



**PART-TIME
FACULTY
MANUAL**

2017-2018

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MISSOURI WESTERN STATE UNIVERSITY ADJUNCT / PART-TIME FACULTY MANUAL

UNIVERSITY ORGANIZATION

Introduction

The adjunct/part-time faculty member is an integral component of the academic delivery system at Missouri Western State University. The University, therefore, is committed to identifying and employing the most qualified individuals available to supplement the full-time teaching staff. The utilization of part-time faculty members with specialized expertise allows the institution to maintain flexibility in meeting student needs.

Part-time faculty members, because of their unique employment relationships with the University, have particular responsibilities, rights, and privileges. This document is designed to provide information about the University and define the general responsibilities, rights, and privileges pertaining to part-time employment at Missouri Western State University. A part-time faculty member may be requested by the supervising department Chairperson or School/College Dean to complete tasks additional to those listed in this manual.

Mission Statement

Missouri Western State University has a proud tradition of providing a high quality, affordable education to students in the state of Missouri and beyond. More than 25,000 alumni have transformed their lives, and the lives of their families, through the power of a Missouri Western education.

From its founding as the St. Joseph Junior College in 1915 to becoming a comprehensive, master's granting university in 2005, Missouri Western has remained committed to being a University where all students, from all backgrounds, have the opportunity to succeed.

Students hail from throughout the United States and more than 30 countries. Missouri Western alumni live and work around the world. From its humble beginnings in 1915, Missouri Western continues to deepen its impact on the community, region, nation and world.

Missouri Western is a four-year, state-supported institution providing a variety of degree programs through the college of liberal arts and sciences, the college of professional studies, the School of Fine Arts and the Craig School of Business. The University is authorized under Missouri statutes to offer professional master's degrees, four-year baccalaureate programs, two-year associate degrees, pre-professional transfer programs and one-year certificates. In addition, the University offers continuing education courses, seminars, conferences and workshops suited to the needs of the community and serving groups throughout the nation.

Vision, Mission and Values

Vision

Missouri Western State University will set the standard for excellence in student development and community leadership.

Mission

Missouri Western State University is a learning community focused on students as individuals and as members of society. Missouri Western offers students at all stages of life the opportunity to achieve excellence in the classroom and beyond, as they prepare to be leaders in their work and in their communities. As a leader itself, Missouri Western is committed to the educational, economic, cultural and social development of the people and the region that it serves.

Values

In fulfilling our mission and pursuing our vision, we the people of Missouri Western State University hold in common these values:

Service

We share the common purpose of serving students, one another and the people of the region.

Quality

We are committed to the quality of our programs, our students, and our partnership with the people of the region.

Enthusiasm

We are enthusiastic about learning and confident that we can make a difference in the lives of students through their learning.

Freedom

We promote the free exchange of ideas that makes education liberating and democracy unique.

Respect

We act as individuals and as a campus community with respect for diversity and for the best in human potential.

Courage

We seek the challenge and adventure of shaping the future with an increasingly global perspective.

Accreditation

Missouri Western State University is accredited by The Higher Learning Commission (HLC), a member of the North Central Association, for the associate and baccalaureate degrees. The following are also accredited by their respective accreditation agency:

In addition, Missouri Western has earned the following specialized accreditations:

- Association to Advance Collegiate Schools of Business (AACSB International) – Institutional Accreditation Steven L. Craig School of Business, BS in Business Administration

- Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) – BS, Health Information Management
- Commission on Accreditation in Physical Therapy Education (CAPTE) – AAS, Physical Therapist Assistant
- Commission on Collegiate Nursing Education (CCNE) – BSN Nursing; MSN, Nursing
- Council on Social Work Education (CSWE) – BSW, Social Work
- Engineering Technology Accreditation Commission of ABET (ETAC of ABET) – BS, Construction Engineering Technology; BS, Electronics Engineering Technology
- National Accrediting Agency for Clinical Laboratory Science (NAACLS) – Clinical Program in Medical Technology
- National Association of Schools of Music (NASM) – BA, Music; BM, Music; BME, Music
- National Council for Accreditation of Teacher Education (NCATE) – BSE, Elementary Education; BSE, Early Childhood Education; BSE, Art; BSE, English; BME, Music; BSE; BSE, French; BSE, Spanish, BSE, Speech and Theatre; Teacher Certification attached to the BS in Biology, Chemistry, Mathematics, Physical Education and Social Science

