guest(s) have recessed.

**HEALTH SERVICES**  
**Mrs. Joyce Schmelzle, RN, BSN**  
**Director of Health Services**  
**Mrs. Amberly Martino, Health Office Assistant**  
**SBU's Killian Health Center**  
**417-328-1888**

Southwest Baptist University (SBU) Killian Health Center, located at 803 S. Pike Street, is open from 9:00 a.m. to 4:00 p.m., Monday through Friday, during fall and spring semesters. Office hours are limited during Winterfest and Summer Session.

General health services are provided for undergraduate and graduate students who pay the student fees. Services provided include limited medical treatment, vision and health screening, limited physicals, medical equipment loans, consultation, referrals, self-care recommendations, immunizations, and Tuberculosis skin testing.

Students who require specialized medical assistance or tests are referred to local medical facilities. Students needing additional treatment will be financially responsible for any services acquired. The University will not be financially responsible for costs incurred by the student for services provided by any physician or medical center. Students injured during intramurals or any other University activities are financially responsible for any treatments received beyond those provided by the Health Center. Additional information is available at the Health Center by calling 417-328-1888 or at [www.sbu/killianhealthcenter](http://www.sbu/killianhealthcenter).

**APPOINTMENTS:**

Students are encouraged to make an appointment prior to their arrival at the Killian Health Center. This will ensure a more timely and efficient visit.

**IMMUNIZATIONS:**

Southwest Baptist University (SBU) strives to be a model health promoting campus. Therefore, SBU students shall satisfy the University's immunization requirements.

1. Required Immunizations:
  - a. DPT (Diphtheria, Pertussis and Tetanus) childhood series
  - b. Polio childhood series
  - c. MMR (Measles, Mumps and Rubella) series two doses for students born after 1956
  - d. Tdap (Tetanus, Diphtheria and Pertussis)
  - e. Meningitis
  - f. Hepatitis B three dose series

## **2. Recommended Immunizations:**

- a. Varicella (chicken pox) two dose series
- b. Hepatitis A two dose series
- c. HPV (Human Papillomavirus)
- d. Annual Influenza one dose

## **TUBERCULOSIS SCREENING QUESTIONNAIRE:**

Missouri Senate Bill 197 requires new or transfer students attending any college or university in the State of Missouri be screened for Tuberculosis (TB). The screening must follow the Center for Disease Control protocols that screen individuals based upon their time outside the United States, and their possible exposure to TB, or those who are likely to have come in contact with someone who has TB. The legislation requires colleges and universities to place a hold on a student's registration if they do not complete the Tuberculosis screening within their first semester at a Missouri college or university. The TB Screening Questionnaire can be found at <http://www.sbuniv.edu/campus-life/student-services/health-center.php>

Send Health History, Immunization and completed Tuberculosis Screening Questionnaire Records directly to the SBU Killian Health Center via one of the methods below:

- Killian Health Center, Southwest Baptist University, 1600 University Avenue, Bolivar, MO 65613
- Fax 417-328-1886
- E-mail a scanned attachment to: [jschmelzle@sbuniv.edu](mailto:jschmelzle@sbuniv.edu)

## **VERIFICATION NOTE OF HEALTH OFFICE VISIT**

To obtain documentation for a class absence (one or more days), a student must be seen by the Director of Health Services on the first day of the class absence.

## **STUDENT INSURANCE**

All students are encouraged to carry health insurance. The University does not provide health insurance.

## **COMMUNICABLE DISEASE**

Residents diagnosed with a communicable disease, as defined by Missouri Department of Health And Senior Services, may be moved out of university housing at the discretion of the Director of Residence Life or Vice President for Student Development upon the recommendation of the Director of Health Services. A student with a diagnosed communicable disease is expected to notify the Director of Health Services. The Director of Health Services may require a student, with signs or symptoms of a communicable disease, to be evaluated by another healthcare professional with the results to be made available to the University.

NOTE: The University reserves the right to refuse class admittance to any student who has been diagnosed as having a communicable disease.

## **COUNSELING SERVICES**

Students who encounter personal problems will find help that will be available to them through the services of two (one full-time and one part-time) professionally trained counselors: Dr. Debbie Walker and Bill Walkup, LCSW. This service is provided without direct cost to students. The counselors' offices are located in the Gott Education Center. To make an appointment to see a counselor, students should go to the Behavioral Science Department (417-328-1736) to fill out an intake form, which will allow the counselor(s) to schedule an appointment between classes. In case of an emergency, outside of business hours, call 417-399-5175 for instructions.

## **SUICIDE CRISIS PREVENTION**

Ask, Listen, Refer – Individuals have access to the SBU Suicide Prevention Training Program. The program was designed to help faculty, staff, and students prevent suicide by teaching individuals to:

- Identify people at risk for suicide
- Recognize the risk factors, protective factors, and warning signs of suicide
- Respond to and get help for people at risk

This training program can be found at [www.asklistenrefer.org](http://www.asklistenrefer.org). Showing an interest and helping others affirms their validity and worth. Often, listening and providing encouragement is exactly what is needed. When one senses that this is not enough, referral to Counseling Services is a viable option. Please see above Counseling Services information.



## **UNIVERSITY SUCCESS PROGRAMS** **Dana Steward, Director – 417-328-1425**

University Success Programs are targeted at specific populations of students, including students who are high-achieving, who are interested in interdisciplinary study or study abroad, who are in need of special academic services, and/or who are transitioning from college to the career world, with an emphasis on student success throughout the first year of college.

### **Ed and Theo Clark University Success Center** **Dana Steward, Director – 417-328-1425**

The University Success Center (USC) is an academic program that seeks to challenge students to think critically, to identify personal values, to develop skills for college success, and to grow in Christ.

The USC promotes student success through proactive advising, the delivery of two general education courses (University Seminar and Introduction to Critical Thinking), and initiatives that encourage students to build relationships with the campus community.

The USC faculty is responsible for advising all first-year students and all transfer students who are undecided on their major or who have less than 30 hours completed. Students are typically assigned an advisor in their major during the second semester they attend SBU. The USC is located in Mabee Chapel.

The USC also coordinates the *Cornerstone* program, which is designed to promote success in students who have demonstrated the need for additional support in their transition to SBU. *Cornerstone* promotes and cultivates academic and practical skills, connects students with academic assistance, and engages students in the SBU community.

### **Run 2 Win**

*Run 2 Win* is a peer mentoring program designed to benefit incoming students who want to "run to win" academically. Students who desire to have additional academic accountability and support should apply for *Run 2 Win* in the University Success Center. Each student is assigned an upper classman to be his/her peer mentor. Pairs or groups meet at least once a week. Peer mentors must demonstrate a record of academic success at SBU and a willingness to serve. Students who are interested in serving as a peer mentor may submit an application in the University Success Center.

## **DISABILITY SERVICES**

**Suzanne Powers, Special Services Coordinator 417-328-1689**

Undergraduate students requiring accommodations for an academic disability, should contact the special services coordinator as soon as possible. For information on forms and required documentation, please go the website: [Disability Services](#)

For more information see sections titled Student with Disabilities and Student with Disabilities appeal process.

## **CAREER SERVICES**

**Suzanne Powers, Director 417-328-1689**

Career Services is an academic support program that assists students and alumni in achieving their career goals. Career Services offers assistance in the areas of: career assessments, choosing a major, cover letter and resume basics, job searches, mock interviews and the interview process. General information on services provided may be found on our website at: <http://www.sbuniv.edu/academics/academic-resources/career-services.php>

## **STUDY ABROAD**

**Suzanne Powers, Director of External Studies 417-328-1689**

1Students interested in studying abroad should schedule an appointment with the director of external studies. To be eligible for studying abroad, a student must have completed two or more years of university-level study and have a minimum GPA of 2.75. Students should begin the SBU application process at least a semester before they intend to go abroad.

## **THE GORDON & JUDY DUTILE HONORS PROGRAM**

**Dr. Jodi Meadows, Honors Program Director,  
Instructor and Advisor in the University Success Center  
417-328-1460**

The mission of the Gordon & Judy Dutile Honors Program is to prepare servant leaders who are recognized for their accomplishments and excellence in academics, intercultural experiences, and spiritual development.

In order to be eligible for the program, students must have an ACT score of 28 or higher or an SAT score of 1240 or higher and a high school GPA of 3.5 or higher or a transfer GPA of 3.5 or higher. Applicants must complete the Honors Program application, an interview, and a writing component. Enrollment in the Gordon & Judy Dutile Honors Program is limited to the 30 most qualified students per class, who will be selected through a highly competitive process. Students who are accepted into the Honors Program must maintain a cumulative grade-point average of 3.25 and complete the academic, servant leadership, intercultural experience, and spiritual components of the program.

Students participating in the Gordon & Judy Dutile Honors Program will enjoy benefits that include: honors-specific courses designed to provide scholastic enrichment and opportunities for practical application and professional development, recognition on transcript and at graduation, early enrollment for classes, special cultural opportunities, centralized academic advising with the Honors Program Director and faculty in the major area, an Honors colloquium for the sophomore and junior scholars that provides an opportunity for student presentations, guest speakers, and panel discussions and a Senior Honors Capstone Experience that allows students to complete a project or research in the student's field of study, including the integration of faith and discipline. The University Honors Program is located in Mabee Chapel.

# **STUDENT GUIDELINES AND EXPECTATIONS**

## **DISCIPLINE**

Southwest Baptist University's behavior guidelines and expectations are meant to reflect Christian values. Like any community, there are certain standards, requirements and responsibilities that help secure a safe environment that coincides with the University's mission. Students, by virtue of their enrollment, whether or not school is in session, are seen as members of the University community and are expected to accept and live in accordance with the University's guidelines and expectations. Incoming students – those who have applied for admission, been accepted, and enrolled in the coming term/semester – become an official SBU student upon the first day of the enrolled term/semester. Students who choose to disregard these guidelines and expectations are subject to disciplinary action.

SBU is a caring University that promotes Christ-like forgiveness, grace, and truth. Students are held responsible for their actions that conflict with the University's community expectations. Discipline is intended to serve the following purposes:

1. To uphold University guidelines and expectations.
2. To promote personal responsibility.
3. To be educative in redirecting student behavior.

Disciplinary matters involving Bolivar campus graduate and undergraduate students both on and off campus will be addressed in the following categorical manner:

- Class A offenses (including alleged violations of non-dismissible residence hall offenses) will be referred to the Resident Director after one warning.
- Class B offenses (including alleged violations of non-dismissible offenses, which may or may not have taken place inside a residence hall) are generally referred to the Student Infractions Peer Committee, but may be sent to the Vice President for Student Development.
- Class C offenses (including alleged violations of any potentially dismissible offense) are reviewed by the Student Life Judicial Council (SLJC) or Vice President for Student Development, and may be referred to the Student Infractions Peer Committee.

Disciplinary matters involving branch campus graduate and undergraduate students will be addressed in the above categorical manner by the branch campus director.

The following procedural process is applicable in cases where an alleged Class C violation has occurred and may require official student disciplinary action:

1. Acknowledgment of alleged incident including statement of facts and violation will be submitted to the Vice President for Student Development.
2. Investigation procedures will be initiated as outlined in the Student Handbook.
3. Notice will be provided to the student charged with an alleged violation of student conduct policy. The charged student will be granted a hearing.

4. A written hearing notice will be provided to the student charged with an alleged violation of student conduct policy that explains the alleged violation, date and time of the hearing, and the hearing process.
5. Following the hearing, the charged student will be informed of the outcome, including any imposed sanction(s). At this time, the student will also be informed of the disciplinary appeals option(s) as outlined in the Student Handbook.

### **STUDENT INFRACTIONS PEER COMMITTEE (SIPC)**

The Student Infractions Peer Committee consists of five (5) students who must be of sophomore, junior, or senior standing. A Student Life officer serves as the committee's advisor. Candidates are nominated by the Student Government Association and are approved by the Vice President for Student Development. Length of service is one academic year. Members are eligible to serve more than one term. The Student Infractions Peer Committee is authorized to hear and apply sanctions for any referred violation. The committee will decide to sustain the charge or absolve the alleged party. If the charge is sustained, the committee will have sanctioning authority. The decision of the committee is sent to the Vice President for Student Development for official approval and communication.

### **STUDENT LIFE JUDICIAL COUNCIL (SLJC)**

The Student Life Judicial Council will consist of the Vice President for Student Development and a select group of invited individuals who represent the University's faculty and staff. The function of this council is to hear disciplinary appeals and Class C violations. Upon hearing allegations and reviewing evidence, the council will have authority to absolve allegations or issue sanctions.

### **INVESTIGATION PROCEDURES**

University's procedures related to investigating allegations made against a student should include the following steps:

1. Assess allegation and determine what investigatory efforts are necessary. If the allegations made against a fellow student involves domestic violence, dating violence, sexual assault, rape, acquaintance rape, stalking, or sexual harassment, then the procedural steps associated with these items will be pursued (see Student Handbook).
2. Research allegation, which may include, but certainly not limited to interviewing individuals, reviewing video surveillance footage, or requiring a drug test.
3. Collect and review relevant information pertinent to submitted allegation.
4. Follow proper student hearing procedures, if it is determined that a hearing is necessary.
5. Interview individuals with knowledge of facts. Interviewees will be summonsed to an interview with acknowledgement that they are assisting with information collection.
6. Consult with appropriate University constituents, which may include the Student Life Judicial Council.
7. Discuss and evaluate collected data.

8. Present conclusions to the accused and take necessary actions. If the evidence shows that the report allegation is more likely true than not true, then violations are considered a Class C Violation and appropriate sanctions will be applied.

### **VIDEO SURVEILLANCE:**

Security cameras have come into increasing use on college and university campuses, principally as part of crime prevention strategy, to aid in the protection of public safety and personal property. In regard to investigative procedures, the University may use video surveillance, when appropriate, as part of its inquiry efforts. When using video surveillance equipment for investigation efforts, review of video surveillance can be initially activated by the on-duty safety and security patrol officer. An officer's incident report, and video footage, is reviewed by the assistant director of safety and security and the associate director of safety and security. A final level of review for video monitoring is then reviewed by the associate director of safety and security, the director of safety and security.

Knowing when to utilize video surveillance equipment during investigations is based on the following six elements:

Security camera use on campus for non-instructional purposes is considered appropriate when it enhances:

- Protection of individuals, equipment, and facilities
- Monitoring of public areas and parking lots
- Monitoring of building entrances and exits
- Investigation of criminal activity
- Investigation of vehicular accidents
- Investigation of reports of injury

### **LAW ENFORCEMENT:**

The Department of Safety and Security should be notified when a potential violation includes possible criminal conduct. It is then to be determined by the Director of the Department of Safety and Security whether to involve law enforcement, and if so, the Director shall alert law enforcement of the investigation and cooperative with law enforcement.

### **DISCIPLINARY APPEALS:**

Below are the Disciplinary Appeals for class A, class B and class C violations. Students who are issued sanctions are encouraged to appeal any sanction for any violation (disciplinary action) against them if they disagree with the decision or believe the decision or information, upon which the decision was based, was improper.

To appeal a violation a student MUST file a written appeal as designated below within five (5) days of the notice of the sanction. The appeal MUST include:

- a. the grounds upon which the appeal is based (see Grounds for Appeal);
- b. the name of each witness supporting the appeal, and;
- c. the identification of each document which you believe is relevant and supports your appeal.

Class A violations: The Vice President for Student Development serves as the first and final level of appeal for Class A violations. The student who wishes to appeal a decision must notify the Vice President for Student Development in writing within five days of the date of the imposed sanction(s).

Class B violations: The Student Life Judicial Council (SLJC) serves as the first and final level of appeal for Class B violations, which includes those heard by the Student Infractions Peer Committee (SIPC). The student who wishes to appeal a SIPC decision must notify the Vice President for Student Development in writing within five days of the date of the imposed sanction(s). The appeals procedure for Class B violations heard by the SLJC rather than the SIPC will follow the format in place for Class C violations (see the reference to Class C violations included next in the Disciplinary Appeals section of this handbook).

Class C violations: The student who wishes to appeal a decision at this level must notify the Vice President for Student Development in writing within five days of the date of the imposed sanction(s). The Vice President for Student Development serves as the final level of appeal for class C violations initially heard by the Student Infractions Peer Committee (SIPC). Class C violations initially heard by the Student Life Judicial Council (SLJC) may be appealed to: (1) the Vice President for Student Development or (2) an appeals committee consisting of four faculty members appointed by the Provost and three students appointed by the SA President. The Appeals Committee serves as the final level of appeal for Class C violations.

## **GROUNDINGS FOR APPEAL**

General Policy: It is not the function of the appeals process to permit a rehearing of factual issues originally presented to determine the outcome. The function of the appeals procedure is to regulate the procedural correctness and fairness of the judicial process. Thus, grounds for entertaining appeals are specifically limited to the following:

1. Irregularities in fairness that influenced the outcome of the original action. It is the burden of the party seeking relief to demonstrate that the original decision would more likely than not have been different had the irregularity or error not occurred.
2. Prejudice demonstrated against either respondent or plaintiff on the part of the Student Life Officer, Student Life Peer Committee or Student Life Judicial Council participating in the disciplinary action. This prejudice must be more than simple opposition to the appealing party's point of view. Evidence must show a significant conflict of interest, bias, pressure or influence that prevented a fair and objective hearing.
3. New and significant evidence discovered after the original hearing.
4. Disproportional sanction(s) extraordinary to the conducted violation.

