



STUDENT HANDBOOK OF
RIGHTS AND RESPONSIBILITIES

2011-2012



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INTRODUCTION



Welcome to the Missouri Western State University (MWSU) Student Handbook of Rights and Responsibilities. As a student at Missouri Western, you have many privileges and rights. You also have the responsibility to ensure that the rights of all members of MWSU are protected. This Handbook informs you about expectations, acceptable standards of behavior, other procedures and helpful information so you can be successful both inside and outside of the classroom.

We encourage you to read this Handbook, and hope that the knowledge within will enable you to make good decisions and find the assistance you need.

Sincerely,

A handwritten signature in black ink that reads "Esther Perález". The signature is fluid and cursive, with the first name being the most prominent.

Esther Perález, Ed.D
Vice President for Student Affairs

NOTICE

This Handbook supersedes all previous student handbooks and is effective Fall term 2011.

The Division of Student Affairs reserves the right to make changes to the Student Handbook of Rights and Responsibilities without notice. Missouri Western State University reserves the right to photograph and/or videotape students, faculty, staff and guests while on university property, during university sponsored events or during activities where they are representing the university. These images and audio may be used by Missouri Western State University for promotional purposes, including use in university magazines, newspapers, press releases, booklets, brochures, pamphlets, newsletters, advertisements, the university web site and associated sites, and other promotional materials.

Students are expected to read the regulations and policies in both the university catalog and Student Handbook and to conform to them. The student, not the university or a member of the faculty or staff, is primarily responsible for knowing the regulations and policies, and for meeting the requirements for a degree or certificate. In keeping with the requirements of Title IX of the Education Amendments Act of 1972 in regard to sex discrimination and Section 504 of the Rehabilitation Act of 1973 in regard to disability discrimination as well as other applicable federal and state laws and regulations as they pertain to discrimination in the areas of age, race, creed, color, religion, sex, national origin, and the disability, Western follows a policy of nondiscrimination in the aforementioned areas in regard to all employment practices and to the awarding of student financial aid as well as recruitment, admission, housing, placement, and retention of students. The Title IX Compliance and Affirmative Action Officer is the Director of Human Resources. The Section 504-ADA Coordinator is the Assistant Dean of Health and Wellness .

GENERAL STUDENT INFORMATION

ADVISING CENTER

www.missouriwestern.edu/advising

The Advising Center is located in Eder Hall 209. Students are invited to stop by with any questions or contact staff advisors via email at advisor@missouriwestern.edu. Advisors are available to assist with understanding the general studies requirements, developing a schedule, selection of a major, finding grades online, understanding how to use degree audit or answer any other questions related to advisement. The Center staff coordinate the assignment of advisors for all incoming students and work with students following initial registration for classes. For additional questions, call 816-271-5990.

CENTER FOR ACADEMIC SUPPORT

www.missouriwestern.edu/cas

The Center for Academic Support, Hearn Center 213, offers free tutorial assistance to currently enrolled Western students. Many students come to the Center for help with writing assignments for any discipline on campus and math classes ranging from developmental through first semester calculus. Individualized tutoring is available to help students improve their reading and study habits, develop better note-taking techniques, and learn more effective ways to take tests.

Students may also request a faculty-recommended content tutor for most courses on campus. Group tutoring and special workshops, such as the TI-83 calculator training and CBase preparation, are other ways the Center can help students succeed in college. The Center's web site, www.missouriwestern.edu/cas, contains additional information about the staff, services, and hours, plus offers handouts and other study aids that students can download. The web site also provides a routinely updated list of content tutors and their email addresses.

The Center for Academic Support is staffed by full-time professionals and trained peer tutors. Although students are encouraged to make appointments, whenever possible the CAS provides tutoring on a drop-in basis. For an appointment or more information, call 816-271-4524.

COUNSELING CENTER

www.missouriwestern.edu/counseling

The Counseling Center is located in Eder Hall 203 and is open throughout the year. Counselors are available to assist students in a wide variety of areas, with special emphasis on social or personal counseling and vocational guidance. Students may also find counselors helpful in answering questions regarding academic programs and college life in general. Counseling is a free service to all students. Phone: 816-271-4327.

TESTING CENTER

www.missouriwestern.edu/testingctr

The testing center is located in Eder Hall 203. The center offers a variety of tests including the ACT, GED, GRE, Miller Analogies, CLEP, C-Base, PCAT, and other professional examinations. The CLEP test allows students who may have knowledge about a given subject earned through travel, employment, extensive reading or personal experiences, to earn college credit by examination. The center also provides testing for students needing special accommodations. The coordinator of testing may be contacted at 816-271-4285.

DISABILITY SERVICES

www.missouriwestern.edu/ds

College students with disabilities are protected from discrimination under the Americans with Disability Act (ADA) of 1990. Students requiring assistance from the Disability Services staff are encouraged to contact the coordinator at least two months prior to the beginning of the semester at 816-271-4330. The coordinator will meet with students to discuss their academic accommodations and will serve as their contact person for disability related issues. Services include but are not limited to the following: alternative testing, note taking, sign language interpreters, assistive technology, and alternative format textbooks. The coordinator will act as a liaison between the student and note takers, tutors and faculty. The Disability Services Office is located in Eder Hall 203N.

VETERANS AFFAIRS

www.missouriwestern.edu/registrar/veterans

The Office of Veterans Affairs is located in Eder Hall 102. Counseling pertaining to the GI Bill is available for veterans or eligible dependents of veterans, as well as assistance with proper completion of paperwork.

INFORMATION TECHNOLOGY SERVICES

www.missouriwestern.edu/compctr

All faculty, staff, and currently enrolled students are allowed access to the computers in the Blum Union Lab located in Blum 202 and the General Use Lab located in Murphy Hall 101. Personal computers provide access to e-mail, MS-Office software suite, the Banner ERP system, and the campus library system. The labs are open most days except for major holidays. For additional information and detailed lab schedules please reference the Western home page and select Departments, then select Information Technology Services, and then Computer Labs.

General Use Computer Laboratories:

Business - Popplewell Hall 306
General Computer Laboratory - Murphy Hall 101
General Computer Laboratory Library -Hearnes Center 306
Student Union - Blum Union 202

BOOKSTORE

<http://missouriwestern.bncollege.com/>

The Barnes & Noble Bookstore, located on the first floor of the Blum Union, has a complete line of college books, accessories, and supplies. The store also offers online textbook ordering. Orders can be placed on the bookstore's website. For your convenience, you can pick up your order at the store or have it shipped to your home. All required textbooks are available at the bookstore. Both new and used textbooks are available for purchase. Many titles can now be rented as well as purchased in a digital format. The bookstore also stocks test guides, Sparknotes, bestselling paperbacks, and a wide variety of other books. For more information you may contact the bookstore at 816-271-4456.

Store Hours:

Monday-Thursday 8 am - 5 pm
Friday 8 am - 4:30 pm

Saturday-Sunday Closed

The store maintains daytime hours (8 am -4:30 pm) during summer and vacation periods. Visa, MasterCard, Discover, and American Express are accepted.

LIBRARY

www.library.missouriwestern.edu/

The Library makes available approximately 220,000 volumes, 1,200 journals, state government documents, CDs and online database services. Access is also available to 180 million items held by other libraries. Internet and web access are also available both within the library and from remote locations. A wireless network is in place throughout the library. The staff is both service and student oriented.

Individual and group student areas are available. A General Use Computer Lab is located within the library, as well as a hands-on instruction room. A coffee bar and comfortable seating enhance the library experience.

Library Hours:

Monday-Thursday: 7:30 am - 11 pm

Friday: 7:30 am - 4:30 pm

Saturday: 10 am - 5 pm

Sunday: 2 pm - 11 pm

Holiday Hours are posted

Overdue book charges are 25 cents per item per day. Reserve item overdue charges are \$1.00 per hour. Student ID cards are required when checking out library materials.

OFFICE OF ADMISSIONS

The Admissions Office in Eder Hall 101 is responsible for the admission of new students to the university. Applications for admission and all prior transcripts will be processed through this office. Admissions personnel also conduct group tours of the campus and handle recruitment activities.

Any student who misrepresents, falsifies, or withholds required information during the admissions process will be referred to the Admission and Graduation Committee for review and appropriate action. Such action may result in dismissal from Western.

OFFICE OF THE REGISTRAR

www.missouriwestern.edu/registrar

Student records are maintained in this office located in Eder Hall 102. Students who wish to obtain a copy of their transcript to send to a potential employer or to another college, or who desire information concerning academic records, can receive assistance from the Registrar's office.

Students who complete the registration process must agree to pay the university. Payment arrangements may be made with the Business Office in Eder Hall 104. Students who fail to pay or to meet the requirements of the payment arrangement may have a hold placed on their records, which will prevent them from registering for future semesters, making schedule adjustments and/or receiving an academic transcript. For transcript ordering information, visit: www.missouriwestern.edu/registrar/transcripts.asp.

OFFICE OF FINANCIAL AID

The Financial Aid Office staff recognizes that many students need financial assistance to help fund their educational goals. The Financial Aid Office is located in Eder Hall 103. There are countless opportunities for degree-seeking students to receive assistance from a variety of federal, state, Western, and external sources. Please be aware of the following financial aid policies:

- You must be enrolled as a degree-seeking student with a completed admissions file.
- You must be enrolled in at least six credit hours to qualify for Federal Student Loans.
- CED courses not required for your degree program do not count in your enrollment status for federal and state aid.
- Financial aid is calculated based on the number of hours you are enrolled in at the end of the add/drop period.
- You must maintain a 2.0 cumulative GPA and successfully complete at least 70% of your coursework to remain eligible for financial assistance, including federal student loans. Successful completion is defined by the absence of withdrawals and grades of D or F on your academic transcript.
- You are required to attend class. Students who completely withdraw or stop attending their classes may be required to pay back all or a portion of the financial assistance they received. Your financial assistance may be denied for future semesters if your instructors report that you stopped attending your classes.
- To avoid late payment fees and delays in receiving your financial assistance, you are required to complete financial aid applications and return required documents to the financial aid office by the application deadline. To be considered for all sources of aid for which you may qualify, the Free Application for Federal Student Aid (FAFSA) and Western's scholarship application should be completed no later than March 1 each year.

POLICE DEPARTMENT

www.missouriwestern.edu/policedepartment

The university maintains its own police department to provide for the welfare and safety of the campus community. The department operates 24 hours a day every day of the year to assist in any matter pertaining to safety, crime prevention, and security on campus. All Police Officers have police commissions through the State of Missouri and are certified Law Enforcement Officers through the Missouri Public Safety Department. The general and criminal laws of the United States, the State of Missouri, and all city ordinances for St. Joseph, as well as parking and traffic regulations and rules of Western, are in full effect on campus. Phone 816-271-4438.

Parking and Security Services

This department is responsible for vehicle registration and enforcement of campus parking regulations. Anyone involved with Western credit day or night classes – including but not limited to faculty, staff, contract employees and students – must register with the Parking Services Office any vehicle which is to be operated or parked on campus, and must abide by all campus rules and regulations at all times. Annual registration fees are as follows: the first vehicle registration decal is included in the facility access fee for all currently enrolled students.

Additional vehicle decals are \$10 and replacement decals are \$5. Valid vehicle registration must be displayed on the outside rear of the vehicle, on the right rear bumper or glass.

For information about traffic regulations on campus, students should read the Vehicle Registration & Parking Regulations available in Blum Union 100 or online at www.missouriwestern.edu/policedepartment/parking. Another service offered by Parking & Security Services is the Courtesy Patrol. The Courtesy Patrol students are available to escort community members on campus during the fall and spring semesters. The student escorts are available from 5 pm to 11 pm, Monday through Thursday. When available, the police officers will provide escorts if the Courtesy Patrol is not on duty. A community member may request an escort from a Courtesy Patrol student by calling this office. The students will escort community members to and from parking lots, academic buildings and residence halls. Phone: 816-271-5666.

Traffic Appeals

The Traffic Appeals Board is convened several times throughout the fall and spring semesters.

The Traffic Appeals Board hears appeals of campus parking and moving citations. The board has two options when determining the outcome of a citation:

- 1) The board may decide to dismiss the citation or
- 2) The board may decide to uphold the citation.

If the board decides to uphold the citation, it will then determine if the fine amount should be “paid as indicated” on the citation or the fine amount should be reduced to some amount determined by the board. Additionally, any citation which is appealed and upheld by the board may reflect an additional administrative appeal fee in the amount of \$10. The amount of the fine and the administrative fee will be forwarded to the Western Business Office and processed for payment. Citations may be appealed at www.missouriwestern.edu/policedepartment/appeal_form

ID Cards

Student ID Cards may be obtained at the Parking & Security Services office, Blum Union 100. Each student must have an ID card and carry it with them at all times. This card must be presented and also surrendered upon request of a university official. The card is required for library, computer labs, building/room entrance after hours, Business Office check disbursement, and Fitness Center usage. It also offers reduced or free entry into athletic, SGA events and theatre productions.