Curriculum Approval

- American Chemical Society (ACS) – BS, Chemistry

Program Approval

- American Bar Association (ABA) – Certificate, Legal Assistant; AS, Legal Assistant, BS in Criminal Justice, concentration in Legal Studies; minor in Legal Studies
- Missouri State Board of Education with the Department of Elementary and Secondary Education (SBOE / DESE) – Educator Preparation Programs in BSE, Elementary Education; BSE, Early Childhood Education; BSE, Art; BSE, English; BME, Music; BSE, French; BSE, Spanish; BSE, Speech and Theatre; Teacher Certification attached to the BS in Biology, Chemistry, Mathematics, Physical Education and Social Science
- Missouri State Board of Nursing (MSBN) – BSN, Nursing

Campus Locations

Higher Learning Commission approved locations include:

- Missouri Western State University main campus located at 4525 Downs Drive, St. Joseph, MO 64507 (816-271-4200)

- MWSU Northlands campus located at 6364 N. Cosby Avenue, Kansas City, MO 64151 (816-746-1001)
- Metropolitan Community College Penn Valley campus located at 3201 Southwest Trafficway, Kansas City, MO 64111 (816-271-4100)

PART-TIME FACULTY EMPLOYMENT AND COMPENSATION

Appointment

Academic departments and schools determine their part-time faculty needs by analyzing projected class schedules and full-time staff assignments. If it is necessary to employ part-time faculty for a particular semester, the Chairperson will identify and recruit persons with the expertise and educational background necessary to teach the available classes. An updated resume and unofficial copies of transcripts will be submitted to the Dean and on to the Provost for approval of hire. Following approval of hire, the Chairperson will extend a tentative verbal commitment to the part-time faculty members for a teaching assignment contingent upon the course or courses having sufficient enrollment at the subsequent registration.

After notification of approval for employment, all part-time faculty members will be required to complete employment forms. The Office of Human Resources, Popplewell Hall, room 117, will provide the employment documents and assistance in completing them. At this time, new employees are required to complete an I-9 form and provide proof of identification. New part-time faculty members should complete initial employment forms as soon as possible after notification of their teaching assignment. An **official transcript** documenting the part-time/adjunct faculty member's highest degree in the area where they will be teaching must be requested and sent directly to the Office of the Provost/Academic Affairs before payroll processing can occur.

Compensation

Missouri Western State University compensates part-time faculty members at the following rates per equated load hour dependent upon completion of the highest degree: \$600 for Bachelor; \$700 for Master; \$800 for Doctorate. **Official copies of transcripts for the highest degree must be received in the Office of Academic Affairs for calculation of pay.** Teaching Load hours for fall and spring semesters are calculated on the basis of 1 for 1 for each lecture class hour per week and 2/3 for 1 for each laboratory hour per week. Examples: 1 x 3 lecture hours per week = 3 load hours; 2/3 x 3 laboratory hours per week = 2 load hours.

Part-time faculty members are normally paid **four** times per semester. During the fall semester, payroll checks will be available in the Business Office after 10:00 a.m. on the last working day of **September, October, November and December**. During the spring semester, checks will be available on the last working day of **February, March, April and May**. Part-time faculty members employed for the summer session will receive checks on the last working day of June and July. Persons who desire to have their paychecks mailed to

them may arrange that procedure with the Business Office by leaving a sufficient supply of self-addressed, stamped envelopes.

Fringe Benefits for Part-time Faculty

Employees working less than 30 hours per week, normally in a non-benefit eligible position, will have access to the limited benefits. This includes part-time faculty/staff, temporary faculty working one semester, adjuncts, and temporary staff hired on an MOA.

- Bookstore Discounts

The faculty and staff will receive a 20 percent discount at the Barnes and Noble Bookstore located on the MWSU campus, on most merchandise except books. Desk copies of required textbooks can be obtained from the publishers. See the Department Chairperson for the appropriate forms.

- Check Cashing

The Business Office may cash personal checks of employees up to \$25. The Business Office will not cash payroll checks.

- Holidays

The University will be closed to observe the following holidays: New Year's Day; Martin Luther King Day, Memorial Day; Independence Day; Labor Day; Fall Break (week of Thanksgiving), and December 24 through January 1.

When July 4th falls on Saturday, the Friday before will be observed. When July 4th falls on Sunday, the following Monday will be observed.