Requests for appeal will not be automatically granted and may be denied by the appeals board if one (or more) of the above conditions is not demonstrated.

## APPEALS BOARD PROCEDURE

1. Upon the receipt of an appeal request, the Vice President for Student Development will notify the appropriate parties.
2. A representative of the Office of Student Life will present charges.
3. The accused will be given the opportunity to respond.
4. Questions by the Board.
5. Summation by the representative of the Office of Student Life.
6. Discussion and decision by the Board in closed session. (The accused and the representative of the Office of Student Life may not be present.)
7. Notification of the Board's decision to the student and the Office of Student Life within twenty-four (24) hours of the hearing concerning the committee's decision.

## SANCTIONS

The following examples represent the types of discipline that may be imposed. One or more sanctions may be imposed for a particular violation.

**Official Reprimand:** This sanction serves to inform the student that the incident reflects behavior unacceptable to the community and is inconsistent with University regulations. The purpose of this sanction is to serve as a warning to the student that further violation is likely to result in more severe consequences which would become part of the student's disciplinary records.

**Suspended Fines:** This sanction allows the student to withhold payment unless the offense is repeated, in which case the student is held responsible for paying the fine for the original offense and for the repeated violation.

**Fines:** Fines are used as a deterrent for those who disregard residence hall regulations. Fines are separate from restitution.

**Restitution:** Students are obligated to compensate a party for any damage or loss of property for which they are responsible.

**Community Service:** Students may be required to perform community service hours either on or off campus as an appropriate response to the violation.

**Educative Sanctions:** Tasks, assignments or experiences which a student is obligated to complete as a result of the decision of an officer of Student Life. Examples are: letters of apology; research of an issue related to the offense; attending a workshop, lecture or meeting.

**Restrictive Sanction:** If it is believed by the Vice President for Student Development that a certain restriction is an appropriate response to a violation, the student will be restricted accordingly for a specified period of time. Examples of restrictions that may be imposed include the following but are not limited to:

1. Restricting participation in a particular activity or activities.
2. Restricting the on-campus housing assignment (may require a housing adjustment).
3. Restricting off-campus living privileges (may require the student to remain in campus housing for an extended period of time or move from an off-campus residence to campus housing).

**Disciplinary Notice:** This sanction places the student on official notice to the effect that the violation has become part of the student's disciplinary records and that any further



violation is likely to result in the student being placed on the status of Disciplinary Probation or Dismissal.

**Disciplinary Probation:** The imposition of this sanction affects the student's good standing with the University for the duration of the probationary period. Further violations that occur during the probationary period are likely to result in suspension or dismissal. Students placed on the status of Disciplinary Probation are ineligible to represent the University in any University-sponsored activity (see listing of activities under Academic Probation). The Vice President for Student Development will communicate with the affected student and with appropriate faculty/staff. The length of the probationary period imposed by the Vice President for Student Development will depend on the nature of the violation and the time frame of the semester. Probationary periods include one to five weeks, five to eight weeks, eight weeks to one semester, and one semester to two semesters.

**Denial of Privilege to Re-enroll:** This sanction places the student on indefinite disciplinary probation, allows for completion of the current semester but prohibits enrollment for subsequent semesters without permission from the Vice President for Student Development.

**Suspension:** Students on suspension are not permitted to enroll or continue to be enrolled in classes on campus and may be required to remain off campus except when an appointment with a University official has been arranged. Students who are suspended are not permitted to live in University housing.

**Dismissal with Suspended Imposition of Sentence:** This status enables an alternative recourse while stipulating that the student's status will be automatically terminated following a second offense. (For further explanation, see the section on University Sanctions for Alcohol Policy Violation found elsewhere in this handbook.)

**Dismissal:** Dismissal is the termination of student status for a stated period of time. The conditions of readmission, if any, shall be stated in the order of dismissal. If a dismissed student, who is later allowed to return, conducts a class C violation, that student is subject to immediate dismissal.

Impositions of sanctions that deny a student the privilege to continue or re-enroll at the University will be communicated to the Registrar and noted as part of the student's transcript for the duration of the dismissal or probation period.

## **STUDENT CONDUCT POLICIES**

All Southwest Baptist University students are expected to follow the conduct policies set forth in this handbook. Unfamiliarity with institutional regulations or rules does not excuse a violation. Attempting, abetting, or being an accessory to any prohibited act set forth in this handbook shall be considered the same as a completed violation. These regulations are not designed to define prohibited conduct in exhaustive terms.

## **CLASS "A" VIOLATIONS**

The following residence hall violations are considered class A offenses and are regulated by each residence hall in accordance with minimum and maximum guidelines established by the Office of Student Life.

1. Curfew violations.
2. Unauthorized entry to, presence in, or exit from the residence hall. Examples include entering or exiting through windows or through side/back doors after they have been locked, and being in a restricted area of the residence hall without permission. NOTE: This violation also applies to students who assist others in unauthorized entry to, presence in, or exit from the residence hall, and to students who fail to properly register guests.
3. Jeopardizing the security of the residence hall or the safety of the residents. Examples include propping outside access doors and violating the regulations stated in this handbook concerning fire hazards.
4. Uncooperative response to a legitimate request from a member of the residence hall life staff. Examples include requests involving inappropriate room displays and inappropriate behavior (including language) offensive to others. Harassment is prohibited.
5. Deliberate misuse of residence hall furnishings or facilities, including any related damage to the university property. NOTE: This violation also includes the unauthorized removal of screens.
6. Use or possession of tobacco or electronic cigarette paraphernalia in the halls.
7. Unapproved pets in the residence hall (automatic prior approval is granted only for pet fish).
8. Loss of room key.
9. Failure to abide by the procedures of the residence hall regarding room check.
10. Failure to abide by the procedures of the residence hall regarding attendance at mandatory meetings.
11. Failure to abide by the procedures of the residence hall regarding quiet hours.
12. Failure to abide by the procedures of the residence hall regarding proper check-out.

The preceding list of residence hall (Class A) violations will be addressed in the following manner:

1. A written warning will be issued by the Resident assistant.
2. A second violation of the same offense will result in referral to the Resident Director. Action may include:
  - a. Absolve the student of the charge(s) relevant to the violation(s).
  - b. Find the student to be in actual violation resulting in one of the following options (as determined by the Resident Director in consultation with the student:
    - i. Community service in the residence hall (one hour equivalent to a \$10 fine).
    - ii. Financial penalty (including restitution, fine, or suspended fine. Note: Residence Hall fines may not be issued arbitrarily or automatically and are limited to increments of \$5, \$10, \$20, or \$40, depending on the offense).

The student will be given a maximum of 72 hours to resolve the matter with the Resident Director, after which the matter will be referred to the Office of Student Life for action by the Student Infractions Committee or the Vice President for Student Development (who serves as the final level of appeal for class A violations).

**NOTE:** If the student fails to make an attempt to resolve the matter within the 72 hour time frame, the class A violation becomes a class B violation resulting in a permanent record in the Office of Student Life and the possibility of class B sanctions which would be in addition to any class A sanctions already imposed.

### **CLASS "B" VIOLATIONS**

The following are class B violations which, although, serious, are normally considered non-dismissible offenses that would not require the immediate termination of student status:

1. Violating the curfew policy on five or more occasions after the grace period has been exhausted.
2. Circumventing rules by fraudulent or deceitful means, including regulations pertaining to curfew, chapel and class attendance, and requirements for living on campus.
3. Defiance of the dormitory guest policy (see Guest Policy within Residence Life section of the Student Handbook).
4. Incurring debt for the University or a student organization without the approval of a University official.
5. Breach of housing contract terms and conditions including any excessive violation of a class A offense that does not reach the level of a class C offense.
6. Misuse of a student ID card.
7. Refusing to present student ID or other identification upon the request of a University official.
8. The use of profanity and/or abusive language on campus.
9. Official university sponsorship of social dances on or off campus, including sponsorship by campus organizations.
10. Organized gambling activities on campus.
11. The intentional use or possession of pornographic materials including that which is accessible through computing resources, books, magazines, video tapes, and telephones. An initial violation may result in a warning from any University official; however, repeated violations will result in referral to the Office Student Life for appropriate action.
12. Violation of clothing guidelines. While a strict dress code does not exist, the guidelines for dress at Southwest Baptist University are intended to reflect the standards of the University. Thus, any article of clothing considered inappropriate and in clear conflict with the standards of the University, should not be worn on campus. Clothing that advertises tobacco or alcoholic beverages or gives reference to immoral behavior is unacceptable. Students who are known to be in violation of the stated clothing guidelines are subject to disciplinary action by the Office of Student Life.
13. Unintentional damage to university property, property of another institution, commercial property, or private property. (Restitution will typically be required.)

14. Use of wheeled vehicles or devices (such as bicycles, skateboards, roller skates, and roller blades) inside campus buildings.
15. Excessive noise disturbance on campus.
16. Defacing property on or off campus.
17. Use of tobacco or electronic cigarettes on campus.

The preceding list of Class B violations will be addressed in the following manner:

1. A written incident report will be turned in to the Office of Student Life for action by the Student Infractions Committee or the Vice President for Student Development.
2. Action may include:
  - a. Absolve the student of charge(s) relevant to the violation(s).
  - b. Find the student to be in actual violation resulting in one or more of the following sanctions (see the section on sanction found elsewhere in this handbook)
    - i. official reprimand
    - ii. financial restitution
    - iii. community service (one hour equivalent to a \$10 fine)
    - iv. educative sanction(s)
    - v. disciplinary notice
    - vi. restrictive sanction(s)
3. The Vice President for Student Development serves as the final level of appeal for class B violations addressed by the Student Infractions Committee.

### **CLASS "C" VIOLATIONS**

Class C violations consist of unacceptable moral or ethical behavior; serious law violation(s); serious damage to property; or behavior that is harmful (or potentially harmful) to self, others, or the University. Therefore, the following Class C violations are considered potentially dismissible offenses, depending on the severity of the incident.

1. Violation of federal, state, or local laws.
2. All forms of dishonesty such as plagiarism, cheating and violation of the computing resources policy. The computer resources policy appears in this publication under Information and Technology Services or on the SBU Portal.
  - a. Plagiarism: (1) Using the ideas or writings of another as one's own; (2) Appropriating passages or ideas from another and using them as one's own, as defined in the American Heritage Dictionary of the English Language, New College Edition published by Houghton-Mifflin, 1980. Examples of plagiarism include, but are not limited to:
    - i. Using ideas, words or phrases, and/or wholesale scripts from another's work without proper citation.
    - ii. Submitting the same work in two courses without the written permission of each instructor.

Note: Additional examples of plagiarism may be found in the textbooks for English Composition I and II.

- b. Cheating: (1) To deceive by trickery; (2) To mislead; (3) To practice fraud;

and/or (4) To act dishonestly, as defined in the American Heritage Dictionary of the English Language, New College Edition published by Houghton-Mifflin, 1980. Examples of cheating include, but are not limited to:

- i. Collaborating without authorization.
  - ii. Presenting work done by another as one's own, either in part or in whole.
  - iii. Altering a paper or other instrument after the grade has been assigned for the purpose of misrepresenting the student's performance.
  - iv. Enlisting another person to take one's evaluation procedure.
  - v. Using prohibited sources of information for examinations or other testing procedures.
  - vi. Knowingly providing any unauthorized assistance to other students.
  - vii. Falsifying or changing information concerning academic achievement.
  - viii. Facilitating any act that promotes academic dishonesty including the withholding of information concerning the academic dishonest conduct of another.
3. Forgery, alteration or fraudulent misuse of any university document or instrument of identification; fraudulent misrepresentation relevant to any transaction with the University (including, but not limited to knowingly furnishing false information to university personnel, withholding material information from the University, and writing bad checks); misrepresenting the truth before a hearing of the University; or making a false statement to a university official. NOTE: This violation also applies to any student who attempts to maintain a residence in campus housing while knowingly disregarding class attendance requirements and students living off campus in violation of the residency requirement.
  4. Intentional disruption or obstruction of any official university function.
  5. Physical and/or psychological hazing, harassment, stalking, bullying, or other abuse of any person on or off the university campus (including, but not limited to, verbal abuse, physical or sexual assault, and other physical altercations.)
  6. Harassment of any kind directed toward another student, faculty, or staff member.
  7. Obstructive or disruptive behavior that seriously hinders the normal university performance of another student, faculty, or staff member.
  8. Failure to comply with the directions, instructions, or disciplinary sanctions issued from a university official acting in performance of position-related duties including, but not limited to, failure to comply with an official summons from the president or the Vice President for Student Development.
  9. Theft of any kind from students, faculty, staff, or persons outside the university community, including seizing, receiving, or concealing property with knowledge that it has been stolen.
  10. Intentional possession or use of hazardous materials on campus, including materials which may be used in the construction of explosive devices.
  11. Possession or use of firearms (or any type of deadly weapon) on campus.
  12. Shooting off fireworks on campus.
  13. Starting a fire on university property without permission from a duly authorized university official. Both the Office of Student Life and the physical plant office must be made aware of scheduled events involving a bonfire planned by a student organization.

14. No person shall take part in a false fire alarm or tamper with, damage, or misuse fire safety equipment.
15. The unauthorized use of keys and the unauthorized entry into, presence in, or use of university facilities.
16. Sale or possession of property (including textbooks) without the owner's permission.
17. Vandalism or any intentional damage to or destruction of property on or off campus.
18. Financial delinquency to the university.
19. Violation of the University alcohol policy (see complete policy statement and sanctions elsewhere in this handbook).
20. Violation of the University policy on illegal drugs (see complete policy statement and sanctions elsewhere in this handbook).
21. Moral impropriety, including sexual misconduct that is inconsistent with the "Principles and Expectations" of the University as stated in the university catalog.

The preceding list of class C violations will be addressed in the following manner:

1. A written incident report will be turned in to the Office of Student Life for action by the Vice President for Student Development.
2. Action may include:
  - a. Absolve the student of charge(s) relevant to the violation(s).
  - b. Find the student to be in actual violation resulting in one or more of the following sanctions (see the section on "sanctions" found elsewhere in the handbook).
    - i. official reprimand
    - ii. financial restitution
    - iii. community service
    - iv. educative sanction(s)
    - v. disciplinary notice
    - vi. restrictive sanction(s)
    - vii. disciplinary probation
    - viii. denial of privilege to re-enroll
    - ix. suspension
    - x. dismissal with suspended imposition of sentence
    - xi. dismissal
3. The appeals process for class C violations is outlined in detail in the appeals section of this handbook.

## **COMPLIANCE POLICIES**

### **DEFINITION OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, STALKING, SEXUAL HARASSMENT, AND CONSENT:**

SBU prohibits domestic violence, dating violence, sexual assault, rape, acquaintance rape, stalking, and sexual harassment. The University expects behavior from all members of the University family that demonstrates the highest standard of respect for people and property and that exemplifies the Christian commitment to loving one another. Certain behaviors are not acceptable according to this moral and ethical standard.

It is important to recognize that emotional, verbal, and economic abuse are part of the umbrella of domestic violence, dating violence, sexual assault, and stalking and can exist without the presence of physical abuse.

### **DEFINITIONS:**

Many of the following terms, unless cited differently, were taken from MO Rev Stat § 455.010 (2016):

**Abuse** - includes but is not limited to the occurrence of any of the following acts, attempts or threats against a person who may be protected pursuant to this chapter, except abuse shall not include abuse inflicted on a child by accidental means by an adult household member or discipline of a child, including spanking, in a reasonable manner:

(a) "Assault", purposely or knowingly placing or attempting to place another in fear of physical harm;

(b) "Battery", purposely or knowingly causing physical harm to another with or without a deadly weapon;

(c) "Coercion", compelling another by force or threat of force to engage in conduct from which the latter has a right to abstain or to abstain from conduct in which the person has a right to engage;

(d) "Harassment", engaging in a purposeful or knowing course of conduct involving more than one incident that alarms or causes distress to an adult or child and serves no legitimate purpose. The course of conduct must be such as would cause a reasonable adult or child to suffer substantial emotional distress and must actually cause substantial emotional distress to the petitioner or child. Such conduct might include, but is not limited to:

1. Following another about in a public place or places;
2. Peering in the window or lingering outside the residence of another; but does not include constitutionally protected activity;

(e) "Sexual assault", causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, duress, or without that person's consent;

(f) "Unlawful imprisonment", holding, confining, detaining or abducting another person against that person's will; (455.010 RSMO):

**Adult** – any person seventeen years of age or older or otherwise emancipated; (455.010 RSMO);

**Advisor of Choice** – an individual whom complainants and respondents involving domestic violence, dating violence, sexual assault, and stalking have the privilege to have attend and support them through the investigation, resolution, and, if necessary, appeal processes. The selection of an "advisor of choice" is not limited to, but can include a friend, mentor, family member, attorney, or faculty member.

**Bystander intervention** – helpful and safe bystander interaction, especially if there is a risk of domestic violence, dating violence, sexual assault, or stalking. While there are many methods of invention to help a fellow student, a bystander must assess their personal safety before intervening. If intervention is reasonable, a few bystander interaction methods, but certainly not an exhaustive list, could include:

- a) Engaging in conversation that would divert the concern
- b) Using a distraction to deter the situation
- c) Asking another bystander(s) to assist you in disrupting the issue
- d) Telling University personnel
- e) On the Bolivar campus, calling SBU Safety and Security (417) 328-1556
- f) Calling 911

**Child** – any person under seventeen years of age unless otherwise emancipated; (455.010 RSMO)

**Complainant** – A complainant is anyone who reports an alleged incident of sexual misconduct or discrimination as described by policy.