University ID cards are valid only when students are currently enrolled in classes. University ID cards may not be used by any other student for any reason whatsoever. Cost for replacement is \$10.

Emergency telephones are located on every floor in each building on campus. All are located near elevators except: Library - near stairs of the 1st and 2nd floor, and Student Union - near cafeteria (1st floor near ATM) and in open area by office 226 on 2nd floor. Outside emergency telephones are located in most parking lots, near the Clock Tower, Spratt Hall, and between Leaverton and Vaselakos Halls.

Lost & Found is located in the office of Student Affairs, Blum Union 228.

Campus Buildings are open at approximately 7 am and locked by 10:30 pm Monday- Friday (except on holidays). For security purposes, university policy is that all persons entering at other times must clear entry with the Western Police Department.

Students seeking to use **locked rooms** after 4:30 pm, or to enter (or use) buildings between the hours of 10 pm and 7 am (and weekends) must possess a current signed building entry pass, along with their validated Western ID Card. Passes will be distributed through the department chair or director.

Students using university-locked facilities between the hours of 10 pm and 7 am (and weekends) must wear the building pass on the front of their clothing.

Emergency Notification System

Griffon Alert is a comprehensive, redundant, emergency notification system. The system is activated by the Western Police Department and is designed to be used for emergencies on campus that affect or could affect multiple persons and/or cause significant infrastructure or property damage.

Griffon Alert Text Messages

Any student, faculty or staff who has a current email account at Western can sign up to receive text and/or email notifications. Alerts may be delivered to cell phone, RSS feed, PDA, email, or text pager. As a user of the system, you are responsible for messaging charges by your service provider. You may sign up for up to two devices to receive messages and for two email accounts. Sign up for both text and email notices, or just email. However, email messages are not considered emergency notification. To sign up for this service go to www.missouriwestern.edu/griffonalert.

Voice Messages

Simultaneously as text and email messages are sent, voice messages are sent to specified phones within each department on campus, to VOIP (Voice Over Internet Protocol) phones in all classrooms on campus and to selected key personnel phones. The voice messages are digitally created and will deliver a similar message to that received by text and email.

Faculty, staff, student staff and persons receiving the voice alerts should re-think the way we answer our phones. Because this system is computer generated, there are initial and other delays when receiving the message. This is much the same as telemarketing programs that many get accustomed to hanging up on. If you are answering a phone that could receive a Griffon Alert message, the message will have a long pause and then state "Griffon Alert," pause and then the message will be heard. The system will also ask for you to acknowledge receipt of the message by pressing the # key. When answering a listed phone, be patient, wait for the message and acknowledge. VOIP phones in the classroom may also be used for emergency outbound calls only by dialing 911. This will connect with the St. Joseph Police Department Communications Center for Fire, EMS and Western Police dispatch. The outbound features of this phone are restricted to 911 calls only.

Alert Beacons

Alert beacons with voice enunciators are located in the halls of most buildings at Missouri Western. When a message is being delivered, the beacon will light up with flashing lights and an emergency sound will be emitted from the beacon to gain initial attention. After a brief time, the sounder volume will decrease allowing a voice enunciator above the beacon to be heard. The message being delivered will be heard from a digitally produced voice. The message will also be displayed in text form on an LED screen located on the front of the beacon.

Outdoor Public Address Systems and Light Strobes

Whenever an alert message is being delivered through Griffon Alert, several outdoor public address (PA) systems will provide a digitally produced voice of the warning to persons outdoors. Western is comprised of more than 700-acres. The PA systems are designed to reach outdoor areas on the main campus and in the residential hall areas and will not be heard on all areas of the campus. White outdoor strobes are located on the campus buildings to further warn campus outdoor occupants that some type of warning is being issued and that they should investigate further.

School Cancellation

Western will close only in extraordinary circumstances. If the university plans to close due to weather/road conditions, the decision will be made as follows: Daytime Closing - normally the decision will be made by 6 am. Evening Closing - normally the decision will be made by 4 pm. Information on Western closing will be posted on the home page of the website at www.missouriwestern.edu. The information will also be broadcast on the following television stations: KCTV TV-5, KMBC TV-9, KQTV TV-2, KSHB TV-41, and WDAF TV-4; and the following radio stations: KAAN 95.5, KBEQ 104.3, KCUR 89.3, KFEQ 680, KFKF 94.1, KGNM 1270, KKJO 105.5, KKWK 100.1, KMBZ 980, KMRN 1360, KMXV 93.3, and KSJQ 92.7.

If closings are not reported on the aforementioned stations, it should be assumed the university is open.

It should be noted the university administration will take several factors into consideration when making the decision to close the university due to weather/road conditions. Therefore, it cannot be assumed the university will close when area schools are closed.

ACADEMIC INFORMATION

Academic Advisement

<https://ppm.missouriwestern.edu/dotnet/documents>

Entering freshman are assigned faculty advisors with whom they work until they formally declare their major or field of study. At the time of declaration, students request faculty advisors from the major department. Advisors monitor the filing of the major-minor form and also the program advisement form.

All four-year degree-seeking students are required to declare their majors before completing 60 credit hours of course work. Owing to the nature of the one-year certificate and two-year associate degrees, students in these programs are advised to consult with the Chairpersons of the appropriate departments as early as possible.

As part of the procedure for the academic advisement/preregistration system at Missouri Western, students meet with their respective advisors at designated times each semester to work-out their schedules and permits to enroll for preregistration purposes. However, students are encouraged to meet with their advisors on a regular basis to develop the type of meaningful faculty-student relationship that we at Missouri Western prize as one of the hallmarks of our institution.

ACADEMIC HONESTY POLICY AND DUE PROCESS

<https://ppm.missouriwestern.edu/documents>

Academic honesty is required in all academic endeavors. Violations of academic honesty include any instance of plagiarism, cheating, seeking credit for another's work, falsifying documents or academic records, or any other fraudulent classroom activity.

Violations of academic honesty may result in a failing grade on the assignment, failure in the course, or expulsion from school. When a student's grade has been affected, violations of academic honesty will be reported to the Provost or the designated representative.

Violations of Academic Honesty

Violators of academic honesty include, but are not limited to, the following activities:

1. Copying another person's work and claiming it as your own;
2. Using the work of a group of students when the assignment requires individual work;
3. Looking at or attempting to look at an examination before it is administered;
4. Using materials during an examination that are not permitted;
5. Allowing another student to take your exam for you;
6. Intentionally impeding the academic work of others;
7. Using any electronic device to transmit portions of questions or answers on an examination to other students;
8. Using any electronic device to improperly store information for an exam;
9. Knowingly furnishing false information to the university or its representatives;
10. Assisting other students in any of the acts listed above.

Definition of Plagiarism

Plagiarism is a specific kind of academic dishonesty in which you take another's ideas or words and claim them as your own. When you draw on someone else's work, you must indicate the source of that material, whether you are repeating another's words, argument or thought. Even if you paraphrase another's work and are not using the exact wording, you are still required to indicate the source of the material. This material must be clearly identified with appropriate citations. If you do not do that, you have plagiarized those materials. Any time you copy and

paste any writing that is not your own for an assignment, you must use quotation marks and give the source of that material. If you cut and paste without noting what you have done, you will be guilty of plagiarism. Even if the writing is your own, if it has been used for a previous assignment that should be indicated.

Student Due Process Procedure

A student accused of academic dishonesty will first meet with the faculty member who made the allegation of academic dishonesty. If the faculty member decides academic dishonesty occurred, consequences could include giving the student a zero on the assignment, asking the student to rewrite the assignment, or failing the student in the course. If the student's grade is affected, the faculty member must file a MWSU Academic Honesty Violation Report.

Violation Report

If the student disagrees with the faculty member's decision, the student may submit a written appeal of that decision within 10 working days to the department chair and request a meeting with the department chair. The department chair will inform the faculty member that an appeal has been made, and the faculty member will have the option to submit a rebuttal form to address the student's appeal. In the event there is no assigned chair, the request should be made to the college or school dean. The chair's decision shall be provided in writing to the student and to the faculty member within 30 calendar days of the chair's receipt of the written appeal.

If the student chooses to continue the appeal process, the appeal may be made within 10 working days to the Provost or designated representative to present the case to the Academic Honesty Committee.

The Provost or designated representative will present the case to the Academic Honesty Committee within 10 working days of receipt of the appeal. If the appeal is made during the summer semester or intersession, it will be presented to the Committee within 10 working days from the beginning of the next regular academic semester.

The Committee will base its decision on the written statements and evidence submitted by the student and the faculty member. The Committee's decision, which must be made within 30 calendar days from the date on which the committee receives the appeal, is final. The Committee will notify, in writing, the student and the faculty member of its decision.

If it is determined that no violation of academic honesty has occurred, the student's alleged violation will be removed from his or her record.

Any student who has been found guilty of violating the academic honesty policy a second time will be reported by the Provost to the Dean of Student Affairs for disciplinary action.

GRADES AND GRADING POLICIES

www.missouriwestern.edu/catalog

Grading System

Grades used in evaluating the work of students are as follows: *Level of Performance and Letter Grade Quality Points Earned*

Superior	A	4 per credit
Good (above average)	B	3 per credit
Average	C	2 per credit
Minimum (passing below average)	D	1 per credit
Failing	F	0 per credit
Failing (not attending)	FA	0 per credit
Incomplete (pending official grade)	I	0 per credit
Withdraw (no grade assessment)	W	0 per credit
Audit AU		0 per credit
Credit CR		0 per credit
No credit U		0 per credit

Grade-Point Averages

www.missouriwestern.edu/registrar/GradeAcademicInfo.pdf

Grade-point averages are used to determine class standing and eligibility for graduation, the Dean's and President's Honor Lists, and membership in honor societies.

The grade-point average (GPA) is a numerical ratio of credits and grade points received. The following are examples of the method of computing the grade-point average:

- A student who receives 16 credits of B has earned 48 grade points. The GPA is $48 \div 16 = 3.0$
- A student who receives 16 credits of which 8 credits are B and 8 credits are C has earned 40 grade points. The GPA is $40 \div 16 = 2.5$

GRADE APPEAL PROCESS

Students are responsible for meeting the standards for academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor delegated by this University.

The grade appeal procedure is available for the review of allegedly capricious grading or clerical error by the instructor and not for the purpose of evaluating the student's academic excellence in any particular course. Capricious grading, as the term is used here, consists only of any of the following:

- the assignment of a grade to a particular student on some basis other than the performance in the course;
- the assignment of a grade to a particular student by resorting to more exacting or demanding standards than were applied to other students in the course;
- the assignment of a grade by a substantial departure from the instructor's previously announced standards.

Student Appeal Process

Step One - The student must discuss the course grade fully with the instructor of the course.

This must be done no later than thirty (30) calendar days into the succeeding regular academic semester, beginning with the first day of classes.

Step Two - If the student desires to appeal the grade further, he or she may utilize the departmental/ school grade appeal procedure.

Every academic unit must have a set of grade appeal procedures which are to be made available to student upon request; copies of those procedures are to be on file in the office of the relevant academic Dean and the Provost and Vice President for Academic Affairs. The challenge must be made in writing to the appropriate department chairperson/school dean. The appeal must be made no later than ten (10) calendar days after the aforementioned thirty (30) day deadline.

The department chairperson/school dean shall notify the student, in writing, of the department's/school's decision within thirty (30) calendar days of receipt of the written appeal.

Step Three- If the appeal is not resolved at the departmental/school level, the student may appeal to the Academic Regulations and Standards Committee in accordance with its rules and regulations. This appeal must be made in writing no later than ten (10) calendar days after receipt of the departmental/ school decision. The student must submit his/her written appeal to the department chairperson/ school dean and request that the appeal and any relevant documents regarding the case be sent to the chairperson of the Academic Regulations and Standards Committee. Examples of relevant documents include, but are not limited to: 1) course syllabi, 2) course assignments, 3) the graded work of the appellant, and 4) samples of the graded work of other students who were in the same course as the appellant. The department chairperson/school dean will obtain all relevant documents from the course instructor and forward them to the committee chairperson within ten (10) calendar days of the student's request. The course instructor is expected to comply with all requests for relevant documentation from his/her department chairperson/school dean.

Upon review of the evidence, the committee may request any additional information that it deems necessary from the appellant and the course instructor. The committee chairperson will forward the request for additional information to the appellant and to the department chairperson/school dean. The appellant and the department chairperson/ school dean must provide the additional material to the committee chairperson within five (5) calendar days of the committee's request. Furthermore, the committee may wish to interview any of the parties involved in the appeal. If so, the committee chairperson will notify the parties to schedule the interview. The course instructor and the appellant are expected to comply with all requests for additional information and interviews.

The committee chairperson will notify the student of the committee's decision in writing within thirty (30) calendar days of receipt of the written appeal. This notification will be delivered by regular mail to the postal address on file for the student and by e-mail to the student's university e-mail address.

The committee chairperson will also notify the course instructor, the department chairperson/ school dean, the relevant academic dean, the Provost, and the Registrar of

the committee's decision. This notification will be transmitted to these individuals by campus e-mail.