- Liability Insurance

Missouri Western State University, its agencies, officials and employees are protected from causes of action under Missouri law and all other courts of competent jurisdiction to the extent as defined by the State Legal Expense Fund, Chapter 105.711 RSMo 1986.

Any questions concerning liability issues should be directed to the Risk Manager, Popplewell Hall, room 119B.

- Notary Public

When personal papers require notarization, any University employee may use a University notary free of charge. For a current list of University notaries, please contact the Office of Human Resources.

- Retirement

Social Security is deducted from the salaries of part-time faculty members.

- Recreation Services and Facilities

All university employees may use the recreation facilities by presenting their employee identification card, accompanied by their immediate family or one guest. Dependents under the age of 16 must be accompanied by the valid ID holder. Facilities and services available include the use of the Fitness Center, arena and gymnasium, racquetball courts, swimming pool, trap range, walking trail, and equipment check-out program. The use of college facilities is dependent on availability. Operation hours may vary due to classes, athletics and special events, etc. Available times may be found by contacting Recreation Services and Facilities.

In order to use the Fitness Equipment, you must submit a Physician's Consent form for men over the age of 45 and over and women over the age of 55 and over. No one under the age of 12 will be admitted. Individuals aged 12-15 will only be allowed to workout under the direct supervision of a parent or guardian. If an individual is under 18, he/she must have a Liability Form and a Permission for Care Form signed by his/her parents before being allowed to use the facility.

- Workers' Compensation

Missouri Western State University employees are covered by Workers Compensation Act of Missouri. This includes all staff groups: full-time, part-time, student, and faculty employees. Workers Compensation provides for medical expenses and partial compensation to employees affected by an occupational injury in the course of, or arising out of, employment.

If the injury is not an emergency the employee or supervisor must call Risk Management at (816) 271-4466 before seeking treatment; if the injury requires emergency treatment, notify Risk Management as soon as possible. All injuries must be reported within 24 hours by completing an [Employee Incident/Injury Report Form/Workers' Compensation Form](#). Claims could be denied if treatment is not authorized. The employer is not required to pay for treatment that the employee seeks or selects without approval.

An injured employee shall be excused from work to obtain medical attention the day the accident occurs and for subsequent treatment related to that injury. Absences after the date of injury must be recorded using accrued leave time. Absences shall be limited to the time required to obtain the necessary medical attention, unless not released to return to work. Absences of three or more days will be deemed a FMLA (Family Medical Leave Act of 1993) qualifying absence. Refer to Types of Absences for additional details. The University will comply with all other state and federal requirements.

- A) Employee is injured.
- B) Employee notifies supervisor immediately.
- C) Employee or supervisor notifies the Risk Manager and completes an [Employee Incident/Injury Report Form/Workers' Compensation Form](#) within 24 hours.
- D) Risk Management submits a report to the Central Accident Reporting Office (CARO), Human Resources and Payroll, if medical attention is required. If the workers' compensation injury requires the employees to be off work for longer than 3 days, the employee is required to complete and submit FMLA documentation for the injury period. See FMLA policy and procedures in item 13 below or contact the Benefits Coordinator for additional information.

- E) Time entry instructions for employee/supervisor.
1. The first 3 days of absences after the day of the injury should be recorded utilizing accrued leave time.
 2. If a person must be off work due to the occupational injury or illness beyond three (3) days, then the Division of Worker's Compensation provides compensation in the amount of two-thirds ($2/3$'s) of the employee's average weekly wage. The employee is responsible for submitting accrued leave time for the remaining one-third time ($1/3$) in order to keep their wages whole. If there is a University holiday during this period the employee will receive holiday pay for the $1/3$ portion of their time.
 3. If the employee is off more than 14 days as a result of the injury, the accrued leave time previously reported during the first 3 days will be credited back to the appropriate accrual for future use. In these cases, the portion of workman's compensation retroactively paid will be deducted from the employee's next pay period.

Employee must submit to the Payroll Department all copies of payments from Workers Compensation as soon as possible. The Payroll Department will make the necessary adjustments to ensure the employee does not receive more than 100% of their gross wages, dependent upon their available accrued time.

Employees who return to work after being released from worker's compensation but must have follow up visits to their physician, physical therapist etc., must report those absences utilizing accrued leave time. If no accrued leave time is available the employee will not be paid for those absences.