**Consent** – SBU's principles and expectations apply to employees and students. All members of the University family should abstain from unbiblical sexual practices and from behavior which may lead to a violation of God's standards on sexual activities. If sexual activity occurs outside the covenant of marriage, "Consent" means an affirmative, unambiguous, and voluntary agreement to engage in sexual activity. Consent requires a mutual understanding communicated that endorses an agreement to be sexually active at that given time. Consent to some form of sexual activity should not be interpreted as consent to other forms of sexual activity. Without consent any sexual activity will be



considered unwanted and without consent. Sexual activity will be considered non-consensual if the victim was unable to communicate consent due to coercion, incapacitation, physical abuse, or any other item causing impaired judgment.

Consent RSMo 556.061(5). Consent or lack of consent may be expressed or implied. Assent does not constitute consent if:

- a) It is given by a person who lacks the mental capacity to authorize the conduct charged to constitute the offense and such mental incapacity is manifest or known to the actor; or
- b) It is given by a person who by reason of youth, mental disease or defect, or intoxication, is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense; or
- c) It is induced by force, duress or deception.

**Court** – The circuit or associate circuit judge or a family court commissioner; (455.010 RSMO).

**Dating Violence** – The term “dating violence” means violence committed by a person— (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- (i) The length of the relationship.
- (ii) The type of relationship.
- (iii) The frequency of interaction between the persons involved in the relationship” (SEC. 40002. 42 U.S.C. 13925).

**Domestic violence** – Abuse or stalking committed by a family or household member, as such terms are defined in this section (455.010 RSMO).

The State of Missouri does not define domestic or dating violence. However, the State of Missouri does define assault (455.010(1) RSMo), and has interchangeably used domestic or dating violence when referencing a situation whereby a person purposely, knowingly, or recklessly caused fear or physical harm to another person within the same family or with another person in which an intimate or romantic relationship existed.

**Ex parte order of protection** – An order of protection issued by the court before the respondent has received notice of the petition or an opportunity to be heard on it (455.010 RSMO).

**Family or household member** – Spouses, former spouses, any person related by blood or marriage, persons who are presently residing together or have resided together in the past, any person who is or has been in a continuing social relationship of a romantic or

intimate nature with the victim, and anyone who has a child in common regardless of whether they have been married or have resided together at any time (455.010 RSMO).

**Full order of protection** – An order of protection issued after a hearing on the record where the respondent has received notice of the proceedings and has had an opportunity to be heard (455.010 RSMO).

**Order of protection** – Either an ex parte order of protection or a full order of protection (455.010 RSMO).

**Pending** – Exists or for which a hearing date has been set (455.010 RSMO).

**Petitioner** – A family or household member who has been a victim of domestic violence, or any person who has been the victim of stalking or sexual assault, or a person filing on behalf of a child pursuant to section 455.503 who has filed a verified petition pursuant to the provisions of section 455.020 or section 455.505 (455.010 RSMO).

**Respondent** – A respondent is anyone in which a sexual misconduct or discrimination allegation report has been filed against.

The family or household member alleged to have committed an act of domestic violence, or person alleged to have committed an act of stalking or sexual assault, against whom a verified petition has been filed or a person served on behalf of a child pursuant to section 455.503 (455.010 RSMO).

**Sexual Assault** – “The term “sexual assault” means any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent” (SEC. 40002. 42 U.S.C. 13925). In addition, sexual assault is causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, or duress (see 455.010(1) RSMo).

**Sexual Harassment** – SBU is committed to maintaining high standards of professional ethics in a humane atmosphere in which individuals do not abuse their personal authority or power. All members of the University family are responsible for maintaining a positive working and learning environment. The faculty, staff, and students of SBU will not condone actions which a reasonable person would regard as either gender discrimination or sexual harassment.

Sexual Harassment is any unwelcome verbal or physical conduct based on any characteristic protected by law when: (1) the behavior can reasonably be considered to adversely affect the school or work environment; or (2) an employment decision affecting the employee is based upon the employee's acceptance or rejection of such conduct." Conduct that "adversely affects the work environment," even though it may not be "severe or pervasive" as required under federal law may also be deemed harassment.

**Procedure:** Any person(s) who believes he or she has been the object of gender discrimination or sexual harassment by a co-worker, supervisor, manager, visitor, teacher, or student is encouraged to report the incident to the cabinet member in charge

of his/her particular area, the human resources director, his/her supervisor, or any other member of the executive cabinet. (Note: The Vice President for Student Development is responsible for any student concerns.) An individual must not assume SBU is aware of his/her complaint. It is the individual's responsibility to report all complaints and concerns as soon as possible. Supervisors with any knowledge of harassment should report all complaints to the University Affirmative Action Officer (Director of Human Resources) immediately.

**Stalking** – Is when any person purposely engages in an unwanted course of conduct that causes alarm to another person, or a person who resides together in the same household with the person seeking the order of protection when it is reasonable in that person's situation to have been alarmed by the conduct. As used in this subdivision:

- a) Alarm" means to cause fear of danger of physical harm; and
- b) Course of conduct" means a pattern of conduct composed of two or more acts over a period of time, however short, that serves no legitimate purpose. Such conduct may include, but is not limited to, following the other person or unwanted communication or unwanted contact (455.010 RSMO).

## **POLICY, REPORTING, AND PROCEDURES FOR REPORTING DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, RAPE, STALKING, and SEXUAL HARASSMENT:**

### **POLICY:**

SBU prohibits domestic violence, dating violence, sexual assault, rape, acquaintance rape, stalking, and sexual harassment. Any student who believes he or she has been a victim of any of these inappropriate actions is encouraged to report the incident to the Vice President for Student Development or the University's Title IX Coordinator.

Dr. Robert Harris, Vice President for Student Life, Goodson Student Union, (417) 328-1827, rharris@sbuniv.edu

Mrs. Carolyn O'Kelley, Director of Human Resources, Sells Administrative Center, (417) 328-1512, cokelley@sbuniv.edu

Any SBU personnel with any knowledge of the above stated items should report all complaints to the Deputy Title IX Coordinator/Director of Human Services.

SBU students are encouraged to report incidents of domestic violence, dating violence, sexual assault, rape, acquaintance rape, stalking, and sexual harassment whether the incident happened to them or a fellow student. In regard to amnesty, a student who has become victim or witness to any of the above stated items or has experienced an alcohol related emergency may not be sanctioned if the reporting student has violated the University's Alcohol Policy (see Student Handbook).

Unfortunately, statistics show that alcohol is often involved when there becomes a victim of domestic violence, dating violence, sexual assault, rape, and acquaintance rape. The

University prohibits these actions and wants to encourage all students and employees to report such violations; even if the reporting person has been drinking alcohol and is underage.

Confidentiality – The University recognizes that maintaining the confidentiality of the person who files a complaint is of the utmost importance. While all discrimination complaints will be handled discreetly, there is not a guarantee that absolute confidentiality will occur.

Retaliation – Retaliation against a person who files a complaint, or persons who participate in related proceedings and investigative efforts, is prohibited. Any retaliation against a person filing a complaint will be subject to discipline in accordance with the institution’s policies and procedures.

**REPORTING A COMPLAINT:**

SBU has a dedicated Title IX committee comprised of one coordinator and five deputy coordinators to ensure Title IX compliance and care for individuals who may have been victims of discrimination under Title IX.

Any student who believes he or she has been a victim or has knowledge of an incident of sex discrimination, sexual harassment, sexual violence (domestic or dating), sexual assault, rape, or stalking is encouraged to report the incident to official University personnel.

Title IX Coordinator:

Carolyn O’Kelley, Director of Human Resources, Sells Administrative Center, (417) 328-1512, cokelley@sbuniv.edu

Deputy Title IX Coordinator for Students:

Dr. Robert Harris, Vice President for Student Development, Goodson Student Union, (417) 328-1827, rharris@sbuniv.edu

Deputy Title IX Coordinator for Staff:

Ashley Dinwiddie, Executive Coordinator, Sells Administrative Center, (417) 328-1500, adinwiddie@sbuniv.edu

Deputy Title IX Coordinator for Faculty:

Dr. Allison Langford, Associate Provost for Teaching and Learning, Sells Administrative Center, (417) 328-1601, alangford@sbuniv.edu

Deputy Title IX Coordinator for Athletics:

Gina Whitehead, Associate Director of Athletics, Meyer Wellness and Sports Center, (417) 328-1793, gwhitehead@sbuniv.edu

Deputy Title IX Coordinator for Safety and Security:

Mark Grabowski, Director of Safety and Security, Hammons Center, (417) 328-1556, mgrabowski@sbuniv.edu

Deputy Coordinators are primarily responsible for investigating sexual harassment or sexual violence complaints. The Deputy Coordinators may designate other appropriately trained individuals to receive and investigate reports and complaints as is appropriate.

In addition, individuals with complaints of domestic violence, dating violence, sexual assault, stalking, and sexual harassment have the right to file a formal complaint with the United States Department of Education Office of Civil Rights (OCR). The Missouri OCR office address is following:

Kansas City Office  
Office for Civil Rights  
U.S. Department of Education  
One Petticoat Lane  
1010 Walnut Street, 3<sup>rd</sup> Floor, Suite 320  
Kansas City, MO 64106

Telephone: 816-268-0550  
Fax: 516-268-0599; TDD 800-877-8339  
Email: OCR.KansasCity@ed.gov

**PROCEDURES:**

SBU is committed to investigating and determining a resolution for all reported incidents, especially those pertaining to domestic violence, dating violence, sexual assault, rape, acquaintance rape, stalking, and sexual harassment. An incident reported to one of the aforementioned University officials will prompt an investigation within 10 days in which the University will use an Investigation Model process to bring resolution within 60 days. The following procedural steps will be followed upon receipt of an official report:

1. SBU's Title IX Coordinator will be notified of reported incident and determine if the alleged incident is a Title IX issue. If the alleged incident is determined to be an alleged Title IX incident, then an initial investigation plan will be developed, which will identify investigators, possible interim measures, and include the identification of alleged policies violated.
2. Collect contact information of the complainant (victim) and respondent (accused) and determine constituency status (student or employee).
3. Complainant and respondent have the right to have an advisor of choice attend and to support them through the investigation, resolution, and, if necessary, appeal processes.
4. Investigator(s) will contact the complainant and, if possible, attempt to meet with the complainant.
5. Complainant will be given or sent a copy of the Victim's Rights and Options.
6. Where applicable, a "No Contact" directive may be issued or making alternative living, class-placement, or workplace arrangements may occur prior to any determination of an investigation outcome.
7. Counseling services will be offered to both complainant and respondent.
8. If the complainant desires an official investigation, the following is required:
  - a. Complainant's and respondent's name;

- b. Complainant's contact information and, if possible, respondent's contact information;
  - c. Description and details – Provide as much information regarding the incident(s) that is leading to the basis for the allegation;
    - Who – Name of person(s) directly responsible for alleged actions leading to the sexual violence/assault complaint;
    - What – Describe the incident;
    - When – Date(s), and time(s) of the incident(s);
    - Where – Location(s) of the incident(s);
  - d. Evidence – Preserve evidence and provide any items (clothing, documentation) that supports the allegation (text messages, emails, social media);
  - e. Witnesses – Submit names and contact information of witnesses to the allegation;
  - f. Any additional supportive information.
9. Investigator will contact the respondent and schedule a meeting to notify the respondent of allegation. The respondent will be required to identify if they are the causation of the allegation.
  10. Complainant and respondent are encouraged to communicate with their local police. If either party needs assistance with contacting or notifying the police, assistance will be offered. The complainant, however, has the freedom to decline notifying proper authorities.
  11. The complainant, where applicable, is encouraged to see a health care provider.
  12. Complainant and respondent will be told the standard of proof (preponderance of the evidence) the University uses when investigating reported incidents.
  13. A summary of respective personal testimony will be shown to the complainant and respondent prior to a preliminary finding as means to verify the testimony given.
  14. Investigator will review University established policies, make a preliminary finding, and submit a summary report to the Title IX Coordinator.
  15. Title IX Coordinator will make a final outcome decision of a Title IX violation utilizing the University's standard of proof (preponderance of the evidence).
  16. When the respondent is an SBU student and the Title IX Coordinator deemed that the allegation is more likely true than not true, the final outcome and investigative information will be given to the Student Life Judicial Council or Vice President for Student Development to determine sanctions.
  17. Notify respondent and complainant of finding outcome.
  18. The complainant and respondent will be notified in writing of the investigation outcome and any disciplinary action.
  19. When the outcome merits disciplinary action, the complainant and respondent independently have the right to appeal the disciplinary action given.
  20. The University's Director of Safety and Security will be informed of reported incident.

The investigative objective will be to provide an unbiased, reliable, and impartial investigation of the complaint. The complainant will have the opportunity to present witnesses and other evidence regarding the report filed. When such a complaint is filed

against a fellow student or University employee, then that person – against whom the complaint is filed – will also have the opportunity to present witnesses and other evidence pertinent to the allegation.

All persons are encouraged to cooperate fully with any resulting investigation. Retaliation against any individual who participates in or assists with an investigation will not be tolerated. If an individual feels he or she has been retaliated against for filing a complaint or cooperating with an investigation, he/she is encouraged to report the matter to the Vice President for Student Development or the University's Title IX Coordinator.

If the investigation substantiates any part of a complaint filed under this policy, immediate and appropriate corrective and/or disciplinary action will be taken. If the evidence shows that the report allegation is more likely true than not true, then violations are considered a Class C Violation and may result in termination (see Sanctions section). Sanctions for Class C Violations range from an Official Reprimand to Dismissal.

When the respondent is a SBU student and it is deemed by the Title IX Coordinator that the allegation is more likely true than not, the final outcome and investigative information will be given to the Student Life Judicial Council or Vice President for Student Development to determine sanctions. If the Vice President for Student Development served as the lead investigator, then the Vice President will not serve as a voting member of the Student Life Judicial Council in determining sanctions.

The complainant and respondent have the right to appeal the decision or any issued sanction(s). A student who wishes to appeal an outcome decision or any issued sanction(s) must follow the steps as outline in the Disciplinary Appeals section of the Student Handbook. Grounds for entertaining appeals are specifically limited to four categorical areas as shown in the Grounds for Appeal section of the Student Handbook. Students who are issued sanctions are encouraged to appeal any sanction for any violation (disciplinary action) against them if they disagree with the decision or believe the decision or information, upon which the decision was based, was improper.

### **SEXUAL ASSAULT RECOMMENDED RESPONSE**

In the event of sexual assault, the victim should be aware of the following procedures:

1. Report the incident to the following:
  - a. Bolivar Police; 345 South Main Avenue; (417) 326-5298
  - b. A victim that is a student should inform the Vice President for Student Development; Goodson Student Union; (417) 328-1827 (A member of the residence life staff may serve as a liaison for a student/victim residing in a residence hall). Employees should inform one of the following designated reporting officials: President, Provost, Vice-President for Administration, Vice President for Student Development, Athletic Director, or Director of Safety and Security.
  - c. A victim at the Springfield Campus should notify the Springfield Police at (417) 864-1810. In addition, the center director or building coordinator should be notified.

- d. A victim at the Mountain View Campus should notify the Mountain View Police at (417) 934-2525. In addition, the center director should be notified.
  - e. A victim at the Salem Campus should notify the Salem Police at (573) 729-4242. In addition, the center director should be notified.
2. Seek medical assistance [student health center: (417) 328-1888], [Ambulance: (417) 326-7000], [Citizen's Memorial Hospital Room: (417) 326-0301].
  3. Consider the importance of preserving evidence.
  4. Seek counseling on or off campus (SBU Counseling Center: #328-1736)
  5. Complainant and respondent are encouraged to communicate with their local police. If either party needs assistance with contacting or notifying the police, assistance will be offered. Complainant may decline notifying proper authorities, but are encourage to notify police.
  6. Consider pressing charges.
  7. University officials will cooperate with local officials.
  8. If the accused is a student, university disciplinary measures may also be taken at the appropriate time with both the accused and the accuser informed of the outcome.
  9. Consider requesting changes regarding academic and living situations. Changes will be made if requests are received that may be reasonably accommodated. Requests for changes should be addressed to the Vice President for Student Development.
  10. The accuser and accused are entitled to the same opportunities to have others present during a disciplinary proceeding.
  11. Both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense (the institution's final determination and any sanction against the accused).
  12. Refer to the student guidelines and expectation section of the handbook to learn discipline and sanctions related to sexual assault.

**NOTICE OF NON-DISCRIMINATION POLICY**

Applicants for admission and employment, students, parents of students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Southwest Baptist University are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, disability or marital status in employment, admission, access to, or treatment in, its programs and activities, except to the extent permitted by religious exemptions recognized by law.

Any person having inquiries concerning Southwest Baptist University's compliance with the regulations implementing Title VI, Title VII, Title IX, section 504, and the Age Discrimination Act of 1975 is directed to the Vice President for Administration, 1600 University Avenue, Bolivar, MO, 65613, (417) 328-1511.