If the committee determines that the student's grade ought to be changed, the committee chairperson must submit a Revised Grade Report Form to the Registrar's Office. The Registrar will modify the student's transcript within ten (10) calendar days after receipt of the form from the committee chairperson.

The decision of the Academic Regulations and Standards Committee is final.

The grade appeal process shall be complete within the semester succeeding the awarding of the original grade.

It is the responsibility of the student to initiate the grade appeal process.

TRANSFER STUDENT CREDIT APPEAL

www.missouriwestern.edu/admissions/transfer-programs-and-credit-guidelines.asp

A student has the right to appeal a denial of transfer credit at Western. If a transfer student's appeal challenge is denied by the institution after all appeal steps internal to the institution have been exhausted, transfer students can appeal to the state-level committee on transfer and articulation.

The student wishing to appeal his or her case at the state level must:

1. Exhaust all levels of appeal at the institution by sending a written petition through the Registrar's Office to the Admissions and Graduation Committee.
2. Notify in writing the reason for the appeal to the committee on transfer and articulation. Send appeal requests to: Commissioner of Higher Education, Coordinating Board for Higher Education, 3315 Amazonas Drive, Jefferson City, MO 65109.

REFUND POLICY

www.missouriwestern.edu/businessoffice/refund.asp

- Students who make schedule changes during the add/drop period will be charged for the added class and/or credited the cost of the dropped class.
- Students who make schedule changes during the add/drop period will be assessed a late registration fee of \$50.00.
- No refunds are given to students who make schedule changes after the add/drop period, but remain in school.
- Students completely withdrawing from school within the add/drop period will receive a refund of tuition and fees assessed, based on the withdrawal refund schedule. Withdrawal refunds are computed based upon the date the Registrar receives the completed/correctly executed withdrawal form. Withdrawal computations are not effective the date the student stops attending

CLASSROOM BEHAVIOR

Students are expected to conform to the normal standards of academic behavior in all classrooms. In addition to normal standards of academic behavior, instructors may establish

reasonable additional classroom rules and expectations for conduct in the classroom. Behavior which disrupts the classroom environment or interferes with other students' ability to learn may be grounds or justification for dismissal from the classroom.

CLASSROOM FOOD & DRINK POLICY

Food and drink (other than water) are to be consumed only in officially designated areas. Designated areas include spaces associated with office suites, dining rooms, and areas with signs indicating that food and drink consumption is allowed.

Such eating areas will be established in each building used for teaching with posted signs to indicate where eating is permitted. Food and drink are not allowed in carpeted classrooms, computer laboratories, and the library with the exception of the Java City area. Faculty may set up a no food and drink policy in any of their classes (whether the classroom is carpeted or not). Signs will be posted in classrooms to alert people that food and drink (other than water) are not permitted. It is the responsibility of the faculty to enforce the policy in their classrooms.

CLASS ATTENDANCE

Regular class attendance is considered an essential part of the student's educational experience and a requirement for an adequate evaluation of student academic progress. Each instructor will determine and make known to the class the requirement for attendance. When an announced examination falls on a day that a student is absent, instructors are not required to prepare or give a make-up test.

Consideration will be given to students in the case of genuine illness, emergency, or when acting as a representative of Western. It shall be the responsibility of the student to notify the class instructor prior to the absence, and if possible, meet with the instructor on the student's return to discuss the material missed.

COURSE SYLLABI POLICY

Department chairs are responsible for seeing that course syllabi are on file and up-to-date. A course syllabus should be made available to students in each course, preferably at the first class meeting, but no later than the second class session.

The syllabus should contain the course grading policy stated as definitively and as objectively as possible. If syllabi are not given out by the second class session this should be reported to the appropriate college dean.

ACADEMIC SUSPENSION

If your grade point average falls below an acceptable level, you are placed on "Academic Suspension." Please refer to the current undergraduate catalog for the Table of Academic Standards and the complete Suspension Policy. If you had preregistered for the next semester, that enrollment is canceled when you are suspended.

Option One - Stay out of school

Students placed on academic suspension may not attend Western for the time period indicated

below unless an appeal for re-admission is approved by the Academic Regulations and Standards Committee:

First Suspension One semester

Second Suspension Two semesters

Third Suspension Four semesters

Fourth Suspension Eight semesters

Fifth Suspension Twelve semesters

Sixth Suspension Sixteen semesters

A “semester” is defined as the Fall or Spring terms only.

Option Two - Appeal because of circumstances beyond your control

How to apply for this option:

- Submit a letter to the Academic Standards and Regulations Committee in which you describe how circumstances beyond your control resulted in your poor academic performance last semester. Be detailed and specific about how your circumstances prevented you from performing well academically.
- Submit documented evidence which verifies that the circumstances you describe in your letter actually happened. If your appeal is based on illness or accident, you **MUST** include a written statement from your physician indicating you were unable to complete your studies.
- Submit your letter **AND** the documentation to the Office of Academic Affairs, Popplewell 214, no later than the time and date specified in the letter you receive from the Provost and Vice President for Academic Affairs.

Each of the following must be satisfied for reinstatement; the committee will do the following:

1. Determine if the student experienced circumstances beyond his or her control.
2. Determine if these circumstances were actually the cause of the student’s poor performance.
3. Determine whether the student has provided documented evidence supporting claims that such circumstances caused the poor performance.
4. Determine whether documented evidence has been provided that these circumstances have been alleviated for the coming semester.
5. Determine, based on the student’s past academic record, if he or she has a reasonable chance of success if reinstated. Example of conditions that would warrant an appeal include the following:

Lengthy hospitalization of the student
Death of a parent, spouse, or child at a critical time in the semester
Lengthy illness of a child or spouse

UNIVERSITY POLICIES AND PROCEDURES

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

www.missouriwestern.edu/registrar/ferpa.asp

The Family Educational Rights and Privacy Act of 1974,* dealing with the protection of the right of privacy of students, governs access to and release of student records. In brief, the statute states that educational institutions must provide students access to official records directly related to the student requesting the access and must provide an opportunity to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate; that institutions must obtain written consent of students before releasing personally identifiable data about students from records to other than those on the specified list of exceptions below; that students be notified of their rights as enumerated by this document; that the Department of Health, Education, and Welfare investigate complaints of alleged violations of the right of privacy.

This document is provided to inform the students of the rights accorded by the act and to establish guidelines for the protection of their right of privacy.

In 1998, Congress also amended the Family Educational Rights and Privacy Act, also known as the Buckley Amendment, so that certain student disciplinary proceedings involving crimes of violence and non-forcible sex offenses are no longer considered "education records." (20 U.S.C. section 1232g(b)(6)(B)). Therefore, federal law does not prohibit schools from releasing the name of a student found guilty of such an offense, the violation committed and the sanction imposed. Although federal law does not now require these records to be released, public schools covered by their state open records law may be obligated to do so. Missouri Western State University has chosen to release the allowable information. **This act is Section 438 of the General Education Provision Act of 1974 (Title IV, Public Law 90-247; added by section 513, Public Law 93-380). See also part 99, Title 45 C.F.R.*

ACCESS TO RECORDS

In the absence of an official request, information contained in a student's records remains confidential between the student and Western and will not be released to third parties (*this includes parents*) without the consent of the student, with the following exceptions:

- As directory information (see Directory Information.)
- To school officials with legitimate education interest.
- To schools which the student is seeking admission.
- To organizations conducting studies of or on behalf of educational institutions.
- To federal, state or local education authorities.
- In connection with the receipt of financial aid.
- To accrediting agencies.

- In health or safety emergencies.
- Results of a disciplinary hearing to an alleged victim of a crime of violence.
- To comply with a judicial order or subpoena.
- To parents of students under the legal drinking age if caught possessing or using alcohol or drugs. (*See Drug & Alcohol Violation Disclosures.*)

School officials may be defined as but not limited to the following:

- A person employed by the university in an administrative, supervisory, academic or research, or support staff position. This may include a student work-study position.
- A person elected to the Board of Governors.
- A student elected or appointed to institutional committees that require access to student educational information.
- A person employed by or under contract to the university to perform a special task, such as the attorney or auditor.

Legitimate Education Interest may include but is not limited to the following:

- Performing a task that is specified in his or her position description or by a contract agreement.
- Performing a task related to a student's education.
- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
- Any information released to a third party shall contain a statement informing the party of the requirement that the information provided may not be released without the written consent of the student.

RECORDS INSPECTION

Request for records inspection should be directed to the official in charge of maintaining the record. Students and former student have rights to inspect and review their records, with an explanation and interpretation of the record. The student may challenge an inaccurate record and request a hearing concerning any alleged inaccuracy contained therein. Any challenge must establish by a preponderance that the record is inaccurate. If desired, the student may submit a written explanation of a record's content, which then becomes a part of the record.

CHALLENGE HEARING

To ensure that records are not inaccurate, misleading, or otherwise in violation of a student's right of privacy, the student may challenge the alleged inappropriate data at a hearing requested through the office of the Provost and Vice President for Academic Affairs. A disinterested hearing officer or a Hearing Committee will be appointed who shall afford the student a full opportunity to present evidence in support of the challenge. The hearing officer of the Hearing Committee shall render the decision within a reasonable time after the hearing.

Either party may appeal the decision of the hearing official or officials to the Provost and Vice President for Academic Affairs. This appeal will be limited to a review of the record and will not be a full hearing.

Further information about records, the process of obtaining access to records, or the cost of duplicating records may be obtained in any of the offices listed or from the office of the Provost and Vice President for Academic Affairs.

RECORDS MAINTAINED

The personally identifiable educational records of each student and former student maintained by the university are open for inspection by the student, except in limited cases where privacy, confidentiality, or professional privileges of another person is involved.

The following list identifies the types of records maintained, their locations, and the administrative offices:

Academic - Eder Hall 102, Registrar

Admissions - Eder Hall 101, Director of Admissions

Counseling - Eder Hall 209, Director of Counseling

Disciplinary - Blum Union 228, Student Affairs Office

Financial Aid - Eder Hall 103, Director of Financial Aid

Medical - Blum Union 203, Health Services

Placement - Eder Hall 202, Coordinator of Career Development

Residence - Commons, Director of Residential Life

Police - Blum Union 201, Chief of Police

Teacher Education - Murphy Hall 111, Department of Education

Testing - Eder Hall 203, Testing Coordinator

Notwithstanding the above inclusive list, certain records are not available for inspection. These include financial records of parents; confidential letters of recommendation written prior to Jan. 1, 1973; personal records of educational personnel (for example, an instructor's grade book); employee records; medical or other professional records, except that a student may have a

qualified professional examine the records on the student's behalf. A student may further waive his or her right to inspect records maintained at Western, but the university may not require such a waiver as a condition to attendance at Western.

DIRECTORY INFORMATION

Missouri Western State University defines directory information as the following:

- Name
- Mailing address
- Telephone
- Campus email address
- Date of birth (month/day)
- Major or field of study
- Dates of attendance
- Enrollment status
- Anticipated graduation date
- Classification
- Degrees awarded
- Honors awarded
- Previous institutions attended
- Participation in activities/sports
- Weight/height of athletes

Currently enrolled students may withhold disclosure of information under the Family Educational Rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received in the Office of the Registrar (Eder Hall 102). A hold will not apply retroactively and will remain valid until the student submits notification in writing, stating otherwise. Western assumes that failure on the part of any student to specifically request the withholding of "Directory Information" indicates individual approval for disclosure.

CAMPUS EQUAL OPPORTUNITY COMMITTEE

www.missouriwestern.edu/ada/committee.asp

The primary function of the Campus Equal Opportunity committee is to foster a sense of the university's commitment to the principles of equal employment and educational opportunities. The committee is made up of the Director of Non-Traditional Student Services (Section 504, ADA) who serves in an ex-officio capacity, the Director of Human Resources who also serves in an ex-officio capacity, the Provost and Vice President for Academic Affairs, the Dean of Student Affairs, two faculty representatives, two professional staff employees, two support staff representatives, and two student representatives who are appointed by the university president upon recommendation by the Student Government Association. Committee members serve two-year terms.

The objectives of the committee are to affirm and extend the university's commitment to the principles of equal employment and educational opportunities, to recommend and evaluate effective policies and procedures of the equal opportunity program, to promote awareness regarding the principles and policies of equal opportunity at Western, to serve as a vehicle to express equal opportunity concerns of employees and students to the administration, and to recommend solutions.

In addition, the committee members work with the Director of Non-Traditional Student Services in the monitoring and evaluation of the equal opportunity plan at the university and participate in grievance procedures for discrimination complaints.

GRIEVANCE PROCEDURE FOR DISCRIMINATION COMPLAINTS

Any employee or student at Western who has a complaint of discrimination should initially try to resolve the problem through informal discussion. If this does not resolve the issue, the person may file a written complaint to the Affirmative Action Officer, Director of Human Resources, Title IX Coordinator, or the Section 504 ADA Coordinator as appropriate.