PART-TIME FACULTY RESPONSIBILITIES

Academic Honesty and Student Due Process

Academic Honesty Policy

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

Violations 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. 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 chairperson and request a meeting with the department chairperson. The department chairperson 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 chairperson, the request should be made to the college or school dean. The chairperson's decision shall be provided in writing to the student and to the faculty member within 30 calendar days of the chairperson'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 Regulations, Standards & Honesty Committee. The provost or designated representative will present the case to the Academic Regulations, Standards & 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 Development for disciplinary action.

Note: Please request forms from the departmental administrative assistant.

Attendance Policy

Missouri Western State University has the expectation that students should be active participants in their coursework. Regular class attendance is considered a key element of participation and an essential part of the educational experience. Specific attendance requirements for individual courses will be communicated through the course syllabus.

Checkout Procedure

At the conclusion of a semester or summer session, part-time faculty members must go through a checkout procedure with the Chairperson or, where appropriate, the School/College Dean. The faculty member will be required during the checkout procedure to return specified items to the appropriate offices indicated below.

Please have your MWSU faculty ID with you each time you wish to check out materials from the library. **Books checked out to faculty will now be due on May 1** of the current fiscal year. Journals, videos and other media will be checked out for 7 days only. Items may be recalled if another patron requests an item that you have checked out.

For materials not returned at the appropriate times, the new system is set to charge default prices for replacement costs as follows: books, \$60; videos, DVDs, laser discs, CDs, \$50; other media, \$25; MoDocs, Vertical File, \$10; reference, bound journals, \$100. A processing fee of \$15 per item will be added to the cost of these replacements.

- | | |
|-----------------------|--|
| Learning Resources | - Books and Other Library Materials
Instructional Media Materials |
| Registrar and Records | - Grade Sheet(s) |
| Department | - Advisee Records
College Tools/Equipment
Course Syllabi
Grade Book(s)
Key(s)
Records/Documents |

Class Roster(s)

Class rosters are available online through the faculty member's portal. Printed rosters may be obtained through the Registrar's Office. Rosters should be reviewed often during the first week of school as schedule changes are taking place. A student not appearing on the roster should not be allowed to attend class.

Course Syllabi

Department Chairpersons are responsible for seeing that course syllabi are on file and up to date. A course syllabus shall be made available to students in each course, preferably at the first class meeting, but no later than the second class session. It is recommended that the syllabus minimally contain the following: university name; school title; department title; course prefix, number and title; room, day and time of class or laboratory meetings; instructor's name, office room number, office phone number and office hours; required or recommended texts or other required materials; course objectives; tentative course outline (list of topics to be covered); University policy statement governing academic honesty (II.A. of the *Policy Guide*); attendance expectations and any excused absence guidelines; a statement concerning students with disabilities, such as "Students seeking accommodations must first provide documentation of needed accommodations to the Accessibility Resource Center (ARC) located in Eder Hall, Suite 203. Once accommodations have been approved by the ARC, students are responsible for notifying their instructors of those accommodations. This should be done within the first two weeks of classes. Accommodations are not retroactive."; assignments and activities that will contribute to the course grade (test, papers, projects, etc.); course grading policy and procedure, stated as definitively as possible. Each faculty member should realize that this grading policy may have to be defended if brought into question. Departmental Chairpersons should be aware of the grading policy for each course within their department.

Final Examination Schedule

The final exam schedule will be published by the Registrar's Office prior to each semester and the designated period will be used either for administration of a final exam or for other appropriate course terminating activities. All courses, including 1 and 2 credit hour courses, will have final exams in their regular classrooms during final exam week according to the published schedule. It is the responsibility of both students and faculty to comply with the final exam policy. Final exam guidelines are listed below:

- Final exam periods are 2 hours with 1 hour between periods.
- Final exam information will be documented in the course syllabus.
- Classes which begin at a time not listed on the final exam schedule will observe the final exam time of the closest previous class time listed.
- Classes which meet at different hours (for example, 9:00am on Monday/Wednesday and 10:00am on Thursday) will hold the final exam based on the first hour and day listed.
- Classes with linked lecture and laboratory sections will observe the final exam period based on the section that carries the credit hours.
- Classes which meet at 4:30pm or after will hold final exams at their regular class time during the final exam week. Those evening classes with two meetings per week will use the first meeting for the final exam with the second meeting used at the discretion of the instructor.
- Blended classes (B1=Online 1%-69%) which have weekly meeting times will hold final exams in their regular classrooms according to the published schedule.
- Blended classes (B2=Online 70%-99%) and 100% online classes will hold final exams during the final exam week according to the course syllabus.
- Saturday classes will hold final exams at their regular class time during the final exam week.
- Off-Schedule classes will hold final exams on the last scheduled class meeting.
- First 8-week classes will hold final exams on the last scheduled class meeting.
- Second 8-week classes will hold final exams according to the designated time during the full-semester final exam week.
- Summer classes will hold final exams on the last scheduled class meeting.
- Any student who has three or more final exams scheduled on the same day may make arrangements with instructors of those courses to reschedule one final exam to another day during the final exam week. The student may appeal to the appropriate dean for assistance, if needed. That appeal should be made no later than one month prior to the last day of the final exam week.
- If a final exam is canceled for inclement weather every effort will be made to make the exam up prior to the end of the published final exam week. Communication regarding any final exam schedule adjustments will be made via the Missouri Western website and through the Griffon Alert system.

Final Grade Reports

Faculty will have access to post final grades online through their portal at least one week prior to the date that final grades are due. Grades will be due by 2:00 pm on the second business day after the last day of finals. If needed, an exception to this will be granted where final grades will be due by 2:00 pm on the first business day after the last day of finals, in order to allow the Registrar's Office two full business days to process final grades and academic standing before the campus is closed. The final grade due date will always be published in the current year academic calendar.

Grade books (computer records or hard copies) should be kept for a minimum of three years. Class materials that have not been returned to students, and that might be useful in case of a grade appeal, should be kept through the completion of the following regular semester. Faculty who leave the institution should deposit their grade books for the previous three years in their academic department office, where the grade books should be kept for three years.

Grade Appeal Procedure

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 the 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 that term is used here, consists only of any of the following:

1. The assignment of a grade to a particular student on some basis other than the performance in the course;
2. 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;
3. The assignment of a grade by a substantial departure from the instructor's previously announced standards.

Grade Change

A course grade change must be initiated by the instructor and be approved by the chairperson and Dean of the College or School. The approved grade change must be submitted to the Registrar's Office prior to the end of the next regular (fall/spring) semester after the close of the semester in which the original grade or incomplete was awarded. After this time period, a grade change must be approved by the Admissions and Graduation Committee.

Incomplete Grades

Under certain circumstances, incomplete grades may be given at the discretion of the instructor. An incomplete grade may be given when accident, illness, death in the immediate family, or other documented circumstances beyond the student's control, prevent the student from completing some course requirements. An incomplete grade should only be considered when the majority of course requirements have been satisfied. An incomplete grade must be removed within six weeks after the first day of the next term (fall, spring, summer) of the semester in which it was received; otherwise, the grade will be recorded as "F." No extension of time beyond the allotted six weeks will be permitted. Under some conditions, however, the "F" may be changed by processing a grade change.

It is recommended that any instructor recording an incomplete grade should notify his or her department Chairperson along with sufficient information, so that should for any reason the instructor not be available during the six week period, the department Chairperson could assign the correct earned grade.

Meeting Classes

Faculty members are required to meet all scheduled classes and test periods to which they are assigned. **If the faculty member will be unable to meet a class, advance notice must be given to the Chairperson.** Classes at Missouri Western State University are scheduled at various times Monday through Saturday. Typically, lecture classes meet for 50 minutes per credit, per week. Laboratory hours are scheduled for specific time periods depending upon the course. Faculty members are expected to hold classes for the full extent of the time period allotted to ensure maximum educational benefits to students. **Dismissal or rescheduling of any class session is not left to the discretion of the faculty member; approval must be obtained through the Chairperson or the College/School Dean.**

Mid-term Grade Reports

Mid-term grades are assigned to all students enrolled in classes for the Fall and Spring semesters. Faculty will have access to post mid-term grades online through their portal at least one week prior to the date that mid-term grades are due. Grades will be due by 2:00 pm on the mid-term grade due-date listed in the current Academic Calendar.

Strategies to Minimize Classroom Cheating

Faculty members are encouraged to use preventative strategies to minimize the problem of classroom cheating. All course syllabi should address the ramifications of cheating in the classroom. Strategies may include: utilizing alternate versions of a test; encouraging students to protect their test papers; placing students in positions throughout the room which will make cheating more difficult; and monitoring students by walking around the room during testing.