Any student having inquiries concerning Southwest Baptist University's compliance with regulations implementing the American with Disabilities Act or Section 504 of the Rehabilitation Act is directed to the Director of Career Services and External Studies, 1600 University Avenue, Bolivar, MO, 65613, (417) 328-1689.



Any person may also contact the Office for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, Section 504, or the Age Discrimination Act of 1975. The Office of Civil Rights website is <http://www.ed.gov/about/offices/list/ocr/index.html>.

### **PROCEDURES FOR FORMAL STUDENT COMPLAINTS AND GRIEVANCES**

Students are encouraged to settle any differences they may have with other persons associated with the University in a timely and responsible manner. It is recommended that a Matthew 18:15-17 approach be considered when resolving issues of differences. If circumstance warrants, a formal written complaint should be filed.

SBU understands and emphasizes the dignity and equality of all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, and students.

SBU does not discriminate on the basis of race, color, national origin, ancestry, sex, age, disability, or veteran status except to the extent permitted by religious exemptions recognized by law.

Students may submit a formal written grievance if circumstances go beyond differences of opinion and violates community, state, or federal laws.

### **PROCEDURE**

Students who feel they should submit a written grievance, or they have been discriminated against shall report their concern to the Vice President for Student Development. Complaints and claims of discrimination will be investigated by the University and appropriate action taken based on the outcome of the investigation.

SBU is committed to resolving filed grievances, especially discrimination complaints in a timely and effective manner and providing prompted and appropriate action if discrimination has occurred. The investigative objective will be to provide an adequate, reliable and impartial investigation of complaint. The complainant will have the opportunity to present witnesses and other evidence regarding the grievance filed. When such a grievance is filed against a student or employee of SBU, then that person – in which the complaint is filed against – will also have the opportunity to present witnesses and other evidence pertinent to the allegation.

Confidentiality – The University recognizes that maintaining the confidentiality of the person who files a complaint is of the utmost importance. While all discrimination complaints will be handled discreetly, there is not a guarantee that absolute confidentiality will occur.

Retaliation against a person who files a complaint, or persons who participate in related proceedings and investigative efforts, is prohibited. Any retaliation against a person filing a complaint will be classified according to the constituency (student or employee) expectation guidelines.

Those involved with a grievance or discrimination complaint (complainants, witnesses, and other parties) should refrain from gossip or divulging information about the filed grievance or discrimination complaint to anyone who does not have a need to know. Such action is unprofessional and inappropriate for the quest of resolving the acknowledged issue.

Claims Process – Written grievances or discrimination claims should include information that helps with an investigation. The following items are necessary for an investigation process to begin:

- Complainant's name and contact information;
- Who – Name of person(s) directly responsible for alleged actions leading to the grievance or discrimination complaint;
- What – Nature of grievance or discrimination allegation;
- When – Date(s), and time(s) of the incident(s);
- Where – Location(s) of the incident(s);
- Description – Provide as much information regarding the incident(s) that is leading to the basis for the grievance or discrimination complaint allegation;
- Evidence – Provide any documentation that supports the allegation;
- Witnesses – Submit names and contact information of witnesses to the allegation

The time frame for completing a claim of grievance or discrimination complaint investigation process will depend upon the particular circumstances. Upon the receipt of a filed grievance, investigative efforts will begin within one week. The normal time frame for the completion process is 30 days. However, depending on the complexity of the investigation process, extended time may be needed due to factors, such as holidays, witness availability, or semester breaks.

At the conclusion of the investigation, the University will use a preponderance of the evidence standard (i.e., it is more likely than not that the allegation did occur or did not occur) to determine the outcome. In addition, all appropriate parties will be informed of the outcome of the complaint.

The University is committed to taking steps, as appropriate, to remedy the effects of and prevent the reoccurrence of issue(s) that created the grievance or discrimination complaint. In addition, the University is committed to correcting the effects of a valid incident and taking reasonable steps to prevent recurrence of words and/or actions that may have initiated a valid complaint.

Any student who wishes to file a written grievance or discrimination complaint should bring the complaint to the attention of SBU's Vice President for Student Development in the Office of Student Life, who is designated by the University to investigate grievance or discrimination complaint reports. Following is the appropriate contact information:

**Dr. Rob Harris, Vice President for Student Development**  
**Southwest Baptist University**  
**1600 University Avenue, Bolivar, MO 65613**  
**Office phone: (417) 328-1885**  
**Email address: [rharris@sbuniv.edu](mailto:rharris@sbuniv.edu)**

When the complaint is one of discrimination, it may, and is encouraged, to be filed with U. S. Department of Education, Office of Civil Rights, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106, (816) 268-0550, or [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

## **STUDENTS WITH DISABILITIES**

It is the policy of Southwest Baptist University to provide equal access to educational opportunities to qualified students with physical or learning disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Students requesting accommodation will need to fill out the Disclosure of Disabilities form and return it to the Special Services Coordinator. You may obtain this form online. You may obtain this form online at <http://www.sbuniv.edu/resources/documents/disclosure-of-disability.pdf> , or from your admission's representative. Accommodations will only be implemented after the student's needs are determined. After you return your form, please make an appointment or call the Special Services Coordinator to discuss your needs. The Special Services Coordinator must visit with you by phone or appointment before accommodations can be determined. Students with appropriate documentation will be provided reasonable accommodations to give students equal access.

When sending your Disclosure of Disability form, you may also provide documentation from an external source. This may include educational or medical records, reports, and assessments created by health care providers, school psychologists, teachers, or the educational system. This information is inclusive of documents that reflect education and accommodation history, such as Individual Education Program (IEP), Summary of Performance (SOP), and teacher observations. External documentation will vary in its relevance and value depending on the original context, credentials of the evaluator, the level of detail provided, and the comprehensiveness of the narrative. Disability documentation should be current or relevant but not necessarily "recent."

Students with properly documented disabilities have the responsibility to:

- Identify himself or herself to the Special Services Coordinator for academic disabilities and the Dean of Students for mobility disabilities in a timely manner.
- Complete the process and make arrangements for appropriate accommodations.
- Contact the Special Services Coordinator before the start of the academic term.
- Assume personal responsibility for meeting with faculty to make sure they have received the accommodation recommendation from the Special Services Coordinator
- Develop self-advocacy skills and motivation to self-reliance and independence

SBU's 504/Special Services Coordinator is Suzanne Powers, Director of Career Services and External Studies. Contact information:

**Suzanne Powers**  
**Southwest Baptist University**  
**1600 University Avenue**  
**Bolivar, MO 65613**  
**Office Phone: 417-328-1689**  
**Email: [spowers@sbuniv.edu](mailto:spowers@sbuniv.edu)**

### **STUDENT WITH DISABILITIES APPEAL PROCESS**

If a student is not satisfied with the specified accommodations, he/she may follow an appeals process.

1. Appeal process for changing accommodations as established by the Special Services Coordinator
  - Student will request in writing to the Special Services Coordinator a review of the established accommodations.
  - The Special Services Coordinator will communicate to the student the result of the review.
2. Appeals for students not satisfied with classroom accommodations.
  - The student is encouraged to discuss the accommodations with the professor and determine if the situation can be resolved.
  - If the situation with the professor cannot be resolved the student can submit a written appeal to the Special Services Coordinator. The director will communicate to the student and the faculty member the result of the review.
  - If the student is not satisfied with the results of the review, a written appeal may be sent to the Provost. The Provost will review and meet with the student to discuss the situation and decision. The Special Services Coordinator and the faculty member will be notified of the result.

**Dr. Lee Skinkle, Provost**  
**Southwest Baptist University**  
**1600 University Avenue**  
**Bolivar, MO 65613**  
**(417) 328-1601**  
**Email: [lskinkle@sbuniv.edu](mailto:lskinkle@sbuniv.edu)**

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

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

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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

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

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Southwest Baptist University to comply with the requirements of FERPA. The names and addresses of the offices which administer FERPA are:

**Tara Parson, V.P. for Administration**  
**Southwest Baptist University**  
**1600 University Avenue**  
**Bolivar, MO 65613**  
**(417) 328-1510**  
**Fax: (417) 328-1514**

**John Credille, Registrar**  
**Southwest Baptist University**  
**1600 University Avenue**  
**Bolivar, MO 65613**  
**(417) 328-1606**  
**Fax :( 417) 328-1996**

### **FERPA REVISIONS - Effective Aug. 7, 2000**

The University may notify the parents of any student under the age of 21 if the student violates any university alcohol or drug policy.

In cases involving crimes of violence or non-forcible sex offenses, the University may release the "final results" from a campus proceeding once it is concluded and need not wait on any appeals process. All such records produced on or after October 7, 1998 may be revealed.

The University need not depend upon referral to a criminal court to establish that records may be released. The "final results" include the accused student's name, along with a general description of the violation alleged, and nature and duration of the sanction imposed. Victim and witness information remains confidential.

These revised rules do not mandate the disclosure of these records but merely define what records are permitted to be disclosed under FERPA. State public records laws and university policies will govern the actual release of the records.

### **DIRECTORY INFORMATION**

The University designates the following items as Directory Information: student name, address (permanent and college), telephone number (permanent and college), e-mail address, (permanent and college), date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. The University may disclose any of those items without prior written consent unless notified in writing to the contrary by the end of the first week of classes of each semester.

### **SEXUAL HARASSMENT**

**POLICY:** Southwest Baptist University is committed to maintaining high standards of professional ethics in a humane atmosphere in which individuals do not abuse their personal authority or power. All members of the University family are responsible for maintaining a positive working and learning environment. The faculty, staff and students of Southwest Baptist University will not condone actions which a reasonable person would regard as either gender discrimination or sexual harassment.

Sexual Harassment is any unwelcome verbal or physical conduct based on any characteristic protected by law when: (1) the behavior can reasonably be considered to adversely affect the school or work environment; or (2) an employment decision

affecting the employee is based upon the employee's acceptance or rejection of such conduct." Conduct that "adversely affects the work environment," even though it may not be "severe or pervasive" as required under federal law may also be deemed harassment.

**PROCEDURE:** Any person(s) who believes he or she has been the object of gender discrimination or sexual harassment by a co-worker, supervisor, manager, visitor, teacher, or student is encouraged to report the incident to the cabinet member in charge of his/her particular area, the human resources director, his/her supervisor, or any other member of the executive cabinet. (Note: The Vice President for Student Development is responsible for any student concerns.) An individual must not assume SBU is aware of his/her complaint. It is the individual's responsibility to report all complaints and concerns as soon as possible. Supervisors with any knowledge of harassment should report all complaints to the University Affirmative Action Officer (Director of Human Resources) immediately.

A person found bringing a complaint in good faith will suffer no retaliation.

Investigation of the complaint in will be undertaken immediately. The investigation will be conducted in an expeditious and impartial manner, assuring as much confidentiality as possible. Such investigations will include interviews of the individuals directly involved and other individuals who may have relevant information.

All persons are encouraged to cooperate fully with any resulting investigation. Additionally, there will be no retaliation against any individual who participates in or assists with an investigation.

If an individual feels he or she has been retaliated against for filing a complaint or cooperating with an investigation, he/she is encouraged to report the matter to the cabinet member in charge of his/her particular area, the Director of Human Resources, his/her supervisor, or any other member of the executive cabinet.

If the investigation substantiates any part of a complaint filed under this policy, immediate and appropriate corrective and/or disciplinary action will be taken. Violations of this policy may result in termination.

Whatever the investigation's outcome, the complaining party will be notified of the results.

### **DRUG FREE SCHOOLS AND COMMUNITIES ACT**

The University is required by the Drug Free Schools and Communities Act to adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. Every student shall receive a copy of the program annually as printed in the SBU Student Handbook. Additional copies of the handbook may be obtained in the Office of Student Life. Questions concerning the Drug Free Schools and Communities Act may be directed to the Vice President for Student Development, who is designated by the University to coordinate the institution's efforts to comply with the

Act.

## **UNIVERSITY ALCOHOL POLICY**

Consistent with our Baptist heritage, Southwest Baptist University takes a position of abstinence regarding the use of alcohol. The student will be subject to disciplinary action if behavior is found to be inconsistent with the stated policy of the University. The University alcohol policy prohibits consumption, possession, or distribution of alcoholic beverages on campus and at off campus university sponsored functions or while representing the University. It is unacceptable for any student to put him or herself or others in harm's way while under the influence of alcohol and/or violate established legal standards. Students in such condition are encouraged to seek help from university officials but are still subject to disciplinary action.

## **UNIVERSITY SANCTIONS FOR ALCOHOL POLICY VIOLATION**

*(Board of Trustees approved and adopted on October 19, 2009).*

Students who fail to abide by the University's alcohol policy are subject to disciplinary action up to and including termination of student status. At the discretion of the University, the status of Dismissal with Suspended Imposition of Sentence may be applied to first-time offenses. Students placed on this status are referred to an approved counselor for assessment. Students must follow all recommendations and are financially responsible for all services. Additional sanctions and educational requirements may be specified, depending upon the situation. If there is a failure to comply with all specified guidelines and stipulated deadlines, or if there is another class C violation contained within the student's disciplinary file, the resulting consequence may be the termination of student status. A second alcohol-related offense will result in the immediate termination of student status.

Notwithstanding the above paragraph, no student shall be subject to discipline for entering alcohol counseling, evaluation or treatment provided that the alcohol abuse counseling is undertaken at the student's initiative and is not undertaken as a result of an incident that is reasonably likely to subject the student to discipline. Participation in an alcohol program may not be used as an excuse for continued violation of the University's alcohol policy.

## **UNIVERSITY POLICY ON CRIMINAL ISSUES:**

If any SBU student is arrested by law enforcement, immediate suspension from any and all University activities, practices and events will be imposed until the University exonerates the student. As outlined in SBU's Student Handbook, discipline is intended to uphold University standards, promote personal responsibility and be educative in redirecting student behavior. All students who choose not to abide by student conduct policies are subject to disciplinary action.

## **LOCAL, STATE, AND FEDERAL LEGAL SANCTIONS FOR ALCOHOL OFFENSES**

The standards of conduct are developed through the mission and function of the University and are not limited to standards of criminal action. The University will cooperate with any investigation of suspected illegal action by students.



## **LOCAL SANCTIONS**

Any person under the age of twenty-one years, who purchases or attempts to purchase, or has in his possession, any intoxicating liquor as defined in this ordinance is guilty of a misdemeanor. (Ord. 497 s-4). City of Bolivar Municipal Codes. Section 250.040.

Any person violating any of the provisions of any Section of the Chapter (245) shall be deemed guilty of a misdemeanor, and shall be punished by imprisonment in the county jail for a term of not more than one year, or by a fine of not less than fifty dollars (\$50.00) nor more than one thousand dollars (\$1,000.00) or by both such fine and jail sentence. (Ord. 497 s-5 and 9). City of Bolivar Municipal Codes. Section 250.080.

## **STATE SANCTIONS**

Missouri Statutes prohibit the following acts:

Purchase or possession by a minor. Any person under 21 years of age, who purchases, attempts to purchase any intoxicating liquor is guilty of a misdemeanor. Section 311.325, R.S.Mo. (1986).

This offense is punishable by a fine of not less than \$50.00 or more than \$1000.00, or by imprisonment in the county jail for up to 1 year, or by both jail sentence and fine. Section 311.880, R.S.Mo. (1986).

Supplying intoxicating liquor to any person under 21 years of age. Any person who shall procure for, sell, give away or otherwise supply intoxicating liquor to any person under the age of twenty-one years, or to any intoxicated person or any person appearing to be in a state of intoxication, or to a habitual drunkard, shall be deemed guilty of a misdemeanor. Section 311.310, R.S.Mo. (1986).

Any person under 21 years of age who is convicted of any local or state offense involving the possession of alcohol will be required to complete an approved alcohol-related education program. Section 577.525, R.S.Mo. (1990 Supp.).

Any person under 21 years of age who is convicted of any offense involving the possession or use of alcohol, committed while operating a motor vehicle, or any alcohol-related traffic offense, or upon a second conviction of any offense involving the possession or use of alcohol, will lose his or her driver's license for 1 year. Section 577.500, R.S.Mo. (1990 Suppl.).

It is a misdemeanor to enter in a drunken or intoxicated condition or to drink or offer to drink intoxicating liquors in a schoolhouse. Section 547.075, R.S.Mo. (1986).

## **UNIVERSITY POLICY ON ILLEGAL DRUGS**

The purchase or unlawful manufacture, use, possession, dispensing or distribution of illegal narcotics, hallucinogenic, amphetamines, sports enhancement or controlled substances (as defined by Missouri statutes) or controlled medications without a doctor's prescription or non-prescription hallucinatory drugs (e.g., K2 and Spice) or hosting gatherings where such substances are used, is prohibited.

In addition, student agrees that the University reserves the right to require a student to undergo a drug screening analysis. A drug screening analysis may occur when, at the University's discretion, there is reasonable suspicion that the University's policy on illegal drugs is or has been violated. Reasonable suspicion includes any act, factor or information which may be indicative of potential violation of the University's policy on illegal drugs, including, but not limited to:

1. Reported information of violation of the University's policy on illegal drugs;
2. Unexplainable incoherent behavior;
3. Repeated tardiness or absenteeism from class;
4. Drug-related odors on person, clothing, or equipment;
5. Information of affiliation with others believed to have violated the University's policy on illegal drugs;
6. Possession of drug paraphernalia;
7. Previous positive drug screen results;
8. Being cited for or convicted of substance abuse violations by University or municipal authorities;
9. Observable phenomena, such as direct observation of substance abuse or physical symptoms or manifestations of being impaired due to substance abuse;
10. Reported substance abuse or use from any source.