The complaint will be investigated and documented, and appropriate recommendation for resolution of the problem will be made in writing to the complainant.

Normally, response will be made within a 30-day period from receipt of the complaint. If the complainant is not satisfied with the response, he/she may submit the complaint to the Equal Opportunity Committee within ten days after receiving the response. The Committee will review the information and make the recommendations for resolution. Normally, a response will be provided by the Chairperson of the Committee in writing within 30 days of filing with the Committee. The person initially receiving the complaint will not participate at the committee level.

A final appeal may be pursued by submitting the complaint to the President of Western within ten days of receipt of the Committee's response.

The President will provide an opportunity for the complainant to present the grievance and will normally respond to the complainant within 14 days of receipt of the complaint.

IMMUNIZATION POLICY

www.missouriwestern.edu/healthserv/policy

All students residing in the residence halls are required to provide a completed [Health History Form](#), a [Tuberculosis Risk Assessment](#), and the [Immunization Documentation Form](#) signed by their health care provider before being allowed to move into the residence halls. International students not planning to reside in on-campus housing should complete the Tuberculosis Risk Assessment and Health History Form.

Measles/Mumps/Rubella (MMR) - Two doses, the first given at age one year or later. The second dose must have been given at least one month after the first.

Meningococcal - Administered within the last five years.

Tetanus/Diphtheria/Pertussis (Tdap) – recommended or Tetanus (Td) – Administered within the last 10 years.

Tuberculosis Skin Test - Complete Tuberculosis Risk Assessment, available at the above website, **within six months prior to campus arrival.**

All forms are available on the Health Center website at www.missouriwestern.edu/healthserv/forms

Students who have ever had a positive tuberculin skin test must have a chest x-ray within six months prior to campus arrival to confirm the absence of active disease. A copy of the signed chest x-ray report must be provided. Please refer to the Tuberculosis Risk Assessment.

Students who object to immunizations because of religious or medical reasons must provide a completed waiver available on our website. Should a campus outbreak of measles, mumps, rubella, pertussis, or meningococcal disease occur, these students will be subject to exclusion from campus until the outbreak is over as declared by Missouri Department of Health and Senior Services or their designated agency.

All documentation must be submitted to Esry Student Health Center, 4525 Downs Dr. – Blum 203, St Joseph, MO 64507 *prior to moving into the residence halls. **Failure to provide this information may delay your check-in.***

SEXUAL HARASSMENT POLICY

Missouri Western State University is committed to the principles of equal opportunity and does not discriminate on the basis of race, age, sex, national origin, or handicap. The U.S. Equal Employment Opportunity Commission has issued guidelines which treat sexual harassment as illegal sex discrimination and a violation of Title VII of the Civil Rights

Act of 1964. The university supports the intent of these guidelines: it is the policy of Missouri Western State University that no member of the campus community may sexually harass another individual. The following definition has been adapted from the EEOC Guidelines on Discrimination because of sex to encompass both employees and students:

Unwelcome sexual favors, and other physical conduct and expressive behavior of a sexual nature where (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning employment or education environment.

Western has adopted the following procedures for sexual harassment complaints. The university has established a team of trained individuals, appointed by the President, who report directly to the President. The team is responsible for (1) the hearing and possible resolution of sexual harassment complaints brought by students, faculty or staff; (2) education of the academic community concerning what sexual harassment is; and (3) informing the university community that such behavior will not be tolerated.

Any employee or student with a sexual harassment complaint may contact a team member. Once contacted, the team will pursue a resolution with the primary goal of ending the offending

behavior. On this level, the team will confidentially investigate the complaint and make a recommendation for resolution. The team may choose to take no action if (1) the allegation is believed by the team to fall outside of the definition of sexual harassment, or (2) if the offended party decided not to persist and the team does not believe further action is necessary. If the recommendation of the team is unacceptable to the parties involved, if the harassment persists or if retaliation occurs, then the team will pursue further action.

Further action involves consulting the Dean of Student Affairs if the alleged harasser is a student or the appropriate vice president if the alleged harasser is a faculty member, administrator, professional or support staff member. The team may forward all relevant information to the appropriate person. The complainant as well as the alleged harasser may present relevant information regarding the case. The vice president or associate dean is required to investigate the case and make a recommendation regarding action. Such a recommendation could involve an early warning, a transfer, mandatory counseling, termination, suspension, or other appropriate action.

COMMUNICABLE DISEASE POLICY

As a public institution, it is the general consensus that all students and employees are entitled to attend classes or work in a safe environment. This policy helps to ensure a safe environment and protect students and employees from individuals who may pose a risk of spreading communicable disease.

For the purpose of this institutional policy, communicable disease is defined as “any disease transmitted from one person to another directly, by contact with excreta or other discharges from the body; or indirectly, via substances or inanimate objects, such as contaminated drinking glasses, or water....” (Mosby’s Medical, Nursing, & Allied Health Dictionary). Reportable diseases included in this policy are those which pose a significant health risk to others. This does not include common infectious diseases such as colds and flu. These communicable diseases may include, but are not limited to cholera, diphtheria, hepatitis A, measles, HIV/AIDS, hepatitis B, tuberculosis and many others. All cases will be dealt with on an individual basis with this policy to serve as a guideline.

Reporting and disease outbreak control measures will be implemented in accordance with 19 CSR 20.20.010 through 20.20.060 and 20.28.010, state laws and Department of Health rules governing the control of communicable and other diseases dangerous to public health.

It is the responsibility of the affected individual to contact a member of the Review Committee when there is a concern regarding a reportable communicable disease. To ensure confidentiality, Western employees should contact the Director of Human Resources and students should contact the Dean of Student Affairs. In cases where there are questions regarding risks to others and the environment, the Review Committee consisting of family nurse practitioner with Student Health Services, the Director of Human Resources (for an employee) or The Dean of Student Affairs (for a student), the chair of the Nursing Department or an appointed designee and others as deemed necessary and appropriate, will be notified and begin the assessment procedure of the individual’s case.

An employee or student of Western who is diagnosed with any reportable communicable disease (as outlined in the Missouri State laws and Department of Health rules guidebook) shall be allowed to work and/or attend classes so long as they pose little/no risk of transmission of disease with reasonable precautions. An individual with a chronic infectious disease who is employed or attends classes at Western may do so under specified conditions considering the rights of the individual, yet not endangering his/her health, or the health of other faculty, students and staff.

Individuals with a communicable disease have the right to privacy and confidentiality. Only faculty/staff members who need to know the identity and condition of such individuals in order to perform their duties will be informed. Willful or negligent disclosure of confidential information regarding an individual's medical condition will be cause for disciplinary action. Individuals are expected to follow the most recent guidelines of the Centers for Disease Control, including applicable universal precautions in cleaning and disposing of blood and body fluids. An individual with a concern regarding the procedure to follow should consult with the Environmental Safety Coordinator, the Family Nurse Practitioner with Student Health Services, the Director of Human Resources (for an employee) or the Dean of Student Affairs (for a student). For assistance with off-hour emergency/concerns please contact a campus Police Officer. Willful or negligent disregard for precautions by any student or faculty/staff member will be cause for disciplinary action.

Procedures

1. If any individual infected with a communicable disease is asked by Western to undergo a medical examination, it will be at the university's expense. Refusal to submit to a medical examination may result in disciplinary action. Until a determination is made, an employee may be placed on leave with pay in accordance with university policy. Sick leave will be charged against an employee who is later determined to be afflicted with a contagious or infectious disease. Arrangements for students will be made on an individual basis, but could include charges being filed under the student disciplinary code.
2. The Review Committee is available to meet with individuals to address appropriate employment or class responsibilities.
3. The Review Committee will contact the St. Joseph/Buchanan County Health Department to determine appropriate action regarding potential exposure to others.
4. In the event of a public inquiry concerning a communicable disease on campus, the President or the President's designee will provide appropriate information on behalf of the university.
5. The Review Committee will submit a determination to the individual and the President of the university. In making a determination, the Review Committee will guarantee the legal rights of the individuals under sections 503 and 504 of the Federal Rehabilitation Act.

6. The individual may appeal the determination in accordance with university policies and procedures for grievances, although the determination of the committee will remain in effect until it is overturned on appeal. In consideration of the individual's condition/disease, the appeal process will be expedited if possible.
7. The Environmental Safety Coordinator and the Review Committee will have available safety and incident report procedures.

Willful or negligent violation of safety and precautionary procedures may be cause for disciplinary action.

Legal Refs § 191.650 - .695, RSMO.

STUDENT CODE OF CONDUCT

COMMUNITY EXPECTATIONS

When students choose to accept admission to Western, they accept the rights and responsibilities of the university's academic and social community. As members of the university community, students are expected to uphold the university's values (service, quality, freedom, enthusiasm, respect and courage) by maintaining a high standard of conduct.

Faculty, administrators, staff and students all have responsibility to take care of the intellectual, social, emotional, psychological and physical condition of this community we share. As a result, we expect all members of the Western community to exhibit the following:

Respect for Self

Western expects its community members to appreciate their own talents, take themselves and their academic pursuits seriously and enhance the quality of their lives.

Respect for Others

Western expects its community members to behave towards one another with sensitivity, consideration, understanding, tolerance and an active concern for the welfare of others.

Respect for Property

Western expects its community members to use all property, including buildings, library books, equipment and green spaces, responsibly. This principle requires students to respect personal and institutional property, inside and outside the Western community.

Respect for Authority

Western expects its community members to exhibit respect for its faculty, administrators, staff and designated student staff members and paraprofessionals – each of whom has been charged with responsibilities essential to the orderly operation of the university.

Honesty

Western expects its community members to demonstrate the personal characteristics of honesty and integrity in all aspects of their campus life, both inside and outside the classroom.

These qualities, which are congruent with our community values, are integral parts of daily life on campus.

STUDENT CODE OF CONDUCT

The Community Expectations and values of the university reflect an expectation that students will be held to a high standard of conduct. When a student's behavior departs from the community expectations (when it hurts others, detracts from the sense of community and/or is irresponsible) it will be addressed by the university using established conduct procedures.

Jurisdiction of the Missouri Western State University Student Code of Conduct

The Missouri Western State University Student Code of Conduct shall apply to conduct that occurs on university premises; at university-sponsored activities, and to off-campus conduct that adversely affects the university community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree.

The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Student Code of Conduct shall also be applied to conduct occurring off campus and will be adjudicated when reported. This listing of Student Code of Conduct violations is meant to serve as a guide and is not exhaustive. Behavior that conflicts with the community expectations, although not specifically included below, may be deemed a violation of the Student Code of Conduct and adjudicated using the student conduct procedures.

The following actions are deemed unacceptable behavior and thus violations of the Student Code of Conduct:

Disrespect for Self

1. Manufacturing, growing, distributing, selling, possessing, using, or offering for sale narcotic drugs, depressants or stimulant substances, hallucinogens, cannabis and/or derivatives, including synthetic derivatives; on university property or at a university-sponsored or supervised event. This includes, but is not limited to, such behavior as being in the presence of illegal drugs.
2. Exhibiting such behavior or engaging in activities which endanger the safety of oneself or others.

3. Possessing, using or participating in an activity involving firearms, fireworks, chemicals which are explosive, hazardous chemicals, other implements used as weapons, and other types of arms classified as weapons in the Missouri Revised Statutes, on university property or at university sanctioned activities.
4. Using or possessing alcoholic beverages on campus *or* at university sanctioned activities. This includes, but is not limited to, such behavior as underage students being in the presence of or using alcoholic beverages, or being intoxicated on- or off-campus.
5. Conducting oneself in such a manner so as to reflect unfavorably upon the individual student or the university community.

Disrespect for Others

6. Disrupting classes, seminars, research projects, or activities of the university.
7. Assaulting or threatening to assault any person, engaging in any unwelcome physical contact (which includes, but is not limited to, unwanted touching, even between acquaintances) with any person, making unwelcome advances, or engaging in conduct which threatens or endangers the health or safety of any person.
8. Engaging in lewd, indecent or obscene conduct or expression or repeating, proposing or requesting such conduct or expression, after being asked to stop.
9. Harassing and/or intimidating (which includes conduct causing alarm or recklessly creating a risk by threatening to commit crimes against persons or their property or the face to face use of “inflammatory words” any person on- or off-campus. “Inflammatory words” are those personally abusive epithets, which, when directly addressed to an ordinary person, in the context used and as matter of common knowledge, are inherently likely to provoke an immediate violent reaction, whether or not they actually do. Such words include, but are not limited to, those terms widely recognized to be derogatory references to race, ethnicity, religion, sex, sexual orientation, disability and other personal characteristics.
10. Engaging in disorderly conduct or expression, a breach of the peace or aiding or inciting another to a breach of the peace.
11. Engaging in hazing, which is defined as any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization, constitutes a violation.

12. Engaging in any form of harassment over the Internet, commonly referred to as cyber bullying. Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, or threatening another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images or Website postings, including blogs and social network systems.

Disrespect for Property

13. Damaging, destroying or defacing university property or property of any person as a result of deliberate action or as a result of reckless or imprudent behavior.
14. Entering and using university facilities without authorization by appropriate university officials.
15. Making or assisting in making unauthorized, obscene or annoying telephone calls, text messages, or computer messages or otherwise misusing or abusing telephone and/or computer equipment.
16. Engaging in computer abuse, which includes but is not limited to, plagiarism of programs, misuse of computer accounts, unauthorized destruction of files, creating illegal accounts, possessing authorized passwords, viewing or distributing of pornographic material, and disruptive or annoying behavior toward the university's computer system.
17. Using or possessing any university key without proper authorization. No student is allowed, under any condition, to have a university key duplicated.
18. Allowing a dog or pet to run at large (without a restraint) on campus or to enter any building on campus. This rule does not apply to service animals.

Disrespect for Authority

19. Harassing or intimidating university officials while they are discharging their official duties and responsibilities.
20. Violating any of the restrictions, conditions or terms of any sanctions resulting from a previously held disciplinary hearing or agreed upon in an informal disposition or formal conduct hearing.
21. Failing to identify oneself when requested to do so by a university official and/or surrender one's ID card when requested to do so. The usual means of identifying oneself is by producing the ID card, which must be in the student's possession at all

- times.
22. Committing any act, which is a violation of a criminal law of the United States, the State of Missouri or a municipal ordinance.
 23. Failing to obey Housing Complex rules and regulations, whether or not one is a resident.
 24. Failing to obey a reasonable order or request by a university official.

Dishonesty

25. Engaging in acts of academic dishonesty, which include but are not limited to, cheating and plagiarizing.
26. Stealing or attempting to steal university property or property of any person and/or to be in possession of stolen property.
27. Forging, altering, transferring, infringing on the copyright of, or misusing university documents, including identification cards.
28. Providing false information in the application for admission, petitions, requests, disciplinary hearings, or other matters of record, and transactions with officials of the university.
29. Falsely reporting information of an emergency nature (i.e., false report of a bomb, fire, or other emergency) in any building, structure or facility. This is a federal offense and will be reported to the proper authorities.
30. Selling a textbook that does not belong to oneself without prior authorization by the book's owner.
31. Misusing or using university property without proper authorization.

STUDENT CONDUCT PROCESS

Philosophy

Missouri Western State University believes the goal of students enrolling at this university is the pursuit of an outstanding higher educational experience.

Upon enrolling in this university, each student assumes an obligation to conduct themselves in a manner compatible with the university's function as an educational institution and to obey the laws enacted by federal, state and local governments. If this obligation is neglected or ignored while on campus or attending a university function, or even while off-campus doing something

not associated with the university, the university may, in the interest of fulfilling its function, institute appropriate disciplinary action.

Any student that violates university policies or regulations may be subject to the student conduct process. It should be noted that the burden of proof concerning violation of a university rule or policy rests with the institution. Because inappropriate conduct obstructs the mission and functions of the university, or adversely affects the interests of the university community or may even endanger members of the university community, conduct hearings and resulting sanctions may take place even if the alleged victim chooses to no longer participate. So that the student involved in a conduct meeting will be given every opportunity to present his or her case to the proper hearing agency, the following rules and regulations establishing conduct channels and authority are described.

Overview

The Code of Conduct pertains to ALL students attending Missouri Western State University. To determine if a student is responsible for a conduct violation the Student Conduct Process described below will be followed. In most cases a university police officer, a university faculty/staff member or a student, will file an incident report. After an incident report is filed, it will be referred to the Division of Student Affairs. The Dean of Students or his/her designee will review the case and decide whether the case will be handled as an informal disposition or formal hearing.

The charged student(s), victim(s), complainants and witness(es) identified in the incident report will be notified and will be asked to attend an informal disposition or formal hearing. In both cases, all parties will be asked to provide written and/or verbal testimony and to explain what happened. A determination of responsibility will be based on the evidence presented during the informal disposition or formal hearing. During the hearing a charged student will have certain rights and responsibilities. An electronic or other verbatim record shall be made of all formal hearings.

Definitions

- (1) The term “**university**” means Missouri Western State University.
- (2) The term “**student**” includes all persons taking courses at the university, both full-time and part-time. Persons who are not officially enrolled for a particular term, but who have a continuing relationship with the university are considered students. Students can also be held responsible for the conduct of their guests whether they are students or not.
- (3) The term “**faculty member**” means any person hired by the university to conduct classroom activities.

- (4) The term “**university official**” includes any person employed by the university who performs assigned administrative, professional, support service, or classroom responsibilities. This includes certain student employees who act as agents of the university. University officials who may perform informal disposition or formal hearing are the Dean of Students or his/her designee.
- (5) The term “**member of the university community**” includes any person who is a student, faculty member, university official or any other person who is employed by the university.
- (6) The “**complainant**” shall mean the member of the university community who files a written complaint against a student with Student Affairs.
- (7) The term “**university premises**” includes all land, buildings, facilities and other property in possession of or owned, used or controlled by the university.
- (8) The term “**organization**” means any number of persons who have complied with the formal requirements for university recognition. In respect to the rights and procedures outlined below, an “organization” shall have the same rights and requirements as an accused student.
- (9) The “**Appellate Board**” is the body which is authorized to conduct appeal hearings. Appointed by the Vice President for Student Affairs, it will normally be concerned with cases which are serious enough to result in dismissal or expulsion; however students may appeal less serious sanctions than dismissal or expulsion. The Appellate Board has the options of upholding the original sanction or recommending lesser or greater sanctions.
- (10) The Vice President for Student Affairs or his/her designee is the person designated by the university President to be responsible for the administration of the Student Code of Conduct and for ensuring that all students are afforded due process.
- (11) The term “**policy**” is defined as the written regulations of the university as found in, but not limited to, the Student Handbook, Residence Life Handbook and university catalog.
- (12) The term “**Student Code of Conduct**” pertains to the rules, regulations and policies of the university, which apply to students and/or student organizations.
- (13) The term “**conduct hearing**” refers to the process by which the Dean of Students or his/her designee may offer a student appropriate discipline, which the student has the right to accept or reject, for a rule infraction. There are two types of conduct hearings: an informal disposition or formal hearing.
- (14) An “**informal disposition**” is a conduct hearing in which the student(s) involved in an alleged violation of the Student Code of Conduct is contacted and invited to have an

informal disposition meeting regarding an incident report or formal complaint. Informal dispositions are usually NOT tape recorded and are used in situations when student(s) are most likely responsible for violating the Student Code of Conduct and will likely not appeal the possible outcomes of the disposition. If a student insists he/she is not responsible, the informal disposition must be immediately discontinued and a formal hearing must be scheduled.

- (15) A “**formal hearing**” is a conduct hearing in which the student(s) involved in an alleged violation of the Student Code of Conduct is invited to have a formal conduct hearing regarding an incident report or formal complaint. Formal hearings are recorded and follow an outline that includes the reading of student rights, reading of charges, reading verbatim of the incident report, and an opportunity for the student to present a rebuttal to the incident report or formal complaint and to any alleged charges. Formal hearings are typically conducted when a student(s) is charged with alleged violations of the Student Code of Conduct that will likely end in an outcome that includes university probation, suspension or expulsion. More than one university administrator typically conducts formal hearings, and students must be notified at least three (3) working days in advance of the hearing. All outcomes of formal hearings must be presented to the charged student(s) within five (5) working days of the hearing.
- (16) The Student Conduct Officer (SCO) is the student conduct official assigned to adjudicate an incident report. The Vice President for Student Affairs will designate the University Conduct Officer (UCO) for all University violations and the Housing Conduct Officer (HCO) for Residence Hall violations. The Director of Athletics will assign the Athletic Conduct Officer (ACO) for violation of Athletic Department violations, however resident hall students and student athletes will be adjudicated as all students if they violate the Student Code of Conduct.

Procedures

In cases where disciplinary action against a student(s) is sought or indicated as a result of the complaint of a member of the university community, the complainant shall make his/her complaint to the Division of Student Affairs in writing setting forth the time, date, place and details giving rise to the complaint and/or by a report filed with the University Police Department. The Dean of Students or his/her designee, who shall not be an attorney, is the primary officer for administration of discipline for violations of the Student Code of Conduct. The Dean of Students may invoke such discipline or sanctions for violations of the Student Code of Conduct as set forth in this section of the Missouri Western State University Student Handbook.

Missouri Western State University Police Department reports or reports from police departments may also be used in order to invoke discipline or sanctions for violation of the Student Code of Conduct.

A. Due Process

A student charged with a breach of the Student Code of Conduct is entitled to a conduct hearing (informal disposition or formal hearing) and a written notice summarizing the contents and the sanctions imposed during the conduct hearing.

The procedures set forth below shall be interpreted and administered to accomplish this objective and provide for prompt consideration and disposition of student conduct cases. Disciplinary proceedings are not to be construed as legal proceedings, but care shall be taken to comply as fully as possible with the spirit and intent of the procedural safeguards set forth herein.

Following the notification of the outcome of a conduct hearing (informal disposition or formal hearing), a student shall have five (5) working days to elect to appeal the sanctions imposed in writing or the sanction shall stand.

B. Notification Procedures

The charged student will be notified by the Student Conduct Officer at least three (3) working days before the hearing of the date, time, location and nature of the hearing, including a description of the conduct code alleged to have been violated. The charged student may request a delay of up to five (5) working days for the start of the hearing. The decision on the hearing date and location of a delayed hearing will be decided by the Student Conduct Officer. All communications to the student may be verbal, but must subsequently be confirmed in writing.

Note: Violations occurring at the end of a semester or term may be adjudicated before the start of the next semester/term. This may require the student to appear before a Conduct Officer at a time that classes are not in session.

C. Complaints

Any member of the Missouri Western State University community may file complaints against a student for violations of the Student Code of Conduct. Complaints are usually filed by submitting an incident report to Student Affairs and/or to the University Police Department. Once an incident report is submitted, it will be the charge of the Dean of Students or his/her designee to determine which, if any, violations of the code of conduct have allegedly occurred and how the case will be adjudicated. Any complaint should be submitted as soon as possible after the event takes place, preferably within one (1) week.

All complaints shall be presented to the charged student in written form. A time shall be set for an informal disposition or formal hearing, not less than three (3) days after the student has been notified.

D. Conduct Hearings (Informal Disposition and Formal Hearing)

Disciplinary action begins with a conduct hearing (informal disposition or formal hearing) where the incident report or formal complaint is presented to the charged student(s) and the facts surrounding the alleged violation(s) are explored. Missouri Western State University Police Department reports, the reports of other university officials, witnesses and those of other law enforcement agencies are reviewed, and witnesses are produced and interviewed. All of this information becomes university evidence, should an appeal be requested. These conduct hearings are conducted by the Student Conduct Officer. An advocate for the student whose role is solely that of providing emotional support to the student may accompany the charged students.

As part of a conduct hearing, the Student Conduct Officer shall investigate any reported student misconduct before initiating disciplinary sanctions, and give the student the opportunity to present his/her personal version of the incident or occurrence. The Student Conduct Officer may discuss, consult and advise with any student whose conduct is called in to question, and the student shall attend such consultations as requested.

The Student Conduct Officer, in making his/her investigation and disposition, may utilize students, faculty or administrators to make recommendations to him/her, which he/she shall consider in exercising the authority vested in him/her.

Usually someone associated with the location where the infraction is alleged to have occurred such as the residence halls, recreation facilities, or at university- sponsored events, activities, or the events and activities sponsored by student organizations will conduct the conduct hearing. The Vice President for Student Affairs will designate professional staff members throughout the Division of Student Affairs who may be called upon to be Student Conduct Officers. The Dean of Students; along with another Student Conduct Officer(s) whom he/she designates, will conduct all conduct hearings serious enough to result in suspension or expulsion from the university. Students have the right to appeal the sanctions imposed during a conduct hearing. These appeals will be directed to the appropriate appellate process outlined below.

See Informal Disposition and Formal Hearing procedural details below

E. Organizational Hearing

An organizational hearing is a formal hearing conducted by one or more Student Conduct Officers. This type of hearing is conducted when there is a violation of the Student Code of Conduct on premises owned, rented or operated by the organization; during an organization event; in any situation sponsored or endorsed by the organization; or in any event an observer would associate with the organization. The Student Conduct Officers will review all of the evidence and decide responsibility or non-responsibility. If there is a decision of responsibility,

the Student Conduct Officer(s) will then assign or recommend a conduct action for the organization and/or individual member(s), as appropriate.

An organizational hearing differs from a formal hearing in the following way:

1. The organization's adviser (faculty, administrative, staff, alumni, or other) is encouraged to attend the hearing.
2. The organization's president and executive officers will usually officially represent the organization at the hearing, although additional officers and/or members of the organization may be invited to the hearing.
3. The organization will be asked to submit a written statement about the incident and its members' involvement that will be used during the hearing. Otherwise, the organizational hearing will follow the procedures outlined below in the formal disposition procedures.

F. Outcomes

The following outcomes or a combination thereof may be imposed upon any student found to have violated the Student Code of Conduct.