Students – those requiring drug screenings and who test positive for drugs – will be responsible for the cost of the screening. The test will be conducted at a time chosen by the University. Failure to take the test when scheduled, refusal, attempts to elude or attempts to alter a drug screening will be interpreted as evidence of illicit drug usage and will result in disciplinary action.

### **UNIVERSITY SANCTIONS FOR VIOLATION OF POLICY ON ILLEGAL DRUGS**

Students who fail to abide by the University's Policy on Illegal Drugs are subject to disciplinary action at the discretion of the University up to and including termination of student status. At the discretion of the University, the status of Dismissal with Suspended Imposition of Sentence may be applied to first-time offenses. Students placed on this status are expected to follow sanctions, including, but not limited to, involving required drug screenings or other rehabilitation programs, and are financially responsible for all services. Additional sanctions and educational requirements may be specified, depending upon the situation. If there is a failure to comply with all specified guidelines and stipulated deadlines, or if there is another class C violation contained within the student's disciplinary file, the resulting consequence may be the termination of student status. A second drug-related offense will result in the immediate termination of student status. Dismissed students who are allowed to return will be subject to random drug screening throughout their remaining attendance.

In addition to any sanctions that may be imposed on a student for violating the University's policy on illegal drugs, any student employed in the work study program or through campus employment may be terminated.

As a condition of accepting employment as a work study student, a student does hereby agree to abide by the above statement and should the student be convicted of any criminal drug statute occurring in the workplace, the student will notify the University's personnel office in writing in five days.

## **LOCAL, STATE, AND FEDERAL LEGAL SANCTIONS FOR ILLEGAL DRUGS**

### **LOCAL SANCTIONS**

It is unlawful for any person to manufacture, possess have under his control, sell, prescribe, administer, dispense, distribute or compound any substance which is now, or which may hereafter be declared unlawful to possess, have under his control, sell, prescribe, administer, dispense, distribute or compound under the provisions of Chapter 195 of the Revised Statutes of Missouri and the Rules and Regulations of the Missouri Department of Health propounded pursuant to the authority of said Chapter except such possession, control, sale, prescription, administration and disposition, distribution or compounding which is specifically authorized under the provisions of said chapter 195; or to possess any apparatus, device, or instrument for the unauthorized use of any such controlled substance. (ord. 651 s-1. City of Bolivar Municipal Codes. Section 245.010.)

Any person found guilty of the violation of this Chapter (245) shall, upon conviction, be deemed guilty of a misdemeanor and shall be punished as follows:

For the first offense of possession or delivery without remuneration of 35 grams or less of marijuana, such person shall be punished by a fine not to exceed \$100.00 or by confinement in the County Jail not to exceed ten (10) days, or by both such fine and confinement.

For the second and subsequent offense of the possession of delivery without remuneration to any other person of 35 grams or less of marijuana and for all other offenses under the terms of this Chapter, such person shall be punished by a fine not to exceed \$500.00 or by confinement in the County Jail for a term not to exceed one hundred (100) days, or both such fine and confinement. (Ord. 651 s-3. city of Bolivar Municipal Codes. Section 245.030.

### **STATE SANCTIONS**

Possession of a controlled substance. It is unlawful for any person to possess or have control of a controlled substance. Section 195.202, R.S.Mo. (1990 Supp.).

Any person who violates this section with respect to any controlled substance except 35 grams or less of marijuana is guilty of a class C felony, punishable by imprisonment for up to 7 years, a fine of up to \$5,000.00 or double the amount of the offender's gain from the crime up to \$20,000.00, or both imprisonment and fine. Sections 560.011, 448.011, R.S.Mo. (1986).

Any person who violates this section with respect to not more than 35 grams of marijuana is guilty of a class a misdemeanor, punishable by imprisonment for up to 1 year, or a fine of up to \$1,000.00 or both imprisonment and fine. Sections 560.016, 558.011, R.S.Mo. (1986).

Any person under 21 years of age who is convicted of any offense involving the possession of a controlled substance will have his driver's license revoked for 1 year. Section 577.500, R.S.Mo. (1990 Suppl).

Distribution, delivery, manufacture, or production of a controlled substance. It is illegal for any person to distribute, deliver, manufacture, or produce or attempt to distribute, deliver, manufacture or produce a controlled substance. Section 195.211, R.S.Mo. (1990 Suppl).

Violation of this section with respect to any controlled substance except with respect to 5 grams or less of marijuana is a Class B Felony, punishable by imprisonment for not less than 5 years and not more than 15 years. Section 560.011, R.S.Mo. (1986).

Unlawful distribution to a minor. It is illegal to distribute or deliver any controlled substance to a person under 17 years of age, who is also two years younger than the person so delivering. Section 195.212, R.S.Mo. (1990 Supp.).

Violation of this section is a Class B felony, punishable by imprisonment for not less than 5 years or more than 15 years. Section 558, R.S.Mo. (1986).

Distribution of a controlled substance near schools. It is illegal to distribute or deliver any controlled substance to a person in or on, or within 1,000 feet of, property comprising a public or private elementary or secondary school, public vocational school, or a public or private junior college or University. Section 195.214, R.S.Mo. (1990 Supp.).

Distribution of controlled substances near schools is a Class A Felony, punishable by imprisonment for a term of not less than 10 years and not exceeding 30 years, or life imprisonment. Section 558.011, R.S.Mo. (1986).

## **TRAFFICKING DRUGS**

A person commits the crime of trafficking drugs in the first degree if he distributes, delivers, manufactures, produces or attempts to distribute, deliver, manufacture or produce:

1. More than 30 grams of a substance containing heroin;
2. More than 150 grams of a substance containing coca leaves;
3. More than 150 grams of a substance that contains a cocaine base;
4. More than 500 milligrams of a substance containing LSD;
5. More than 30 grams of a substance containing PCP;
6. More than 30 kilograms of a substance containing marijuana; or
7. More than 150 grams of any illegal stimulates. Section 558.011, R.S.Mo. (1986).

Violation of this law is a Class A felony, punishable by a term of imprisonment for up to life without possibility of probation or parole. Section 195.222, R.S.Mo. (1990 Supp.); Section 558.011, R.S.Mo. (1986).

A person commits the crime of trafficking drugs in the second degree if he possesses or has under his control, purchases or attempts to purchase, or brings into this state:

1. More than 30 grams of a substance containing heroin;
2. More than 150 grams of a substance containing coca leaves;
3. More than 2 grams of a substance that contains a cocaine base;
4. More than 500 milligrams of a substance containing LSD;
5. More than 30 grams of a substance containing PCP;
6. More than 30 kilograms of a substance containing marijuana; or
7. More than 150 grams of any illegal stimulates. Section 195.223, R.S.Mo. (1990 Supp.).

Violation of this law is a Class B felony, punishable by a term of imprisonment of not less than 5 years or more than 15 years.

Violation with larger amounts may be a Class A felony, punishable by imprisonment for a term of 10 to 30 years, or life. Section 195.223, R.S.Mo. (1990 Supp.); Section 558.011, R.S.Mo. (1986).

Any money found in close proximity to any controlled substance, or anything of value exchanged for a controlled substance, may be forfeited to the state. Section 195.140, R.S.Mo. (1986).

Any vehicle, vessel or aircraft which is used in the possession or transportation of a controlled substance may be forfeited to the state and sold at public auction. Section 195.145, R.S.Mo. (1990 Supp.).

## **FEDERAL SANCTIONS**

The United States code prohibits the following acts:

Simple possession. It is illegal for any person to knowingly or intentionally possess a controlled substance. 21 U.S.C. Section 844.

Violations of this section are punishable by imprisonment for up to 1 year, a minimum fine of \$1,000.00 or both. After a prior conviction for any drug offense, the violator shall be imprisoned for a term of at least 15 days and not more than 2 years, and fined a minimum of \$2,500.00. A third conviction carries a penalty of imprisonment for at least 90 days but no more than 3 years, and a minimum fine of \$5,000.00.

Civil penalties up to \$10,000.00 per violation may be assessed against any individual who knowingly possesses a controlled substance as listed in section 401 (B) (1) (A) of the Controlled Substances Act, where the amount in possession is determined to be a personal use amount. 21 U.S.C. Section 844.

Where a person at least 18 years of age distributes a controlled substance to any person

under 21 years of age, or where a person possesses with intent to distribute, distributes or manufactures a controlled substance in or on, or within 100 feet of a public or private elementary, secondary, vocational or public or private college, junior college or University, or within 1,000 feet of a playground, youth center, public swimming pools or video arcade facility, the punishment shall be a term of imprisonment of twice the amount of time and a fine of twice the amount above-provided. 21 U.S.C. Sections 845,845a.

Any person convicted of a drug offense under these federal laws shall forfeit to the government any property derived from or obtained directly or indirectly as a result of the violation, or any property used to commit or facilitate the violation. 21 U.S.C. Section 852.

Any person who is convicted of any federal or state offense consisting of the distribution of controlled substances may be ineligible for any and all federal benefits for a minimum of 1 year. 21 U.S.C. Section 853a.

Any person who is convicted of any federal or state offense involving possession of a controlled substance may be ineligible for any and all federal benefits for a minimum of one year. 21 U.S.C. Section 853a.

“Federal benefit” includes any grant or loan provided by an agency of the United States or through appropriated United States funds. 21 U.S.C. Section 853a.

## **HEALTH RISKS**

**ALCOHOL** Even low doses significantly impair judgment and coordination. Moderate to high doses cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. It results in an inability to deal realistically with problems and increases aggressive behavior. High doses can cause respiratory depression and death. Alcohol can permanently damage the liver, heart, and brain. If used during pregnancy, it can damage the baby. High doses may cause death.

**TOBACCO SMOKED** or smokeless tobacco is a health hazard. Long-term health effects include cancer and heart and lung disease. Smoking is considered to be the leading preventable cause of death in the United States.

**AMPHETAMINES (SPEED, UPPERS)** Can cause a feeling of panic and careless behavior. It can be addictive and can cause brain damage when used in large doses.

**SEDATIVES SLOWS** mental processes and reflexes. They are often addictive. Continued use can cause kidney and liver damage or death by overdose, especially if mixed with alcohol.

**INHALANTS INHALING** paint, glue, dry cleaning fluids, etc. can cause harm to one’s vision, memory, thought processes, memory and coordination. They are usually poisonous and many can kill instantly by interfering with breathing or causing heart failure.

**ANABOLIC STEROIDS** The use of steroids may result in more than 70 side effects ranging in severity from liver cancer, heart and reproductive system damage to acne. Psychological effects such as aggression or depression may occur. Even years after discontinuing steroids, they may result in heart attacks and strokes.

**DEPRESSANTS** The effects are similar to the effects of alcohol. Large doses can cause slurred speech, staggering and altered perception. Very large doses can cause respiratory depression, coma and death.

**HALLUCINOGENS PHENCYCLIDINE (PCP)** interrupts the function of the section of the brain that controls the intellect and keeps instincts in check. Memory and speech problems may result as well as self-inflicted injuries, mood disorders, depression, anxiety, and violent behavior. Large doses may result in convulsions, coma, and heart and lung failure. Severe reactions to LSD often occur. Individuals may have delayed effects or flashbacks after discontinued use.

**NARCOTICS INITIALLY** produce feelings of euphoria followed by drowsiness, nausea, and vomiting. Other symptoms include constricted pupils, watery eyes and itching. An overdose may result in slow, shallow breathing clammy skin, convulsions, coma, and possible death. The use of contaminated syringes may result in diseases such as AIDS, endocarditis, and hepatitis. The use of narcotics while pregnant could result in premature, stillborn, or addicted infants.

**DESIGNER DRUGS THESE** drugs are produced from chemicals and are often several hundred times stronger than the drugs being imitated. They can produce severe neurochemical damage to the brain. Symptoms similar to Parkinson's disease, anxiety, depression, and paranoia may result. They may also cause illusions, hallucinations, and impaired perception.

The descriptions of health risks were obtained through What Works: Schools without Drugs, United States Department of Education 1989.

## **DRUG AND ALCOHOL COUNSELING TREATMENT OR REHABILITATION PROGRAMS**

The counseling center provides confidential counseling and will make referrals for assessment and / or treatment. The University will review the alcohol program biennially to determine its effectiveness and will implement changes if they are needed and ensure that the sanctions are consistently enforced.

# **ACADEMIC GUIDELINES**

## **ATTENDANCE**

Every course taught at Southwest Baptist University shall have an attendance policy that is part of the course syllabus. To receive the most benefit from course work, the student is expected to attend all class sessions.

If attendance is used as part of a student's grade for the course, the syllabus shall contain an explanation of the rationale for the attendance component of the grade and the consequences of an absence.

The course's attendance policy shall conform to the provisions of the Southwest Baptist University Catalog and Student Handbook regarding absences for illness, family emergency or university sanctioned event.

Students shall be allowed to make up each assignment/test missed for one of the reasons with an assignment/test of equal value and similar course content. Exceptions to this policy would include performance-based, group sensitive, and other such courses that are dependent upon restrictive performance attendance, restrictive scheduling (e.g., labs), and time issues (such as clinical certification requirements, "pop" quizzes, etc.) that cannot offer separate make-up assignments. These courses will necessarily maintain more strict policies regarding the attendance component and its effect on the final grade.

Modifications to this policy are subject to the approval of the Dean of the appropriate college.

## **DOCUMENTING ABSENCES**

To be properly documented, students must first attempt to communicate directly (e.g., in person, by phone or by email) in advance with their instructors regarding class absences. To obtain official documentation, undergraduate students must follow these procedures:

Students should first attempt to communicate directly with their instructors regarding class absences.

The following procedures exist for the purpose of enabling undergraduate students to obtain official documentation in cases where absences are due to illness, family emergency or a university sanctioned activity.

1. **Illness.** On the first day of class absence, the student is required to provide the instructor with written verification by the Director of Health Services or from a practicing doctor or nurse. In the event a student is absent for three or more days, the student should contact the Office of Student Life (328-1885). The Office of Student Life will notify the Office of the Provost. The Office of the Provost will notify the appropriate faculty members.



2. **Family Emergency.** A family emergency consists of a death in the family, a serious illness of a family member, a serious accident involving a family member, or some other family crisis. Students who find it necessary to be away from campus and absent from class due to a family emergency should contact the Office of Student Life (328-1885). The Office of Student Life will notify the Office of the Provost. The Office of the Provost will notify the appropriate faculty members.
3. **University Sanctioned Activity.** The student is responsible for obtaining a memorandum regarding the activity from the University sponsor or coach. The student should present the memorandum to the instructor prior to the absence and is responsible for all make-up work prescribed by the instructor.

## **WEATHER POLICY**

Classes may be canceled but only under extreme conditions. The portal, local radio and TV stations will broadcast pertinent information.

## **CHANGES IN ENROLLMENT**

The time for enrollment in classes is limited to the first seven class days of each semester. International students and those students returning from active military duty may enroll in classes during the first two weeks of each semester. Classes may be added during the first two class days of the Winterfest term and four-week summer terms or during the first four class days of eight-week terms.

## **WITHDRAWING FROM (DROPPING) A CLASS.**

Students may, with the approval of the advisor, discontinue (drop) any class for which they are registered. To do so, students are to procure a Drop Slip from the Office of the Registrar or their advisor, secure the signature of their advisor and the instructor of the course they are dropping, and return the form to the Office of the Registrar.

Discontinuing a course will affect students' records as follows. Students who officially withdraw from a course before the end of the tenth week of class meetings (before the end of 60% of class meetings for shorter terms) will receive a W (withdraw while passing) grade for the course. After the end of the tenth week of class meetings (after the end of 60% of class meetings for shorter terms), students who withdraw from a course they are failing will receive an F grade for the course. After the end of the tenth week of class meetings (after the end of 60% of class meetings for shorter terms), students who withdraw from a course they are passing will receive a W grade for the course. Discontinued attendance of a class without securing a drop slip does not constitute an official drop and will result in students being charged for the course and receiving a grade of F. An incomplete (I) grade is given only if circumstances beyond the student's control prevent completion of required course work during the semester. If the work is not satisfactorily completed within one year, the Incomplete (I) converts to an F. Students dropping a course will be charged \$75 per dropped class after the change of enrollment period.

## **WITHDRAWING FROM SCHOOL**

If a student withdraws from school after the tenth week of classes, a W (withdraw while passing) grade will be assigned in all courses in which the student is passing the course

as of the date of withdrawal, and an F grade will be assigned in all courses in which the student is failing as of the date of withdrawal.

Withdrawing from school is a serious matter. It is strongly recommended that a student considering this endeavor seek wise counsel from the appropriate office, such as the University Success Center, Financial Aid and/or the Office of Student Life. Please refer to the refund policy in the Financial Information section of the current University catalog for payment responsibilities.