1. University Warning - a notice in writing to the student that the student is violating or has violated the Student Code of Conduct.
2. Loss of Privileges - denial of specified privileges for a designated period of time.
3. Restitution - compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
4. Discretionary Sanctions – education program, work assignments, service to the university, service to the community, an oral or written apology, and counseling or other related discretionary assignments. Failure to complete a discretionary sanction(s) will result in additional sanctioning.
5. Residence Hall Probation - a written reprimand for violation of specified Residential Life policies and procedures. Residence hall probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period. Failure to comply with any or all components of probation may be considered cause for immediate residence hall suspension.
6. Residence Hall Suspension - separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for

re-admission may be specified.

7. Residence Hall Expulsion - permanent separation of the student from the residence halls.
8. University Probation - a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of additional and/or more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period. Failure to comply with any or all components of probation may be considered cause for immediate temporary suspension from the university pending a hearing.
9. University Suspension - separation of the student from the university for a definite period of time, after which the student is eligible to return. Conditions for re-admission may be specified.
10. University Expulsion - permanent separation of the student from the university. The foregoing is not meant to be an all-inclusive list of sanctions. More than one sanction may be imposed for any single violation.

The following sanctions or a combination thereof may be imposed upon groups or organizations found to have violated the Student Code of Conduct:

1. University Warning - a notice in writing to the organization that students comprising such organization are violating or have violated institutional regulations.
2. Loss of Privileges - denial of specified privileges for a designated period of time.
3. Restitution - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
4. Discretionary Sanctions – education program, work assignments, service to the university, service to the community, an oral or written apology, and counseling, or other related discretionary assignments.
5. University Probation - a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the organization is found to be violating any institutional regulation(s) during the probationary period. Failure to comply with any or all components of probation may be considered cause for immediate suspension from the university pending a hearing.

6. Deactivation - loss of all privileges, including university recognition, for a specified period of time. The foregoing is not meant to be an all-inclusive list of sanctions. More than one sanction may be imposed for any single violation.

DRUG AND ALCOHOL VIOLATION DISCLOSURE

In general – nothing in FERPA or the Higher Education Act of 1965 (20 U.S.C. 1001 et seq.) shall be construed to prohibit an institution of higher education from disclosing, to a parent or legal guardian of a student, information regarding any violation of any federal, state, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's education records if:

- The student is under the age of 21; and
- the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

Western will review each case on the individual circumstances in regard to releasing the above information.

Special Circumstances of Student Code of Conduct Violations

IMMEDIATE TEMPORARY SUSPENSION

The Dean of Students or his/her designee may temporarily dismiss a student from university facilities, including the residence halls, pending formal procedures when he/she finds or believes from information coming to his/her attention that the presence of the student would be seriously disruptive or would constitute a danger to the health, safety and welfare of the people present in said areas. It is only through consultation with the Vice President for Student Affairs that a student may be temporarily dismissed from campus. Although the temporary suspension will be imposed at an informal proceeding, the dismissal must be submitted in writing to the student when the decision is communicated to the student. The student will then have the right to appeal in writing the immediate temporary suspension within five (5) business days from the date of notification. After temporarily suspending a student, the Dean of Students or his/her designee will have up to three (3) business days to contact the student and arrange to adjudicate the case. Because they are considered to be particularly disruptive to the mission of the university, the following actions and similar actions could result in immediate temporary suspension until review has occurred:

1. Violating federal, state or local laws resulting in the student being charged with or found guilty of a felony crime.
2. Assaulting, striking, intimidating, threatening or endangering the well being of another, or sexual contact or sexual intercourse with a person without consent or when that person is incapacitated.

3. The brandishing or use of anything that can reasonably be construed as a weapon.
4. Efforts to intimidate individuals by groups of people.
5. The abuse of property including grossly negligent or irresponsible use of property whether it belongs to other individuals or Missouri Western State University.
6. Being in possession of enough illegal substances such as drugs including so-called party drugs or alcohol, as to warrant suspicion of intent to distribute.

In these occurrences, it is the responsibility of the Dean of Students in consultation with the Vice President for Student Affairs, acting on behalf of the best interests of the university, to implement the sanction of immediate temporary dismissal from the university. Because student conduct is the responsibility of the student, the university assumes no responsibility for any of the potential ramifications resulting from temporary or permanent disciplinary sanctions, such as inability to participate in regularly scheduled academic activities including examinations; extracurricular activities such as athletics events; loss of financial aid or employment; how a student is perceived by peers or others on- and off-campus; or whether a student is able to continue her or his educational endeavors at other institutions of higher education.

SEXUAL ASSAULT CASES

Due to the sensitive nature, sexual assault cases will be referred to a Student Conduct Officer for a formal disposition. When possible, these cases will be chaired by two student affairs administrators, one of each gender. The victim is encouraged to obtain counseling and to utilize an adviser throughout the entire proceeding.

The Student Conduct Officer(s) may issue a “no-contact” directive to any or all parties involved in the case, including third parties. The victim will be notified should this occur. Prior to the hearing, the victim will be required to make a formal statement (normally a signed written statement) describing the incident. The alleged suspect(s) will be given an opportunity to respond with their own formal statement. The victim has the right to be present throughout the hearing, but not during the deliberation of the Student Conduct Officer (s). The victim has the right to present pertinent evidence and the testimony of witnesses to substantiate the complaint. Irrelevant history of both parties will not be discussed or considered during the conduct process. The Student Conduct Officer (s) will determine relevancy. As permitted by federal or state law, the victim will be informed of the results of the student conduct proceeding. Should any delay occur during the proceedings, the Student Conduct Officer (s) will inform the victim of the reason for the delay.

VIOLATIONS OF FEDERAL, STATE OR LOCAL LAWS

Missouri Western State University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and the Student Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus, at the discretion of the Dean of Students or his/her designee. Determinations made or sanctions imposed under this Student Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of university rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

When a student is charged by federal, state, or local authorities with a violation of law, the university will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code of Conduct, the university may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters are typically handled within the university community. The university will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the university community, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

Academic Honesty

Refer to Academic Honesty Policy and Due Process

As per the Academic Honesty Policy and Due Process - Any student who has been found guilty of violating the academic honesty policy a second time will be reported by the Provost to the Dean of Students for disciplinary action.

Informal Disposition Procedures

Informal disposition hearings will be a meeting between the Student Conduct Officer and the student charged with violations of the Student Code of Conduct. The student will be notified by letter of the date/time/location, violations and identification of the Student Conduct Officer they will meet. This meeting is not recorded and usually in the office of the Student Conduct Officer. Following discussion of the incident, violations responsible by the student and outcome, the student will sign an informal disposition form agreeing with the outcome and rejecting right to appeal. The student will receive a letter, via Western email and regular mail, of the meeting outcome and sanctions. Should the student not agree, formal hearing procedures will be implemented.

Formal Hearing Procedures

This section describes the format of the hearing and the rights of the charged student in a hearing process. It also includes information about witnesses, student conduct administrators, the charged student's adviser, the decision-making process and the communication process.

A. Formal Hearing Format

1. An electronic or other verbatim record will be made of all hearings and will be retained with the student's conduct file.
2. At the beginning of the hearing all those present will identify themselves for the record. The charged student will be informed of standards alleged to have been violated and will be advised that he/she has rights specified in the Student Rights section.
3. The student will be asked if they received the notice of hearing and the list of charges of student conduct violations. If the student did not receive the letter, the Student Conduct Officer will provide a copy. The list of student conduct violations will be read for the record.
4. The Student Conduct Officer will read all incident reports and ask the charged student to respond. In addition any additional statements given in the report may be entered with the student having an opportunity to respond.
5. If the complainant/victim chooses to attend the hearing, the complainant/victim will be asked to describe what happened, and the charged student will have the opportunity to respond.
6. Witnesses will be asked to describe what happened, and the charged student will have a chance to respond. All communication between the charged student, complainant, victim and witnesses will be directed to a Student Conduct Officer.

The Student Conduct Officers will decide which questions to ask of each person. The Student Conduct Officers may reasonably limit the scope and time devoted to each matter or item of discussion during hearings, as well as the number of persons testifying. The Student Conduct Officer will decide the order of witnesses and when the victim and witnesses will be in the hearing room.

7. The Student Conduct Officer may ask questions of any charged student, victim or witness during the hearing.
8. The formal hearing will conclude with a review of the outcome notification and appeal processes review. At the conclusion of the hearing, the charged student, victim, advisers and witnesses will be asked to leave the room. These individuals will not be present during the deliberations of the Student Conduct Officers.

B. Student Rights

In the hearing notification letter and again at the beginning of the hearing, the charged student will be advised that he/she has these rights. Students with any questions about their rights are encouraged to contact the Division of Student Affairs.

The student rights in a formal administrative hearing are as follows:

- The student is entitled to be present throughout the hearing, but not during the deliberation of the Student Conduct Officers.
- The student is entitled to remain silent (i.e., not to testify against him/herself), but must be informed that if silence is maintained, the case will be decided on the evidence presented.
- The student has a right to have an advocate present for support. This advocate cannot address any member of the formal hearing unless approved by the Student Conduct Officer.
- The student is entitled to know all evidence and the testimony presented against him/her and to view pertinent materials supporting the case against him/her.
- The student is entitled to present pertinent evidence and the testimony of witnesses to substantiate his/her case and to comment upon and respond to the charges against him/herself.
- The student is entitled to make a written appeal of the disciplinary decision within five (5) working day of the date of notification of that decision.
- University disciplinary actions are appealed to the Dean of Students.

C. Attendance

All formal hearings will be closed to everyone except those persons specifically provided for in the aforementioned conduct procedures or persons whose presence at the hearing is authorized by the Student Conduct Officer.

A student who cannot attend the hearing scheduled for consideration of his/her case must submit a written statement to the Student Conduct Officer stating the reasons for the conflict and requesting a new hearing date. This statement must be presented to the Student Conduct Officer not less than two (2) working days before the beginning of the hearing. At the discretion of the Student Conduct Officer the hearing may be rescheduled. Only one (1) change of hearing date and time may be granted.

If a student fails to attend a scheduled hearing, the hearing may proceed in the absence of the charged student. Such an absence will not be considered grounds for an appeal.

Where two (2) or more cases involving common occurrences or the same student(s) are pending simultaneously, the Student Conduct Officer may decide to consolidate the hearings of such cases, or hear them separately.

D. Witnesses

The charged student is responsible for arranging for witnesses testifying on his/her behalf to appear at the hearing. Victims, complainants and the Student Conduct Officer may also invite witnesses to appear at the hearing. In the exceptional event that a witness is unable to attend the hearing, the witness may write or record a statement and discuss the statement with the Student Conduct Officer before the scheduled hearing.

The Student Conduct Officer is to be notified by the charged student, victims, complainants or witnesses not less than one (1) working day before the hearing of those persons intending to provide testimony, whether in person or in writing. The Student Conduct Officer may reasonably limit the scope and time devoted to witness statements. Witnesses are typically asked to comment only on the event(s) pertinent to the charges, not the character of the charged student(s).

E. Evidence

In all cases, the procedures will not be subject to limiting rules of evidence. Evidence will consist of oral and written testimony, incident reports, and any other material directly related to the incident. Other evidence may also be considered and will consist of such things as secondhand reports and circumstantial evidence. The Student Conduct Officer may reasonably limit the scope of evidence considered in the hearing.

F. Adviser/Advocate

The charged student, a victim in a sexual assault case, or any victim who has received permission from the Student Conduct Officer, may have one (1) adviser/advocate present at the hearing. If the student wants to have an adviser present, the student must notify the Student Conduct Officer of this fact in writing no later than two (2) working days before the beginning of the hearing.

Advisers/advocates are normally members of the Western community (i.e., current full-time students, faculty, and staff). This adviser/advocate serves as a support person and is intended to be of direct assistance to the student before and during the hearing. The adviser/advocate may not speak for the student nor address the Student Conduct Officer. If the adviser/advocate is an attorney, the case will be heard as a formal hearing and the Student Conduct Officer may reschedule the time and/or date of the hearing so that Missouri Western State University legal counsel may be present.

H. Decisions and Communications

At the conclusion of the formal hearing, the charged student will be informed as to when the decision will be made and communicated. Disciplinary decisions that result in positive action,

university warning or restitution will be made by the Student Conduct Officer and communicated to the charged student in writing within five (5) working days of the conclusion of the hearing.

All other conduct actions will be made after consultation with and approval by the administrators indicated below:

- The Director of Residential Life or his/her designee will be consulted on disciplinary actions of limitation on activities or termination of the housing contract in the Residence Halls.
- The Dean of Students or his/her designee will approve disciplinary actions of limitation on activities on campus (outside of those in the Residence Halls)
- The Dean of Students or his/her designee will approve disciplinary actions of university probation.
- The Vice President for Student Affairs will approve disciplinary actions of university and/or residence halls suspension or expulsion.

The official receiving the recommendation may accept or lower the recommended disciplinary action. The Student Conduct Officer will communicate the final decision in writing to the charged student within five (5) working days of the conclusion of the hearing. In the event that the written notification is delayed, the charged student will be notified of the delay and informed when the decision will be communicated.

All communications to students will be transmitted in the manner specified in the appropriate part of this procedure. Individual circumstances may permit or require communication by whatever means is necessary to reach the student promptly and reliably. Following reasonable efforts to deliver any communication to a student personally, an indirect or substituted mode of delivery may be attempted. Thus, any delay or failure to reach the student shall not impair the procedure.

Appealing a Conduct Outcome

A. Dean of Students

1. Overview

Students found responsible for a violation of the Code of Conduct may appeal the decision. Appeals are not re-hearings, and they are not granted on the basis of disagreement with the original decision. The Dean of Students will determine if there are grounds to warrant an appeal.

*Note — for cases in which the Dean of Students makes the disciplinary decision, the Vice President for Student Affairs or his/her designee will assume the appeal role described in this section.

The bases of appeals include the following:

- The student was not given due process.
- New or additional evidence became available.
- The discipline was inappropriate for the violation.
- The decision of the conduct administrator was not based on competent and substantial evidence.

2. Timeline

A student has five working days after letter date of the written notification of a disciplinary decision to file an appeal with the Dean of Students.

Failure to appeal within the five-working-day period waives the right to appeal. Disciplinary actions will not be implemented while an appeal is under consideration unless Special Circumstances apply.

3. Documentation

The appeal must be in writing and must contain the following:

- The completed Request for Appeal Form, which can be obtained from Student Affairs in Blum Union 228 or by the form provided via the electronic mail hearing outcome letter.
- A statement explaining in detail why the student is contesting the findings or the action(s).
- Copies of any documents that will substantiate or clarify the appeal request.

4. Review of an Appeal Request

Within five (5) working days of the receipt of the material pertinent to the appeal, the Dean of Students will notify the student in writing of his/her decision to deny the request for an appeal. If a delay occurs in the receipt of the supporting material, or additional time is needed to review the material, the administrator will notify the student of the delay within five (5) working days of the appeal filing date.

5. Finality of Decision if Denied

The decision by the Dean of Students to deny the appeal shall be final.

6. Appeal Sustained

If the Dean of Students sustains the appeal, the case will be referred to the Appellate Board. The Dean of Students can reverse any sanctions of Special Circumstances at this time.

B. Appellate Board

1. Overview

Appeals sustained by the Dean of Students will be referred to the Appellate Board, appointed by the Vice President for Student Affairs or his/her designee, and shall consist of three (3) members: one (1) faculty member, one (1) staff member, and one (1) student. No member of the university administration, as defined previously, may serve on the Appellate Board. The Vice President for Student Affairs or his/her designee shall designate the Appellate Board chairperson.

2. Timeline

An appeal must be implemented by filing written notice of the appeal to the Appellate Board in the Vice President for Student Affairs' office within five (5) working days after notification of the decision by the Dean of Students. The Appellate Board chairperson will convene a meeting of the board within five (5) working days of receipt of the appeal. The chairperson is to notify the student of the date and time of the board meeting, yet the student may not be required to attend this meeting. If a delay occurs, the chairperson will notify the student of the delay within five (5) working days of receipt of the appeal.

3. Appellate Action

The Appellate Board, upon review of the case, may affirm the decision and sanctions imposed by the Hearing Board; reverse the decision; or reduce, or increase, the sanctions imposed by the Student Conduct Officer and affirmed by the Dean of Students. If the Appellate Board reverses the decision or reduces the sanction, it shall base that decision on one or more of the following reasons:

- The student was not given due process.
- New or additional evidence became available.
- The conduct sanction was inappropriate for the violation.
- The decision of the Student Conduct Officer(s) was not based on competent and substantial evidence.
- For other good cause.

4. Review of an Appeal Request

Within five (5) working days of the Appellate Board meeting, the chairperson will notify the student in writing of the decision of the board. If a delay occurs in the receipt of the supporting material, or additional time is needed to review the material, the chairperson will notify the student of the delay within five (5) working days of the initial meeting of the board and provide the student with an anticipated date the decision will be finalized.

5. Finality of Decision

The decision of the Appellate Board shall be final. The decision must be submitted to the student in writing and a copy must be delivered or mailed to the student.

6. Legal Adviser to the Appellate Board

The Appellate Board may request of the Vice President for Student Affairs that the university provide the Appellate Board with a legal adviser. Such legal adviser should not be the

university's attorney or a member of any firm representing the university. The legal adviser may advise the Appellate Board in connection with its review and in all other aspects of their responsibilities.

CODE OF CONDUCT SANCTIONING LEVELS

Level One Violations

Level one violations are the most serious violations of the Student Code of Conduct and will most likely result in the student's immediate temporary suspension from the university. These violations include but are not limited to the following:

- Violating federal, state or local laws resulting in the student being charged with or found guilty of a felony crime. (With the exception of felony non-support.)
- Assaulting, striking, intimidating, threatening or endangering the wellbeing of another, or sexual contact or sexual intercourse with a person without consent or when that person is incapacitated.

Incident reports and statements with alleged level one violations will be immediately submitted to Student Affairs for review. Formal conduct procedures will be used to adjudicate these violations.

Level Two Violations

Level two violations include any or all violations of the Student Code of Conduct in which students will be more than likely placed on university probation or suspension. These violations include but are not limited to the following:

- Violations of the university alcohol policy.
- Violating the university drug policy.
- Stealing any property or services from another person, group or the university.
- Embezzling, defrauding, or procuring any money, goods, services or thing of value under false pretenses, including the issuance of a check, draft, money order or use of a credit card knowing that it will be dishonored upon presentation for payment.
- Forging, altering or misusing any document, record or identification or causing any false information to be entered upon any record or presented at any proceeding.
- Hazing, any action taken or situation created, to intentionally produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities, wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities.
- Obstructing or disrupting any university processes, including but not limited to instruction, research, study, administration, meetings, ceremonies and student activities.
- Unauthorized possession or use of explosives or other dangerous devices on campus.

- Entering into or upon, or using university facilities including but not limited to access gained by unauthorized or duplicate keys, bugging devices, computer codes or other methods or devices used to afford unauthorized access to restricted areas or information or operation of equipment.
Incident reports and statements with alleged level two violations will be submitted to Student Affairs in a timely fashion for review. Level two violations may be adjudicated using formal or informal conduct procedures.
- Multiple violations of academic dishonesty.
- Violations of previous disciplinary sanctions (probation).

Level Three Violations

Level three violations include any or all violations of the Student Code of Conduct in which students will more than likely be given a warning and/or discretionary sanctions for their behavior. These violations include but are not limited to the following:

- Failure to obey residence hall rules and regulations, whether or not one is a resident (with the exception of those violations that may result in a possible outcome of probation or suspension).
- Violation of team rules or athletic department policies.
Incident reports and statements with alleged level one violations may be adjudicated through Student Affairs, Residential Life or Athletics. Level three violations will be adjudicated using informal conduct procedures.

Off-Campus Violations

Missouri Western students are responsible to adhere to the Code of Conduct at all times not just while on the Western campus. Violations that occur off-campus and are reported to Student Affairs will be adjudicated by the student conduct process. Offenses/violations to be adjudicated include but are not limited to:

- Felony charges, excluding felony non-support
- Alcohol and drug related violations
- Stealing, theft, robbery and fraudulent use of a credit device
- Unlawful use of a weapon or other weapons charges
- Assault and battery
- Property damage
- Loitering/trespassing

Minimum Conduct Sanctions for Drug and Alcohol Violations (sanctions can be increased depending on the situation)

Alcohol Violations (possession/use)

1st Offense

- Written Warning
- \$25 fine
- Education Program

- Parent Notification if minor

2nd Offense

- Disciplinary Probation (1 year)
- \$50 fine
- Initial Substance Screening
- Reflection Paper

3rd Offense

- Removal from housing and possible university suspension
- Prohibited from visiting the residential life area. Violators are subject to prosecution for criminal trespass
- \$75 fine
- Comprehensive substance assessment; requirement to follow recommendations made from assessment

Drug Violations (possession/use):

1st Offense

- Disciplinary probation (1 year)
- \$50 fine
- Education Program
- Initial substance screening
- Possible removal from housing
- Parent Notification if minor

2nd Offense

- Removal from housing – possible university suspension
- Prohibited from visiting the residential life area. Violators are subject to prosecution for criminal trespass
- \$100 fine

Drug Violations (sales/distribution):

- Removal from housing/university suspension
- Prohibited from visiting the residential life area. Violators are subject to prosecution for criminal trespass
- \$200 fine

Drug Violations (covert use on another):

- Expulsion from the university
- Prohibited from visiting the residential life area. Violators are subject to prosecution for criminal trespass
- \$200 fine

As previously stated the Student Conduct Officer is the University Official assigned to adjudicate an incident report. The Vice President for Student Affairs will designate the University Conduct Officer (UCO) for all University violations and the Housing Conduct Officer (HCO) for Residence Hall violations. The Director of Athletics will assign the Athletic Conduct Officer (ACO) for violation of Athletic Department violations, however resident hall students and student athletes will be adjudicated as all students if they violate the Student Code of Conduct.

Residential Hall Students only

Minimum Conduct Sanctions for Limited Access Policy Violations

Residents who do not have their ID during limited access or walk by the limited access desk without producing ID will be documented by limited access desk staff or Residential Life staff for violating the Limited Access Policy.

1st Violation:

- Educational conference with Residence Hall Director

2nd Violation

- Referred to the Student Conduct Process
- Verbal or written warning

If the violation took place in another hall:

- Loss of visitation rights from area for two-four weeks minimum

3rd Violation:

- Referred to the Student Conduct Process
- Potential disciplinary probation (one semester)
- Reflection paper

If the violation took place in another hall:

- Loss of visitation rights from area for four-eight weeks minimum

4th Violation:

- Referred to the Student Conduct Process
- Potential disciplinary probation (one year)
- Reflection paper
- Behavioral contract

If the violation took place in another hall:

- Loss of visitation rights from area for one semester

*Repeated violations where a student disregards, harasses, or intimidates limited access desk staff may result in relocation, removal or loss of privilege to live in the residence halls for the next academic year.

Minimum Conduct Sanctions for Guest Registration Policy Violations

1st Violation:

- Educational conference with Residence Hall Director

2nd Violation:

- Written warning
- Loss of privilege-guest privileges for two weeks minimum

3rd Violation:

- Disciplinary probation (one semester)
- Reflection paper
- Loss of privilege-guest privileges for four-eight weeks

4th Violation:

- Disciplinary probation (one year)
- Reflection paper
- Loss of privilege- guest privileges for one semester
- Behavioral contract

*Repeated violations of this policy where the student disregards limited access desk staff and walks past may result in possible Loss of privilege to live in the residence halls for the next academic year or removal from housing.

Minimum Conduct Sanctions Guest Registration Policy-Beshears/Griffon Hall Only

This policy only applies to Beshears/Griffon Hall visitation from 12 - 6 am. This policy will be strictly enforced. Continuous violation of the Weekend Policy by residents of Beshears will result in removal of this policy for the entire complex.

1st Violation:

- Written warning
- Loss of privilege-guest privileges for two weeks minimum

2nd Violation:

- Written warning
- Reflection paper
- Loss of privilege-guest privileges for three months-one semester

3rd Violation:

- Disciplinary probation (one year)
- Reflection paper
- Removal from Beshears Hall of their responsibilities.

COMPUTING POLICY

Western computing facilities are provided in order to promote and support academic pursuits.

Academic computer facilities are therefore to be used only for academic and research activities.

Listed here are certain responsibilities and the ethical behavior expected of you as a computer user.

The guidelines presented here reflect U.S. Copyright Law, the Law of the State of Missouri, and additional specific rules relative to the Western campus. It is the intent of Western to adhere to the provisions of copyright laws relative to software and to comply with licensing agreements and/or policy statements contained in the software packages used on campus.

If you need further clarification regarding these guidelines, please contact Information Technology Services at 816-271-4555.

U.S. Copyright Law and Software Licensing

All computer software is protected by the federal copyright law. It is illegal to make or distribute copies of copyrighted material without authorization.

- The copyright owner may grant copying privileges for certain software. These special provisions will be specified in the documentation, license agreement, or in the software package.
- The user does have the right to make a backup copy for archival purposes.
- Under no circumstances should copyrighted software be distributed outside the university through any mechanism, electronic or otherwise.
- You are responsible for being aware of the licensing restrictions for the software you use on any system. Lack of knowledge does not justify a violation of the law.
- When in doubt, do not copy. Violation of copyright law of licensing agreements may result in university disciplinary action and/or may result in legal action.
- In order to receive user support from the Information Technology Services, from microcomputer lab assistants, or from vendors, you may be asked to produce manuals, serial numbers, or original diskettes as proof of proper software licensing.

State of Missouri Law RSMO 1988 569.094-569.099

- A state law now makes unauthorized access and interference with computer systems, computer data, and other computer users illegal.
- Unauthorized use of passwords and the breach of security of any computer system are illegal.