### **ACADEMIC PROBATION**

The SBU faculty and staff regard satisfactory academic achievement as paramount to success in any other activity in which the student engages during the student's University career. As a result of this feeling, the following policy has been established for undergraduate students:

"Each student on academic probation is restricted to no more than 12 hours per semester and is ineligible to represent the University in any University-sponsored activity, on or off campus." To "represent the University" is defined as "Student involvement in public performance activities or services sanctioned by Southwest Baptist University." Students on Academic Probation should be aware of these restrictions before enrolling in courses which require public performances. Listed below are some of the activities and groups which are affected by this policy. This list is not all inclusive, but contains the more prominent activities. The Office of the Provost will communicate with appropriate faculty/staff concerning students who are affected by this policy.

1. Chapel programs
2. Cheerleaders
3. Debate of Forensics performances on or off campus
4. Drama performances on or off campus
5. Fund-raising activities
6. Leadership position within any organization
7. Mission projects
8. Music ensembles in public performances on or off campus
9. Residential hall assistants
10. Revival Teams
11. Student Government Association
12. Student Publications
13. Varsity athletic teams in public performances on or off campus
14. Visitation Day Hosts
15. Welcome Week Steering Committee
16. Work-study positions which require representation of the University on or off campus may result in reassignment of duties.

### **REPORTING ACADEMIC DISHONESTY**

Dishonesty hurts everyone and it should be a concern for the entire university community. Confronting and reporting academic dishonesty should be done in a manner most appropriate to the circumstances. Acts of dishonesty that occur within the classroom should be reported to the appropriate person (instructor, department chair,

dean). All other acts of dishonesty should be reported to the Vice President for Student Development.

### **ACADEMIC DISHONESTY SANCTIONS**

Academic dishonesty is a Class C offense and is subject to faculty sanctions, and disciplinary sanctions falling under the Vice President for Student Development and should be reported to the Vice President for Student Development using the Academic Infraction Form. Faculty sanctions may include any of the following sanctions, or sanctions approved and included in the course syllabus.

1. Denying or reducing credit for an assignment or examination
2. Requiring additional assignments and/or examinations
3. Lowering the student's course grade;
4. Issuing a failing course grade
5. Recommendations for further actions that are recorded on the Academic Infraction Form routed to the Vice President for Student Development.

### **ACADEMIC APPEALS PROCESS**

#### **Academic Dishonesty Appeal Policy:**

Once an academic sanction is given by a faculty member, a student has the right to:

1. Accept the decision and consequence.
2. Appeal the decision to the Academic Chair responsible for the subject area. The appeal must arrive within five school days of the date of the imposed sanction. The appeal letter should include supportive information that justifies the reason for the appeal.

Upon receipt of an appeal letter, the Academic Chair will in a timely manner investigate the allegation, and if necessary, collect resources from the faculty member and from the accused. The accused will be given the opportunity to respond to any questions posed by the Academic Chair regarding the allegation. In addition, the faculty member making the allegation will also be given an opportunity to respond to any questions from the Academic Chair.

The Academic Chair may:

1. Reverse the finding and dismiss the case.
2. Confirm the finding and the sanction imposed.
3. Confirm the finding and alter the sanction.

Notification of the Academic Chair's decision will be issued to the faculty member and accused. Upon notification, all documentation will be forward to the Academic Chair's Dean. Upon notification, the student within five days may:

1. Accept the decision of the Academic Chair.
2. Appeal to the Academic Chair's Dean.

The decision of the Academic Dean shall be final and all documentation will be forwarded to the Vice President for Student Development.

### **Academic Standing:**

Students placed on the status of academic probation or academic dismissal may appeal their status through the following process:

1. A written letter of appeal must be submitted to the Office of the Provost by the deadline specified on the probation or dismissal notice letter. The letter of appeal must explain (a.) any unexpected, unavoidable or otherwise extenuating circumstances which prevented the student from attaining or maintaining necessary academic progress; and (b.) what the student has done to prevent further academic difficulty.
2. The Deans Council will review and act on the appeal. The decision of the Deans Council will be final and will be communicated to the student as soon as possible.

### **Course Grade Appeal Policy:**

In a case in which a student has a grievance regarding a final course grade, the student should first attempt to resolve the matter with the instructor. If the grade dispute is not resolved at this level, the student may initiate a formal written appeal with the following provisions and/or guidelines:

1. Only the final overall course grade may be appealed (e.g., A - F or W). The student may not appeal any one individual test or assignment grade.
2. No one may substitute personal judgment for that of the instructor in regard to the quality of the student's work; therefore, evidence must be shown of any deviation from established procedure that adversely affects the student in the assignment of the letter grade for the course.
3. The appeal must be initiated within one calendar year from the day the final grades were due for that term, as specified in the catalog for that school year.
4. Any grade appeal must be submitted in writing using the Grade Appeal form obtained from the Registrar's Office.
5. The formal appeal begins when the student presents the Grade Appeal form to the instructor for his/her signature.
6. The chain of appeal is:

#### **For Undergraduate Courses**

- a. Course Instructor (by conference, but must be documented)
- b. Department Chairperson (by conference, but appeal must be in writing)
- c. College Dean (by conference, but appeal must be in writing)
- d. Grade Appeal Panel (formal hearing, but appeal must be in writing)

#### **For Graduate Courses**

- a. Course Instructor (by conference, but must be documented)
- b. Graduate Program director (by conference, but appeal must be in writing)
- c. Graduate Dean (by conference, but appeal must be in writing)

d. Grade Appeal Panel (formal hearing, but appeal must be in writing)

The first three of the above stages should occur within 20 school days of the initiation of the appeal. Both the student and the instructor are required to meet with the department chairperson (U) or graduate program director (G) and the appropriate dean for those respective conferences. Witnesses may be called to support any evidence presented. If, at either conference level, all parties agree to a grade change, the instructor of the course will complete and sign the Change of Grade form, which is then sent directly to the Registrar.

If the instructor of the course is the department chairperson (U) or graduate program director (G), the student may elect to initiate the formal appeal directly to the appropriate dean. If the instructor of the course is a dean, the formal appeal is normally initiated with the department chairperson (U) or graduate program director (G), but the appeal then goes directly to the Grade Appeal Panel. In unusual cases in which the course is taught by the dean, the student may elect to take the grade appeal directly to the Grade Appeal Panel, effectively bypassing the appropriate department chairperson (U) or graduate program director (G) and the appropriate college dean.

Any request for a review by the Grade Appeal Panel should be made within 20 school days of the most recent appeal decision. Extenuating circumstances, especially during the summer months, may prolong this part of the grade appeal process. This request is made by taking the Grade Appeal form to the Office of the Provost. The Provost will send the form and any related written statements to the Chair of the Academic Advisory Committee.

7. The Grade Appeal Panel is to consist of three faculty members selected at random from the current Academic Advisory Committee; however, faculty members from the department or college being affected are not to be members of the panel. If the grade appeal is for a graduate level course then a member of the graduate council will also serve on the Grade Appeal Panel in lieu of one member of the Academic Advisory Committee. The chairperson of the panel is to be selected at random from the panel chosen. The Grade Appeal Panel will meet in closed session after the formal hearing for further discussion as necessary. The Grade Appeal Panel will make its final recommendation to the Provost by simple majority secret ballot.

Both the instructor and the student should be prepared to appear before the Grade Appeal Panel to present their cases formally. Witnesses may be called to support any evidence presented. A faculty member from the department affected may be called to answer any procedural questions.

The instructor and the student will appear separately before the Grade Appeal Panel to present their cases formally. Additional parties attending the hearing will be limited to those who were witnesses to any pertinent events or can provide first-hand testimony of the essential facts of the case. In addition, a faculty

member from the instructor's department may be called to answer any questions related to the standard operating procedures of that department. At the discretion of the chair, the panel may separately recall either the student or the instructor to clarify any discrepancies in their respective testimonies. In extenuating circumstances, as determined by the current chairperson of the Academic Advisory Committee, previous chairpersons of the Academic Advisory Committee may be called upon to serve on the Grade Appeal Panel.

**NOTE: This is the highest level of appeal. No further appeal is possible.**

8. The recommendation of the Grade Appeal Panel will be forwarded to the Provost for action, with the understanding that there will be no grade change without the explicit recommendation of the Grade Appeal Panel. If the grade is changed, the Provost will complete and sign the Change of Grade form, which will be sent directly to the Registrar.
9. All of the appeal decisions are to be made within 24 hours of the conference or hearing. The results of the grade appeal will be put in writing and sent to the student and the instructor within two school days. The Change of Grade form will be sent directly to the Registrar. The entire grade appeal process should be completed within 60 school days of its initiation.  
An initiated formal appeal that is withdrawn may not be resubmitted.
10. In view of the Family Educational Rights and Privacy Act, confidentiality must be maintained at all times.

# **UNIVERSITY LIBRARIES**

**Dr. Edward Walton, Dean, University Libraries  
417-328-1619**

## **ACCESS (CATALOG, DATABASES, RESEARCH GUIDES)**

The catalog, subscription databases, and research guides are accessible from the University Libraries' website (<https://library.sbuniv.edu>). The catalog provides access to the University Libraries' content as well as access to resources from MOBIUS member libraries. The University Libraries subscribes to 140 databases containing e-books, full-text journals, streaming media, and indices. To make finding information across these platforms easier, the SearchEverything box on the Library's homepage enables users to search and retrieve content from multiple databases with one convenient search. Also, each personal librarian has developed research guides to help locate course-specific resources, offer tutorials on library resources and systems, and provide other useful information.

## **RESOURCES**

The University Libraries provides access to over 126,000 books, 308,000 e-books, 471,000 microform items, 11,500 multimedia items, 276 hardcopy periodicals, and 340,000 online periodicals.

## **PERSONAL LIBRARIANS**

Personal librarians specialize in helping students and faculty find and use information specific to the disciplines in their College. Feel free to contact your personal librarian directly. Contact information for personal librarians is listed on the University Libraries' website. In the event that your personal librarian is unavailable, please feel free to ask any of the University Libraries' faculty/staff for help.

## **SPECIAL EVENTS**

The University Libraries hosts several special events each semester. Normally scheduled events each academic year include Game Night, *Meet the Author Series*, Murder Mystery, and Finals Weeks Activities. In addition, one or more special events may be planned in partnership with other campus departments.

## **LIBRARY FACILITIES**

The University Libraries has facilities at each campus. The University Libraries is a place for study and academic research; therefore, we request that you respect the rights of other students by maintaining a quiet atmosphere while visiting a library facility.

The Harriett K. Hutchens Library, located on the Bolivar campus, is a 40,000 square foot facility. The Hutchens Library houses two computer labs/electronic classrooms, a media services area with listening and viewing stations, a curriculum lab, a media production lab, a television studio, the Joyce Sells Heritage Center, the R. Earl Allen Model Pastor's Library, and the University Archives. Eight computers are available at the Online Information Center (OIC). Three electronically enhanced study rooms are available for small group study and may be reserved in advance. Two individual study rooms are available in Media Services. In addition, there are many locations available for individual

and group study.

The Mountain View Campus Library, located in the Myrtle Glass Learning Center, features a 2,200 square foot facility. The Library houses a curriculum lab. Three computers are available at the OIC for accessing the online catalog and electronic databases.

The Wisdom Library, located at the Salem Campus, is a 2,000 square foot facility. Eight computers are available at the OIC for accessing the online catalog and electronic databases.

The Mercy College of Nursing and Health Sciences Library is located at the Springfield Campus and is a 2,000 square foot facility. The Library houses two computer labs, two group study rooms, and a science study room with models and microscopes. The two study rooms can be reserved by student groups in two hour blocks. Four computers are available at the Online Information Center (OIC) in the library's open area for quick access to the online catalog and electronic databases.

### **LIBRARY HOURS**

Library operating hours vary based on location and time of year. Please see the University Libraries' website ([library.subniv.edu](http://library.subniv.edu)) for current hours. Special hours for holidays and non-semester times are posted on the website.

### **CONTACT INFORMATION**

Website: <https://library.sbuniv.edu>

#### **Harriett K. Hutchens Library**

Administrative Offices:	(417) 328-1619
Circulation/Reserves:	(417) 328-1620
Collection Development:	(417) 328-1625
Information Literacy Instruction:	(417) 328-1626
Interlibrary Loan:	(417) 328-1623
Media Services:	(417) 328-1627
Technical Services:	(417) 328-1631



**MOBIUS**

SBU is a member of MOBIUS, a statewide consortium of 62 academic libraries, 5 public libraries, 4 special libraries, and the Missouri State Library, with access to 179 physical libraries. SBU students may request books from member libraries at no charge. Requested books will be delivered to the library the student selects. Delivery time will vary. Generally, books listed as "Available" in the catalog are delivered within 3-6 days. Access to MOBIUS is available through the Library's catalog.

**INTERLIBRARY LOAN**

Books and periodical articles not owned by SBU and not available through MOBIUS may be requested through Interlibrary Loan (ILL). Some libraries may charge a fee for this service, which the student is responsible for paying. Depending on the item, the lending library, and delivery route, the delivery time will vary between 1-6 weeks.

**BORROWING PRIVILEGES**

Students are required to present their current SBU ID card to check out materials. This applies to reserve items, media materials, and media equipment in the listening and viewing labs, as well as other items which circulate outside of the building.

**RENEWING ITEMS**

Students may renew materials in-person, over the phone, or through the Library's catalog.

**FINES & FEES**

Students borrowing materials from the Library are responsible for the safe return of the materials. Fines and fees are assessed for overdue, damaged, or lost materials. Students are responsible for returning materials on time, taking proper care of the materials, and paying any fines, fees, or replacement costs that result from overdue, unreturned, or damaged materials. Overdue notices are sent as a courtesy. Failure to receive an overdue notice does not exempt a student from charges.

**FINE SCHEDULE**

- 3 or 4 week loan: \$.20 per day (\$5.00 max per item)
- 2-hour, 1-day, 3-day, or 7-day loan: \$1.00 per day (\$20.00 max per item)

Unpaid fines will be charged to the student's account near the close of the semester with the addition of a \$2.00 processing fee.

**LOST, DAMAGED, OR NON-RETURNED MATERIALS**

Materials that have been lost, irreparably damaged, or are unreturned by the time the maximum fine accrues will be considered lost, and your student account will be charged

for the material in the following manner:

1. The replacement cost of each item (Refundable, if material returned).  
(Replacement cost is determined from Books in Print or The Bowker's Annual Library and Book Trade Almanac)
2. A \$10.00 processing fee for each item (Non-refundable).
3. The maximum fine for each item (Non-refundable).

At the end of each semester, students have a deadline for returning all materials. Materials that are not returned by the posted deadline will be charged to the student's account as indicated above.

If damages occur to library materials while checked out to a student and the damages can be repaired by rebinding or some other means, the student will be charged the cost of repairing the item(s).

Lost or damaged books borrowed from a MOBIUS consortium member will incur a mandatory, minimum \$120.00 fee per item. Books lost, damaged, or late that were borrowed through Interlibrary Loan will incur fees established by the lending institution. The University Libraries does not have the authority to alter these fees.

## **INFORMATION & TECHNOLOGY SERVICES**

**Mr. David Bolton, Chief Technology Officer**

**417-328-1535**

### **MISSION STATEMENT**

Information and Technology Services provides leadership in the effective use of information and technology resources as it serves the vision of the university.

### **VISION STATEMENT**

Information and Technology Services' vision is to integrate information technology throughout the academic community, to enhance learning, teaching, access to higher education, productivity, and communication.

### **Contact Information**

Help Desk: 417-328-1702 or 800-526-5859, ext. 1702

[helpdesk@sbuniv.edu](mailto:helpdesk@sbuniv.edu)

ITS Offices: 417-328-1535

The ITS unit is responsible for university-wide information technology support, including such things as administrative systems, the data network, internet access, online services, multimedia support, classroom technologies, telecommunications, help desk and general computing support. The ITS unit assists the various colleges, divisions and programs in acquiring information technology resources for their individual units.

### **COMPUTING RESOURCES**

There are fifteen computer labs located on the Bolivar campus. Three of those labs are available full time for student use. The other labs are available for classroom and instructional use or are software specific labs related to a specific degree program i.e.: Art, Accounting, Business, Computer Science, Communications, Education, Music, Physiology, Physics and Physical Therapy. Computer labs are equipped with printing capabilities for student use. Each of the off-campus centers has a computer lab available for their students.

### **MYSBU PORTAL**

The MySBU Portal serves as the University's internal communication tool with faculty/staff/students. MySBU provides single sign-on access to Blackboard Learn (learning management system), WebAdvisor/Self-Service (grades, registration, financial information/financial aid), Password Manager (self-service password control), and Microsoft Office 365 (email). MySBU also provides access to university event calendars, university announcements and prayer requests. All students receive an account to access the MySBU portal upon admission to the university.

### **INFORMATION TECHNOLOGY POLICIES**

Please be familiar with the following Information Technology Policies:

Acceptable Use Policy: <https://sbuits.sbuniv.edu/portal/docs/usepolicy.pdf>

SBU Privacy Policy: <http://www.sbuniv.edu/privacy-policy.php>

**SBU BOOKSTORE**  
**Carol Shoemaker, Manager**  
**Phone 417-328-1530**

The SBU Bookstore; Your Complete College Outfitter. We are located in the Felix Goodson College Union. In your college bookstore you will find that we carry a complete selection of textbooks, e-books, trade books, Bibles, school supplies, headphones, gifts, souvenirs, clothes, gift cards, and an assortment of health and beauty items. Any book can be special-ordered for an individual. We accept cash, check, Visa, MasterCard, Discover Card, American Express, and student account.