Computing Rules and Regulations

- Always apply normal standards of academic ethics and polite conduct to your use of computing services.
- Respect the equipment and privacy of others.
- Drinks, food, and tobacco products are not allowed in campus computing facilities.

- Campus computing facilities may not be used for personal profit. Your computing activities should not interfere with the rights of other users.

Examples of activities to avoid:

- Changing or altering hardware/software configurations is prohibited without permission of laboratory supervisor.
- Game playing or other trivial applications.
- Excessive printing.
- Sending annoying or obscene messages to any other user.
- Using computer systems for personal activities that are not required for class or research.
- Importing software of unknown function and quality. This is the primary cause of virus transmission.
- Downloading copyrighted material including music, movie, and other electronic files available through peer-to-peer file sharing services such as LimeWire, FrostWire, Napster, BitTorrent, etc.

Disciplinary Action for violating the Computing Policy

Misuse of campus computing resources shall be reported to the Director of Information Technology Services. Each violation will be reviewed by the Computer Usage Hearing Panel consisting of the Library Director, Information Technology Services Director, and one faculty member. Any necessary disciplinary action will be determined by the panel. Within ten calendar days of receiving notice of disciplinary action, an appeal based on a showing of good cause may be made to the Provost and Vice President for Academic Affairs, whose decision will be final. Reports regarding faculty or staff should be made directly to the appropriate vice president. Please be aware that violations of U.S. or Missouri laws may result in legal and/or civil action.

When appropriate, the panel may report student violations to the University Hearing Panel.

Email/Portal Use Policy

Western has designated the email system and the electronic portal goldlink.missouriwestern.edu as official methods of communication to students, faculty, and staff. Each student, faculty, and staff member receives at Western hosted email account and network login/password. This email account is the primary resource used for communications between students, faculty, and staff. Official notices and information regarding the university will be sent through the email system and/or posted on the goldlink.missouriwestern.edu portal.

The university has determined that use of the email system and electronic portal is critical to the success of students and employees in daily routines or job performance. Students are expected to check their email accounts and access the portal at least once per week. Faculty and staff are expected to check their email accounts and access the portal every one to two business days during active work periods.

Typical email communications sent by the university include information regarding enrollment, grades, billing, payments, financial aid, and campus activities. Typical information provided by the portal includes personal announcements, campus announcements, messages for targeted audiences, and access to the Banner Self-Service system.

It is the responsibility of students, faculty, and staff to stay informed. Therefore, it is expected that students, faculty, and staff access this electronic communication medium to stay informed of the activities of Western and to communicate in a timely manner.

DEMONSTRATION POLICY

Inherent in the constitution is the right of peaceful assembly for the purpose of protest. Although a college student, by his or her enrollment, is not stripped of his constitutional right to engage in “symbolic” speech in the form of demonstrations of protest, it has been ruled by the courts that the exercise of such a right is not absolute and unlimited.

While a flat ban on campus demonstrations would be invalid, it is equally clear by court decisions that students do not have an unlimited right to demonstrate on university property. Therefore, in order to maintain the order and decorum at Western so that the primary function, that of imparting knowledge, will not be interrupted, the following regulations governing demonstrations have been established:

1. A demonstration form must be filed in the Office of Student Affairs, Blum 228, 48 hours in advance of the demonstration.
2. The demonstration must not infringe upon the rights of other students who are continuing their daily routine of acquiring a college education.
3. Demonstrations may not take place inside any university building, this being consistent with the regulations that state “obstructing or disrupting teaching, research, administration, disciplinary procedures, or other university activities on the university premises is a violation” and “since students must be authorized by appropriate university officials, it follows that unauthorized entry or use constitutes a violation.”
4. Demonstrations may not block access to any university building or hamper normal traffic flow.
5. The use of bullhorns or other amplifying devices is prohibited.
6. Demonstrations must be peaceful and nonviolent in nature.

POLICY ON NON-ADMITTANCE TO UNIVERSITY – SPONSORED ACTIVITIES

Students who attempt to attend university sponsored activities while under the influence of alcohol will not be granted admission. “Under the influence” can be described as those who are visibly intoxicated. Examples include, but not limited to, stumbling, using loud or vulgar language, slurred speech or other disruptive behavior. The determination of “under the influence” will be in the judgment of the advisor in attendance.

SMOKING POLICY

PURPOSE: To limit exposure to tobacco smoke by establishing a policy prohibiting smoking in all campus buildings and offices except the housing complex, which are specifically excluded due to the residential nature of those buildings.

I. General Provisions

- A. Smoking is prohibited in all campus buildings and offices of Western. This prohibition includes, but is not limited to the following:
 - 1. General office space, including private offices.
 - 2. Computer rooms, classrooms, conference rooms, and library.
 - 3. Storage rooms, supply rooms, copy rooms, and mail room.
 - 4. Common areas, including elevators, stairwells, hallways, lobbies, reception areas, employee lounges, cafeteria, break rooms, and restrooms.
 - 5. Garages, maintenance shops, and mechanical rooms.
 - 6. Hazardous areas containing or in close proximity to flammable liquids, gases, or vapors.
 - 7. Student housing complex rooms.
- B. Smoking is permitted outdoors provided tobacco products are disposed of in a receptacle designed for that purpose.
- C. The use of smokeless tobacco is a health hazard and is discouraged; all expectorate must be disposed of directly into water-flushed toilet bowls. Use of any other method of disposal (paper cups, soda cans, wastebaskets, jars, etc.) is unsightly and unsanitary and, therefore, expressly prohibited.

II. Responsibility

It is the responsibility of all administrators, faculty, staff, and students to enforce the university’s smoking policy. If an individual has a particular problem, that individual may request the help of the university police in enforcing the policy.

III. Compliance

All employees and students shall comply with the provisions of this policy. Employees or students willfully ignoring this policy are subject to discipline by and under university policies.

IV. Employee/Student Assistance

In an effort to promote the health and safety of students and employees, the university offers smoking cessation counseling.

LATE NIGHT EVENT POLICY

Guidelines and Responsibilities

The purpose of the Late Night Event (LNE) Policy is to provide a structure for student organizations hosting social events at Missouri Western State University (MWSU). A Late Night Event (LNE) may be defined as any Friday or Saturday student event scheduled past 11:00 p.m. on campus. All events must end by 1:00 a.m. Student Organizations requesting a LNE are required to be a recognized student organization by the Student Government Association. All LNE must be registered in the Center for Student Engagement 21 classroom days prior to the event. A \$300.00 security deposit (refer to Security) should be paid five (5) days prior to the event (may apply for Western Activities Council funding to pay for the \$300.00 [maximum] security deposit if charging admission).

The following policy is a minimum set of guidelines to be met by the hosting organization.

Attendance

Entry is limited to current MWSU students with student ID and one guest (per student) who has a valid state driver's license, military ID, and/or state ID. All guests must be registered one-week prior to the event. If guest is not on the list on the day of event and accompanied by the Western student host, the guest will not be allowed to enter. All guests will be logged into the event. The advisor or his/her designee (designee must be approved by the Director of Student Life and relayed to University Police Department [UPD]) must be in attendance and supervise check-in table for ID's.

Once room capacity has been met, individuals will not be allowed in unless someone leaves. This will be the responsibility of the Director of Student Life. Appropriate measures will be made to ensure Western is in compliance with any city ordinance. In addition, the events committee may assist in deciding capacity relative to the event.

Security

The UPD will be called on a need be basis if an emergency arises. However, there would be an expectation (as time allows) that the UPD would ensure that the event would be part of their normal rounds so students see their presence at some time during the event.

If the Events Committee recommends additional security, the cost of the additional security will be at the expense of the club/organization (see security deposit below).

The \$300.00 security deposit covers the charge for the university police, what's left is used toward any damages caused. If there are no damages, the difference will be refunded (unless WAC has paid the security deposit). Any incidents/damage and/or additional security that cost more than the deposit covers should be paid within three (3) working days of the incident.

1. The hosting organization should take active responsibility for the event. This includes working the registration table, being visible during the entire event, accessible, and being proactive for potential situations.
2. The hosting organization's advisor or his/her designee (designee must be approved by the Director of Student Life and relayed to University Police) must be in attendance for the entire time of the event to supervise and serve as a point-of-contact for the University Police. The advisor or his/her designee is to be visible and accessible throughout the event.
3. The hosting organization must provide as many students to assist with the logistics and safety as the Events Committee requests. These students from the host organization will wear identical and easily recognizable vests. (The Center of Student Engagement will provide vests for LNE.)
4. Wristbands will be required of all attendees. The Center for Student Engagement will supply the hosting organization the wristbands (at no cost to the hosting group).
5. The event can be canceled at anytime should UPD and/or the organization advisor or his/her designee deem it necessary.
6. The Director of Student Life has the responsibility of ensuring that the event is monitored. Monitoring includes the actual event and assisting with the metal detector, when needed, and being in area of the registration table/main entrance. If an issue arises involving violations of the law and/or student code of conduct, the UPD will be contacted and UPD has the right to remove anyone causing problems.
7. Primary responsibility for confronting patrons creating disturbances will be the responsibility of the designated event staff members (Director of Student Life, Advisor or his/her designee, student event staff, or UPD). If the situation turns into a disturbance, then the UPD will be contacted. If the UPD is closer when a verbal conflict occurs, and the event staff is unavailable (near the situation), then the UPD could work to rectify any issues.
8. The events committee will review events on a weekly basis. The Director of Student Life will need to provide names of workers at the necessary stations. UPD will provide names of officers and if available the names of expected St. Joseph Police Officers (if working the event). This meeting will also describe the process and organization's responsibility for the event. The Director of Student Life will be required to set up meetings.

9. The events committee will have established a capacity number and it will not be exceeded. Entrance doors will be locked and registration will be closed at least 30 minutes prior to the end time of the event. (Should capacity be reached or should the host organization request closure for other reasons entrance doors will be locked at that time.) Guests are to vacate the facility immediately at the conclusion of the event. The host organization should take an active role to discourage guests from lingering in the facility, outside the facility or in the parking lot.
10. Because of security reasons, purses or other forms of carrying bags will not be permitted. Food, drinks, or other types of bags and containers are prohibited.

Ticket sales by Host Group

Late Night Events primary focus should be to provide a social outlet and environment for Western students and not the public. LNEs are not intended to be used as a major fundraiser. It is with this in mind that student ticket costs be no more than \$5.00 per person. If funding was received from Western Activities Council (does not include security deposit) events must be free to Western students and their one guest.

Third party promoters are not permissible for Late Night Events.

Philanthropic Events

Any club/organization having a philanthropy event will be subject to approval from the Director of Student Life and the Vice President of Student Affairs or his/her designee. Philanthropy events extending past 11:00 p.m. will be limited to the club/organization members only.

(Policy on Non-Admittance to University-Sponsored Activities [MWSU Student Handbook] – Students who attempt to attend university-sponsored activities while under the influence of alcohol will not be granted admission. “Under the influence” can be described as those who are visibly intoxicated. Examples include, but not limited to, stumbling, using loud or vulgar language, slurred speech or other disruptive behavior. The determination of “under the influence” will be in the judgment of the advisor in attendance.)

PLACEMENT OF BANNERS & POSTERS

The placement of banners and posters on the exterior of campus buildings shall be reserved for promotion of general university events. The approval by the Student Engagement Director shall be required to post banners and posters on the exterior of campus buildings.

USE OF BULLETIN BOARDS - DISTRIBUTION OF LITERATURE

All announcements/posters must be approved by the Student Engagement Director or his/her designee. All must be placed on bulletin boards only. They may not be placed on walls, windows, or doors. The person who posts the announcements/ posters is responsible for its removal when it is no longer pertinent.

The following guidelines apply:

1. Only members of the registered student organizations or academic department may distribute literature.
2. Only literature deemed appropriate by the student organization and the university may be distributed.
3. The literature shall clearly identify the student organization or department responsible for the literature.
4. The material must state that the views presented in the literature are not necessarily those of the university.
5. In order to gain approval, information must be provided to the Student Engagement Director or his/her designee (Blum 207), no less than five (5) working days in advance.
6. Clubs and organizations publicizing off-campus activities MUST include on the flyer "NON ALCOHOLIC EVENT".

The university provides for the distribution of literature by student clubs, organizations, and academic departments.

After authorization, one copy of the material(s) will be retained for the file. Once material is approved for distribution, a stamp of approval must be placed on all materials for distribution. Any organization in violation of the above guidelines may be subject to the judicial process.

SOLICITATION POLICY

State law prohibits the use of state facilities for private purposes. Therefore, state facilities may not be used for marketing activities by outside vendors. Outside vendors may be allowed to market their products to employees or students if a university club, organization, or office sponsors them. Authorization must be obtained through the Department of Human Resources for products addressed to employees, and to the Dean of Student Affairs Office for products addressed to students. Anyone wishing to gather signatures for petitions as part of the political process must first register with the Division of Student Affairs, Blum Student Union 228, before approaching students or employees.