Be sure to ask a team member how we can save you up to 50% on your textbooks with our rental program.

Be sure to stop by and check out our monthly specials.

Check out our website, <http://www.bkstr.com/southwestbaptiststore/home>. for your textbook ordering, college apparel and much more.

**Store Hours**

Monday-Thursday 9:00 a.m. to 4:30 p.m.

Friday 9:00 a.m. to 3:00 p.m.

Saturday - Bookstore is open for special events.

## **FOOD SERVICES**

**Mrs. Alanda Cantrell, Director of Food Service**  
**Mr. Walt Tredway, Assistant Director of Food Service**  
**417-328-1542**

There are three main food venues on campus- Marietta Mellers Dining Commons, CatSnack (Kaldi's Coffee) located in the Student Union, and the Sports Cafe located in the Meyer Sports Center.

Mellers Dining Commons serves 20 meals per week, three a day omitting Saturday breakfast and serving a Saturday morning Brunch. Students residing in the University housing without a separate kitchen for each unit are required to purchase one of the two available meal plan options. Meal plans can be used in the Sports Cafe during breakfast hours. The plans are the maximum number of meals per week and reset each Monday morning. 20 Meal plan (includes \$50 cash balance for extra food purchases in any of the food locations) and a 15 meal plan.

Commuter/ Apartment student plans are: Declining Cash Balance (DCB): These funds do not expire, are non-refundable and are purchased through the Dining Commons office. A different option includes Super Bearcat Bucks (SBB). This is a meal plan that allows the student 75 meals in the dining commons or Sports Cafe (breakfast only). This plan includes \$50 cash balance for extra food purchases in any of the above food locations. This plan is purchased through the housing office in Student Life. They expire at the end of each term and are non-refundable. Meals purchased individually cost \$6.00 for breakfast, \$7.00 for lunch and \$7.25 for dinner plus tax.

Students who reside off campus or live in University Apartments may also purchase any of the plans offered.

### **HOURS OF SERVICE FOR THE FALL AND SPRING SEMESTERS:**

Monday –Thursday:	7:00 a.m. to 7:00 p.m.
Friday:	7:00 a.m. to 6:30 p.m.
Hot Breakfast	7:00 a.m. to 10:00 a.m.
Continental Breakfast	10:00 a.m. to 11:00 a.m.
Lunch	11:00 a.m. to 4:45 p.m. (2:00 p.m. to 4:45 p.m. limited offerings)
Dinner	4:45 p.m. to Close
Saturday: Brunch	11:00 a.m. to 12:00 p.m.
Dinner	5:00 p.m. to 6:30 p.m.
Sunday : Breakfast	8:00 a.m. to 9:00 a.m.
Lunch	11:45 a.m. to 1:15 p.m.
Dinner	5:00 p.m. to 6:30 p.m.

Students may scan their card and eat only one time during any of the above time slots per day.

### **IDENTIFICATION CARD**

The University's food services utilizes the identification (ID) card as a meal card for the

Dining Commons (must be shown at each meal) and as a declining cash balance card for the Sports Café (Wellness Center) and Kaldi's Coffee (Goodson Student Union). This card is not transferable to anyone else.

Students may obtain this card by going to the Department of Safety and Security in the Hammons Center for Facilities Excellence. If your card is lost you must purchase a new card at the cost of \$20.00. If your card is damaged or malfunctioning a new card will be made for you at no cost.

Cards become void upon termination of student status and must be returned to the Office of Student Life.

**SBU ALUMNI ASSOCIATION**  
**Mrs. Holly Bridge, Director of Alumni Engagement**  
**417-328-1806**

The Alumni Association is composed of all SBU alumni (graduates and former students who have attended at least one semester), and the total membership of the Association is more than 38,000 members. These alumni are represented by a national board of approximately 21 members that meet three times a year and oversee an annual budget. The Alumni Association has an endowed scholarship fund that provides four \$2000 scholarships to children of alumni who are students at SBU. The Association also invests annually in campus projects and events such as: Welcome Week, Homecoming, annual class events, and provides graduation gifts for seniors.

The Alumni Association seeks to keep alumni involved with their alma mater. Through alumni regional events, convention receptions, alumni directories, the SBU Life magazine, alumni emails, and special on-campus events, alumni are encouraged to stay informed and to participate in the life of Southwest Baptist University. For more information about the Alumni Association, please contact Holly Bridge at 417-328-1806 or via email at [alumni@sbuniv.edu](mailto:alumni@sbuniv.edu).

**DEPARTMENT OF SAFETY AND SECURITY**  
**Mr. Mark Grabowski, Director of Safety and Security**  
**417-328-1556**

The staff of the department of safety and security consists of the director, associate director, assistant director, department secretary, three full-time patrol officers, and student safety officers. Officers are available 365 days a year.

The department of safety and security aids in enforcement of federal, state, local statutes and university regulations. Safety and security officers are non-commissioned and are the duly constituted representatives of Southwest Baptist University. While safety and security officers do not make arrests, the department of safety and security maintains a close working relationship with local law enforcement authorities. Officers do have the right to detain and identify any individual on university property. Safety and security officers cooperate with and may request assistance from local law enforcement authorities when needed.

The department of safety and security provides for the safety and protection of students, faculty, staff, visitors, and the environment. In addition, the department is charged with protecting property, enforcing university regulations, and maintaining order. The entire staff strives to serve the university community. The department's mission is to promote an atmosphere free from fear for personal safety, property loss, or accidents and thereby contribute to SBU's academic excellence.

**ANNUAL CRIME AND FIRE SAFETY REPORT**

The department of safety and security is charged with preparing and distributing the annual crime and fire safety report. Included in the report is all information required by federal regulations including the Jeanne Clery Act, fire report information, crime statistics, fire statistics, sexual assault policy, sex offender information, missing student policy, emergency notification policy, and much more. All members of the campus community are encouraged to review this important report. The report is available on-line at [www.sbuniv.edu/safety](http://www.sbuniv.edu/safety) or in hard copy form at the Safety and Security Office. The report is published and made available each year by October 1. For more information concerning crime or fire safety, contact SBU Safety and Security.

**REPORTING A CRIME**

If a student, employee, or visitor believes criminal activity has taken place on university property, the Bolivar Police Department should be contacted immediately by calling 417-326-5298. Safety and security can be contacted by calling 417-328-1556 or 417-328-8733. The department of safety and security will be notified by local law enforcement authorities of any reported criminal activity occurring on campus or in the contiguous area. Incidents of criminal activity will be posted in the daily incident log. The daily incident log is available for review at the department of safety & security during normal business hours.

If an incident occurs on the Mountain View campus it should be reported to the Mountain View Police Department at 417-934-2525. The Mountain View Police will notify the



center director of any reported criminal activity occurring on campus or in the contiguous area. The daily incident log will be maintained by the center director.

If an incident occurs on the Salem campus it should be reported to the Salem Police Department at 573-729-4242. The Salem Police will notify the center director of any reported criminal activity occurring on campus or in the contiguous area. The daily incident log will be maintained by the center director.

If an incident occurs at the Springfield campus the Springfield Police Department should be notified at 417-864-1810. The Vice President of Operations will be notified by the Springfield Police of any reported criminal activity occurring on campus or in the contiguous area. The daily incident log will be maintained by the the Vice President of Operations

## **REPORTING DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, STALKING, SEXUAL HARASSMENT**

### **POLICY:**

SBU prohibits domestic violence, dating violence, sexual assault, rape, acquaintance rape, stalking, and sexual harassment. Any student who believes he or she has been a victim of any of these inappropriate actions is encouraged to report the incident to the Vice President for Student Development or the University's Title IX Coordinator.

Dr. Robert Harris, Vice President for Student Development, Goodson Student Union, (417) 328-1827, rharris@sbuniv.edu

Mrs. Carolyn O'Kelley, Director of Human Resources, Sells Administrative Center, (417) 328-1512, cokelley@sbuniv.edu

Any SBU personnel with any knowledge of the above stated items should report all complaints to the Deputy Title IX Coordinator/Director of Human Services.

SBU students are encouraged to report incidents of domestic violence, dating violence, sexual assault, rape, acquaintance rape, stalking, and sexual harassment whether the incident happened to them or a fellow student.

Unfortunately, statistics show that alcohol is often involved when they become a victim of domestic violence, dating violence, sexual assault, rape, and acquaintance rape. The University prohibits these actions and wants to encourage all students and employees to report such violations; even if the reporting person has been drinking alcohol and is underage.

A student who has become victim to any of the above stated items or has experienced an alcohol related emergency will not be sanctioned if the reporting student has violated the University's Alcohol Policy (see Student Handbook).

Confidentiality – The University recognizes that maintaining the confidentiality of the person who files a complaint is of the utmost importance. While all discrimination complaints will be handled discreetly, there is not a guarantee that absolute confidentiality will occur.

Retaliation – Retaliation against a person who files a complaint, or persons who participate in related proceedings and investigative efforts, is prohibited. Any retaliation against a person filing a complaint will be subject to discipline in accordance with the institution’s policies and procedures.

**PROCEDURES:**

SBU is committed to investigating and determining a resolution for all reported incidents, especially those pertaining to domestic violence, dating violence, sexual assault, rape, acquaintance rape, stalking, and sexual harassment. An incident reported to one of the aforementioned University officials will prompt an investigation within 10 days in which the University will use an Investigation Model process to bring resolution within 60 days. The following procedural steps will be followed upon receipt of an official report:

1. SBU’s Title IX Coordinator will be notified of reported incident and determine if the alleged incident is a Title IX issue. If the alleged incident is determined to be an alleged Title IX incident, then an initial investigation plan will be developed, which will identify investigators, possible interim measures, and include the identification of alleged policies violated.
2. Collect contact information of the complainant (victim) and respondent (accused) and determine constituency status (student or employee).
3. Complainant and respondent have the right to have an advisor of choice attend and to support them through the investigation, resolution, and, if necessary, appeal processes.
4. Investigator(s) will contact the complainant and, if possible, attempt to meet with the complainant.
5. Complainant will be given or sent a copy of the Victim’s Rights and Options.
6. Where applicable, a “No Contact” directive may be issued or making alternative living, class-placement, or workplace arrangements may occur prior to any determination of an investigation outcome.
7. Counseling services will be offered to both complainant and respondent.
8. If the complainant desires an official investigation, the following is required:
  - a. Complainant’s and respondent’s name;
  - b. Complainant’s contact information and, if possible, respondent’s contact information;
  - c. Description and details – Provide as much information regarding the incident(s) that is leading to the basis for the allegation;
    - Who – Name of person(s) directly responsible for alleged actions leading to the sexual violence/assault complaint;
    - What – Describe the incident;
    - When – Date(s), and time(s) of the incident(s);
    - Where – Location(s) of the incident(s);

- d. Evidence – Preserve evidence and provide any items (clothing, documentation) that supports the allegation (text messages, emails, social media);
  - e. Witnesses – Submit names and contact information of witnesses to the allegation;
  - f. Any additional supportive information.
9. Investigator will contact the respondent and schedule a meeting to notify the respondent of allegation. The respondent will be required to identify if they are the causation of the allegation.
  10. Complainant and respondent are encouraged to communicate with their local police. If either party needs assistance with contacting or notifying the police, assistance will be offered. The complainant, however, has the freedom to decline notifying proper authorities.
  11. The complainant, where applicable, is encouraged to see a health care provider.
  12. Complainant and respondent will be told the standard of proof (preponderance of the evidence) the University uses when investigating reported incidents.
  13. A summary of respective personal testimony will be shown to the complainant and respondent prior to a preliminary finding as means to verify the testimony given.
  14. Investigator will review University established policies, make a preliminary finding, and submit a summary report to the Title IX Coordinator.
  15. Title IX Coordinator will make a final outcome decision of a Title IX violation utilizing the University’s standard of proof (preponderance of the evidence).
  16. When the respondent is an SBU student and the Title IX Coordinator deemed that the allegation is more likely true than not true, the final outcome and investigative information will be given to the Student Life Judicial Council or Vice President for Student Development to determine sanctions.
  17. Notify respondent and complainant of finding outcome.
  18. The complainant and respondent will be notified in writing of the investigation outcome and any disciplinary action.
  19. When the outcome merits disciplinary action, the complainant and respondent independently have the right to appeal the disciplinary action given.
  20. The University’s Director of Safety and Security will be informed of reported incident.

The investigative objective will be to provide an unbiased, reliable, and impartial investigation of the complaint. The complainant will have the opportunity to present witnesses and other evidence regarding the report filed. When such a complaint is filed against a fellow student or University employee, then that person – against whom the complaint is filed – will also have the opportunity to present witnesses and other evidence pertinent to the allegation.

All persons are encouraged to cooperate fully with any resulting investigation. Retaliation against any individual who participates in or assists with an investigation will not be tolerated. If an individual feels he or she has been retaliated against for filing a complaint or cooperating with an investigation, he/she is encouraged to report the matter to the Vice President for Student Development or the University’s Title IX Coordinator.

If the investigation substantiates any part of a complaint filed under this policy, immediate and appropriate corrective and/or disciplinary action will be taken. If the evidence shows that the report allegation is more likely true than not true, then violations are considered a Class C Violation and may result in termination (see Sanctions section). Sanctions for Class C Violations range from an Official Reprimand to Dismissal.

When the respondent is a SBU student and it is deemed by the Title IX Coordinator that the allegation is more likely true than not, the final outcome and investigative information will be given to the Student Life Judicial Council or Vice President for Student Development to determine sanctions. If the Vice President for Student Development served as the lead investigator, then the Vice President will not serve as a voting member of the Student Life Judicial Council in determining sanctions.

The complainant and respondent have the right to appeal the decision or any issued sanction(s). A student who wishes to appeal an outcome decision or any issued sanction(s) must follow the steps as outline in the Disciplinary Appeals section of the Student Handbook. Grounds for entertaining appeals are specifically limited to four categorical areas as shown in the Grounds for Appeal section of the Student Handbook. Students who are issued sanctions are encouraged to appeal any sanction for any violation (disciplinary action) against them if they disagree with the decision or believe the decision or information, upon which the decision was based, was improper.

### **Rights and Options after Filing a Complaint of Sexual Violence/Assault, Domestic Violence, Dating Violence, or Stalking**

The following information provides a summary of a student's rights and options after filing a complaint of sexual violence/assault, domestic violence, dating violence, or stalking under the University's Sexual Violence/Assault Policy.

#### **UNIVERSITY RESOURCES**

**Counseling:** SBU has designated counselors (female and male) trained in responding to sexual assault victims. Their offices are located within the Department of Behavioral Sciences located on the second floor of Gott Educational Center Bolivar Campus. You may visit or call the Department of Behavioral Sciences at (417) 328-1736 or 328-1729 with questions. If necessary, a counselor may be reached after hours at (417) 399-5175.

**Health Services:** The Director of Health Services is available for care and support generally from 8 a.m. to 4 p.m. Monday through Friday at the Killian Health Center, 803 S. Pike Bolivar Campus, (417) 328-1888.

**Safety and Security:** Assistance is available 24/7 by calling the Southwest Baptist University Safety and Security Department at (417) 328-8733. An officer can provide assistance for medical treatment, contacting a counselor, support person, local resources, as well as reporting the crime to local law enforcement (if requested).

## **GENERAL INFORMATION**

- Physical issues surrounding the complaint:  
It is extremely important that you preserve evidence as it may be necessary to prove the complaint you are making or needed to obtain a protection order or prosecute a crime. In the case of physical violence, including sexual violence/assault, domestic violence, and dating violence, you should go directly to the emergency room and should not bathe, urinate, douche, brush teeth, drink liquids, or change clothes until after you are examined and, if necessary, a rape examination is completed.
- Once you have made a complaint, you have several options, including, but not limited to:
  - Contacting parents or a relative
  - Seeking legal advice
  - Seeking personal counseling
  - Pursuing legal action against the perpetrator
  - Pursuing disciplinary action
  - Requesting that no further action be taken
- If requested, the Title IX Deputy Coordinator or designee will assist you in contacting SBU's Safety and Security or local law enforcement regarding the incident. You may decline to notify such authorities.
- If you have obtained a temporary restraining order or other no contact order against the alleged perpetrator from a criminal, civil, or tribal court, please provide such information to the Title IX Deputy Coordinator or designee. The University will take all reasonable and legal action to implement the order.

## **INSITUTIONAL EXPECTATIONS AND PROCEDURES**

- SBU's Guidelines and Expectations, which includes investigation procedures, are found in the University's Student and Employee Handbook. Investigation procedures regarding sexual harassment and sexual violence/assault policies are used for complaints of sexual violence/assault, domestic violence, dating violence, and stalking. These procedures include:
  - Providing a prompt, fair, and impartial resolution of your complaint.

- Conducting an investigation that promotes safety and accountability by University officials who have received training on these issues.
- Communicating to you and the accused the right to have a support person or an advisor of choice accompanying during all aspects of the investigation and resolution process. The support person or advisor of choice is there for support only and may not be a spokesperson or advocate on your behalf and must agree to not interfere with the process.
- Ensuring that both you and the accused will be notified simultaneously in writing of the outcome of all stages of the process, including any appeals.
- Prohibit retaliation by the accused or anyone else against you for making a complaint.

## **POSSIBLE SANCTIONS OR PROTECTIVE MEASURES**

- Interim Measures: At any time during the investigation, the Title IX Deputy Coordinator or designee may impose interim remedies or protections for the parties or witnesses. These may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative living, class-placement, or workplace arrangements.
- Sanctions: If there is a finding that a violation has occurred, sanctions may include: no-contact orders, classroom reassignment, the provision of counseling or other support services, training, and referral of the perpetrator for discipline to be imposed pursuant to applicable procedures depending on the alleged perpetrator's status as an employee, student, faculty member, or third-party.

## **CONFIDENTIALITY**

- If you request confidentiality or ask that a complaint not be investigated, the University will take reasonable steps to investigate and respond to the complaint consistent with the request. However, the University's ability to respond may be limited in such cases, and the University may not be able to grant such a request when the accused poses a continuing threat to the University community.
- If you wish to discuss an incident with complete confidentiality, you can contact a Designated Counselor who will maintain confidentiality and not forward the report for investigation without your consent (unless required to do so by law). Contact information for the Designated Counselor is as follows:
  - For counseling, request a confidential counseling appointment with a licensed counselor from: Counseling Services Center, Gott Education Center, 417-328-1736.

## **OPTIONS FOR CHANGING YOUR CURRENT SITUATION**

- Pending final outcome of an investigation, you may be allowed to change your academic, living, transportation, or work situation if options to do so are reasonably available. Upon your request, the University will work with you on

such changes. This may occur regardless of whether you choose to make a complaint to campus security or local law enforcement.

## **RESOURCES AVAILABLE**

SBU prohibits domestic violence, dating violence, sexual assault, rape, acquaintance rape, and stalking. The University expects behavior from all members of the University family that demonstrates the highest standard of respect for people and property and that exemplifies the Christian commitment to loving one another. The following are available resources addressing these issues:

### **Bolivar Police Department**

- Phone 417-326-5298
- 624 South Albany Avenue, Bolivar, MO 65613
- 911

### **House of Hope – Bolivar**

- Phone 417-777-8137
- Hotline: 417-399-6744
- Website: <http://www.pchouseofhope.org>

### **Harmony House – Springfield**

- Phone 417-837-7700
- Hotline: 1-800-831-6863

### **Joyful Heart Foundation**

- Website: <http://www.joyfulheartfoundation.org>

### **National Domestic Violence Hotline**

- Website: <http://www.thehotline.org/>
- Phone Hotline: 1-800-799-SAFE (7233)

### **RAINN (Rape, Abuse, and Incest National Network)**

- Website: <http://www.rainn.org/get-help/national-sexual-assault-hotline>
- Phone Hotline: 1-800-656-HOPE (4673)
- Online Hotline: <https://ohl.rainn.org/online/>

### **National Suicide Prevention Hotline**

- Website: <http://www.suicidepreventionlifeline.org>
- Phone Hotline: 1-800-273-TALK (8255)

## **Stalking Resource Center, National Center for Victims of Crime:**

- Website: <http://www.victimsofcrime.org/our-programs/stalking-resource-center>
- Information on Safety Planning: <http://www.victimsofcrime.org/our-programs/stalking-resource-center/help-for-victims/stalking-safety-planning>
- Information on Stalking Laws: <http://www.victimsofcrime.org/our-programs/stalking-resource-center/stalking-laws>

## **Womenshealth.gov; Office on Women's Health, US Department of Health and Human Services**

- Information on Stalking: <https://www.womenshealth.gov/violence-against-women/types-of-violence/stalking.html>

## **Love is Respect**

- Website: <http://www.loveisrespect.org/>
- Phone Hotline: 1-866-331-9474
- Online Hotline: <http://www.loveisrespect.org/get-help/contact-us/chat-with-us>

## **Bystander Intervention**

- Website: <http://onestudent.org/>
- Video: <https://www.youtube.com/watch?v=1ycYPmzisfk>

## **SBU Counseling Services**

- Website: <http://www.sbuniv.edu/campus-life/student-services/counseling.php>

## **SBU Student Handbook**

- Website: <http://www.sbuniv.edu/resources/documents/student-handbook.pdf#search=student%20handbook>

## **SBU Health Center**

- Website: <http://www.sbuniv.edu/campus-life/student-services/health-center.php>
- Phone: 417-328-1888

## **SBU Safety and Security**

- Website: <http://www.sbuniv.edu/safety/>
- Phone: 417-328-1556

## **Citizens Memorial Hospital – Bolivar, MO**

- Website: <http://citizensmemorial.com/index.html>
- Phone: 417-326-6000



## **National Dating Abuse Helpline**

- Website: <http://www.loveisrespect.org/>

## **National Coalition of Anti-Violence Programs**

- Website: <https://avp.org/get-help/>

## **One Love Danger Assessment App**

- Website: [http://www.joinonelove.org/my\\_plan\\_app](http://www.joinonelove.org/my_plan_app)

## **TITLE IX COMMITTEE**

SBU has a dedicated Title IX committee comprised of one coordinator and five deputy coordinators to assure Title IX compliance and care for individuals who may have been victims of discrimination under Title IX.

The Title IX Coordinator is responsible for: 1) overseeing education and training about discrimination and harassment to the university community; 2) overseeing the schools response to Title IX reports and complaints; 3) identifying and addressing any patterns or systemic problems revealed by such reports and complaints.

Deputy Coordinators are primarily responsible for investigating sexual harassment or sexual violence complaints. The Deputy Coordinators may designate other appropriately trained individuals to receive and investigate reports and complaints as is appropriate.

### **Title IX Coordinator:**

Carolyn O'Kelley, Director of Human Resources, Sells Administrative Center, (417) 328-1512, cokelley@sbuniv.edu

### **Deputy Title IX Coordinator for Students:**

Dr. Robert Harris, Vice President for Student Development, Goodson Student Union, (417) 328-1827, rharris@sbuniv.edu

### **Deputy Title IX Coordinator for Staff:**

Ashley Dinwiddie, Executive Coordinator, Sells Administrative Center, (417) 328-1500, adwindie@sbuniv.edu

### **Deputy Title IX Coordinator for Faculty:**

Dr. Allison Langford, Associate Provost for Teaching and Learning, Sells Administrative Center, (417) 328-1601, alangford@sbuniv.edu

### **Deputy Title IX Coordinator for Athletics:**

Gina Whitehead, Associate Director of Athletics, Meyer Wellness and Sports Center, (417) 328-1793, gwhitehead@sbuniv.edu

### **Deputy Title IX Coordinator for Safety and Security:**

Mark Grabowski, Director of Safety and Security, Hammons Center, (417) 328-1556, mgrabowski@sbuniv.edu

## **EMERGENCY PREPAREDNESS AND NOTIFICATION**

The University conducts regular fire and tornado drills in all campus dorms, as well as table top exercises and panel discussions of many other emergencies.

The SBU alert system is a mass notification system that sends email and text messages in the event of an emergency. Students, parents, and employees are encouraged to sign up online to receive SBU Alert messages at [www.sbuniv.edu/safety](http://www.sbuniv.edu/safety). The SBU Alert System is tested annually.

Emergency maps are located in each campus building with evacuation routes and recommended areas to take shelter during severe weather. Emergency procedures are available online at [www.sbuniv.edu/safety](http://www.sbuniv.edu/safety). Students and employees should take time to review what to do in a variety of emergency situations.

## **MOTOR VEHICLE REGULATIONS**

### **General Information:**

1. The operation and parking of a motor vehicle on the property of Southwest Baptist University is a privilege granted to the students, faculty, staff, and guests of the university.
2. SBU reserves the right to make and enforce regulations which are deemed to be in the best interest of the university.
3. Motor vehicle privileges may be denied, suspended or revoked by the university.
4. The university assumes no responsibility for the safety, care, or protection of any vehicle parked or operated on campus.
5. All motor vehicle regulations are subject to enforcement 24 hours per day, 365 days per year.
6. Motor vehicles include but are not limited to any form of transportation that makes use of a motor. Motorized wheel chairs are not included in this category.
7. Any special arrangements for parking must be made in advance with the Department of Safety and Security to avoid tickets.
8. It is the driver's responsibility to be familiar with these regulations.
9. All vehicles operated or parked on university property must display a current SBU parking permit.

### **Permit Information:**

1. Each member of the university community who operates a vehicle on campus is required to register that vehicle, once per academic year, with the Department of Safety and Security. It is the personal responsibility of the owner to notify the Department of Safety and Security of any corrections that need to be made concerning vehicles registered in their name.
2. The registration of a vehicle in no way guarantees that a parking space convenient for the individual will be provided. The responsibility for finding a legal parking space rests with the vehicle operator.

3. Lost or stolen permits should be reported to the Department of Safety and Security immediately.
4. The first permit issued is free, additional permits and replacements are \$20 unless the permit is faulty.
5. Permits are the responsibility of the registrant and must be removed prior to the sale of a vehicle or the termination of a student's enrollment at the university. Permits are non-transferable to any other person.
6. Permits should be displayed in the vehicle's rear window on the driver's side. A permit may be displayed in the front driver's side windshield if the vehicle has tinted windows.
7. Classes of Permits:
  - Faculty/Staff (Purple) – Allows for parking in reserved Faculty/Staff parking spaces.
  - Commuter (Green) – Allows for parking in all general parking areas and the commuter parking lot.
  - On Campus (Red) – Allows for parking in all non-reserved parking spaces.
  - Temporary Permits – Issued as needed to regular permit holders, visitors, or guests when special conditions require.
  - Visitor – Issued to persons who frequent the campus but are not students or employees of the university.
  - Wellness

### **General Regulations:**

1. Vehicles shall be operated in a prudent and careful manner at all times.
2. The speed limit on campus streets is 20 m.p.h. All parking lots are 5 m.p.h.
3. Pedestrians shall be given the right of way at all times.
4. Resident hall lots are open to all permits from 6 a.m. to 2 a.m. each day. Resident hall lots are reserved for residents between 2 a.m. and 6 a.m.
5. All faculty / staff and housekeeping spaces are reserved from 6 a.m. to 5 p.m. Monday through Friday.
6. The **Mabee Chapel (Commuter) parking lot** is reserved for commuter permits from 6 a.m. to 5 p.m. Monday through Friday.
7. Maintenance and Resident Director parking spaces are reserved 24 hours per day, 7 days per week, and are strictly enforced.
8. Visitor parking should only be used by visitors of SBU. These parking spaces require a visitor's permit. Visitors should register their vehicles with the Department of Safety and Security and display the SBU visitor permit as instructed.
9. All vehicles must park in marked parking spaces.
10. No vehicles shall be operated or parked on sidewalks or grassy areas.
11. Vehicles shall not emit loud, obnoxious or unreasonable noise or music. Violators may be ticketed for repeated violations.
12. Students will be provided with a 1 week grace period in which to register at the beginning of the fall semester. Students using abusive, argumentative or threatening language toward any safety and security officer who is performing

his/her duties in accordance with these regulations will be referred to the Office of Student Development for disciplinary action.

**VIOLATIONS & FINES:**

Fines will be posted to whomever the vehicle was last registered to whether that person owns the vehicle or not. Fines may be paid at the office of accounting in the Sells Administrative Center.

- **Permit Violations:**
  - No Current Permit displayed ..... \$30
  - Failure to Register ..... \$30
  - Use of counterfeit or falsified permit ..... \$30
  - Use of stolen or falsely obtained permit..... \$50
- **Parking Violations:**
  - Parking in Reserved Space..... \$30
  - Parking in Restricted Lot..... \$30
  - Parking in a grassy or unmarked area ..... \$30
  - Double Parking / Obstructing Traffic..... \$30
  - Parking in Fire Lane ..... \$50
  - Parking in Disabled without disabled hangtag or plate ..... \$50
  - Fraudulent Use of Disabled Space ..... \$50
- **Moving Violations:**
  - Careless and Imprudent driving..... \$30
  - Speeding ..... \$30
  - Failure to stop at stop sign ..... \$30
  - Moving barricades / Going beyond the limits of barricades..... \$30
  - Operating a vehicle on areas other than streets or roadways ..... \$30
- **Miscellaneous Violations:**
  - Mutilation or discarding of a ticket ..... \$30  
(in addition to original ticket)
  - Excessive Noise ..... \$30

Vehicles may be issued 1 ticket in a 24 hour period for a parking or permit violation provided the vehicle is not moved.

- **Appeals:**
  1. If a student feels that a protest against a ticket is justified, an appeal with a full explanation may be submitted to the Department of Safety and Security at the Hammons Building.
  2. All appeals must be submitted within 10 working days following the ticketed offense. Appeals will not be accepted after the 10 day period and charges will be final.
  3. All ticket appeals are reviewed by the Student Ticket Appeals Committee. Ruling of this committee is final and no further appeals will be accepted.

4. Inability to locate a legal parking space is not an acceptable excuse for violation of these regulations.

- **Bicycle Regulations**

Bicycles improperly parked for a period of 24 hours may be impounded. Bicycles parked legally at an academic building for a continuous period of 2 weeks will be considered abandoned and may be impounded. Note: Locking devices may be cut and removed as necessary during impounding. Impounded bicycles may be claimed and released for a fine of \$10.00. Bicycles not claimed by September 1 of each year will be disposed of.

1. There are to be no wheeled vehicles in the academic buildings. This includes skateboards, roller skates, roller blades, unicycles, bicycles, hoverboards, and scooters.
2. Bicycles shall yield the right of way to pedestrians at all times.
3. Bicycles are to be parked in or immediately adjacent to the bicycle racks provided. Bikes are not to be parked in grass, sidewalks, and academic buildings. Bikes may be stored in a dorm room.
4. Bicycles may not be secured to any property other than designated bicycle racks.

## **CRIME PREVENTION TIPS**

- Vehicles and bikes should be locked while on campus
- Report strangers who behave suspiciously to Safety & Security
- Keep your residence room or apartment room locked
- Walk in groups of two at night
- Stay in control. Substance abuse puts you at risk
- Do not leave personal property unattended
- Crimes occurring on university property should be reported to the Department of Safety & Security

## **ID CARDS**

The department of safety and security is responsible for the issuance of student and employee ID cards. The ID cards on the Bolivar campus utilize proximity card technology. This function enables the user to access buildings and rooms on the card access system during designated hours. The cards also feature users first and last name, picture, SBU ID number, and user barcode. The initial SBU ID cards are issued to students and employees free of charge. Replacement fee for a lost or stolen card is \$20. Any problems with cards should be reported to the department of safety and security. Damaged or malfunctioning cards will be fixed or replaced for free.

## **LOCKSMITH**

The Associate Director is in charge of all university locksmith functions. Any problems related to keys and locks should be reported to the department of safety and security. Students should report lost room keys to the resident director and will be charged a replacement fee. Employees should report lost keys to their supervisor and to the department of safety and security as soon as possible.

## DEPARTMENT CONTACT INFORMATION

### Personnel

Director: Mark Grabowski

Associate Director: Zeke Clawson

Assistant Director: Everett Hornbostel

Department Secretary: Emily Raymond

Officers: Jared Vaughn, Richard Worth, Joe Rhoads

Officer on Duty (24/7/365): 417-328-8733

### Office Information

Hammons Center

520 W. Aldrich Rd.

Bolivar, MO 65613

Office Phone: 417-328-1556

Fax: 417-328-2034

Website: [www.SBUniv.edu/Safety](http://www.SBUniv.edu/Safety)

Email: [Safety@SBUniv.edu](mailto:Safety@SBUniv.edu)

## **IMPORTANT PHONE NUMBERS**

Emergency 911 (prank calls will be prosecuted).....	911
SBU Safety and Security .....	328-1556
Citizens Memorial Hospital Emergency Room .....	328-6437
Bolivar Fire Department.....	326-5252
Bolivar Police Department .....	326-5298
Polk County Sheriff's Department.....	326-7684
Counseling Emergency Cell .....	399-5175

## **SBU ADDRESS ASSIGNMENTS FOR 911 SERVICE**

Beasley Hall.....	234 W South St
Casebolt Apts.....	614 S. Clark Ave.
Casebolt Music Center.....	1364 S. Pike Ave.
Craig House.....	1314 S. Lillian
Jane & Ken Meyer Sports & Wellness Center.....	1260 S. Pike Ave.
Goodson Student Union Building.....	1460 S. Pike Ave.
Gott Education Center.....	138 W. Estep Dr.
Hammons Center for Facilities Excellence.....	520 W. Aldrich Rd.
Health Center.....	803 S. Pike Ave.
Ingman Hall.....	271 W. Austin St.
Jim Mellers Conference Center.....	300 W. Estep Dr.
Landen Hall.....	1520 S. Pike Ave.
Mabee Chapel.....	200 W. Andersen Dr.
Maintenance Building.....	1270 S. Lillian Ave.
Maupin Hall.....	235 W. Austin St.
McClelland Dining Commons.....	1700 E. Andersen Dr.
Memorial Hall.....	806 S. Clark Ave.
Meyer Hall.....	1715 University Dr.
Plaster Football Stadium.....	1401 S. Pike Ave.
Plaster Lodge.....	1730 University Dr.
Roseman Apartments.....	1860 & 1870 Maple Tree Ln.
Sells Administration Building.....	1600 University Ave.
Taylor Free Enterprise Building.....	100 W. Estep Dr.
University Library & Jester.....	651 E. Andersen
Wheeler Science Building.....	301 E. Andersen
Woody/Gott Hall.....	105 E. Aldrich Rd.