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 grade appeal procedures. Every academic unit must have a set of grade appeal procedures which are to be made available to students upon request; copies of those procedures are to be on file in the Office of the Dean of the College, the Provost/Vice President for Academic Affairs, and the Dean of Student Development. The challenge must be made in writing to the appropriate Departmental Chairperson. The appeal must be made no later than ten calendar days after the aforementioned 30-day deadline.

The Departmental Chairperson shall notify the student, in writing, of the Department's decision within 30 calendar days of receipt of the written appeal.

Step Three - If the appeal is not resolved at the departmental level, the student may appeal to the Academic Regulations and Standards Committee in accordance with their rules and regulations. This step shall be in writing no later than ten calendar days after receipt of the departmental decision. The department will forward all pertinent documents to the committee. The committee will notify, in writing, the student, instructor, and

department of its decision within 30 calendar days of receipt of written appeal. The decision of the academic regulations and standards committee is final.

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

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

Student Evaluation of Faculty

The University uses an approved campus-wide format for student evaluation of faculty. The student evaluation provides for an assessment of teaching effectiveness and for written comments assessing strengths and areas of concern. The results of the student evaluations are provided to the faculty member as information for self-improvement and to the department Chairperson/School Dean as part of the information used in the total faculty evaluation process. For these reasons, student evaluation of faculty will take place in every class. If a department strongly feels that an additional student evaluation form would be beneficial, approval by the relevant academic Dean is required.

Administrative Procedures for Student Evaluation of Faculty

- a. The form shall be administered during the last ten regular class days of the semester but not during the final examination period. If a course meets for only part of the semester, the evaluation should take place during the last ten regular class days of the course but not during the final examination period. The faculty evaluation process must be accessible for and inclusive of a diverse group of learners.
- b. The results of the evaluation will be computer tabulated.
- c. The department Chairperson/School Dean in consultation with the faculty member will determine the procedure for selecting the individual (other than a student) who will administer the evaluation. **The evaluation will be administered by someone other than the instructor, preferably another faculty member.** It is anticipated that administration of the evaluation will take ten to twenty minutes in order to accommodate written comments.
- d. Classroom instructions to be read by administrator are as follows:

"Student evaluation of instructors is used for improvement of instruction and for reappointment, promotion, and tenure decisions. It is therefore important that you answer fairly and honestly. Written comments are particularly helpful to your instructor. Your evaluation will not be seen by your instructor until course grades are determined and submitted. To complete the evaluation, place an X in the appropriate boxes; please do not completely fill in any of the squares; this is used only for corrections. Do not use checkmarks as they may not be accurately recorded. You should use an ink pen, not a colored gel pen or pencil. Your signature on the form is optional."

Any additional instructions or advice that may accompany the student evaluation forms can be read to the students at the administrator's discretion.

- e. Upon completion by the students, the evaluation sheets for the class shall be placed in an envelope which has the instructor's name, course title, and course line number printed on it. The person administering the evaluation shall seal the envelope and return it to the department administrative assistant. The Instructional Media Center shall likewise return the evaluations in sealed envelopes to the department/school.
- f. The evaluation envelopes will be retained in the department/school until all departmental evaluations are complete. A check-off sheet (obtained from the Instructional Media Center) must be completed and submitted with the evaluations. A "basic analysis" for each class, for each faculty member, and for each department will be provided by the Instructional Media Center.
- g. The evaluation envelopes and request forms must be delivered to the Instructional Media Center by the second day of finals. All processed evaluation materials will be sealed in an envelope and held in the Instructional Media Center until the day after semester grades are due in the Registrar's Office. On that date or after, each department must send a representative to the Instructional Media Center to obtain and sign for the evaluation materials; they will not be mailed.
- h. The original student evaluations and an analysis will be returned to the department Chairperson/School Dean for administrative use and in order to discuss the information with the faculty for self-improvement and evaluation purposes. The Department Chairperson/School Dean will retain the computer analysis in the faculty member's evaluation file. The faculty member will be provided the original student evaluations and a copy of the computer analysis. It is the faculty member's responsibility to produce the student evaluations when needed for reappointment, promotion, and tenure purposes.

OTHER IMPORTANT POLICIES

Approval of Research on Human Subjects

MWSU has established a committee on the use of human subjects in research (CUHSR) in accordance with the guidelines established by the Public Health Service. The committee members are approved by the Vice President for Academic Affairs. The committee is comprised of the Assistant Vice President to the Vice President for Academic Affairs (chairperson), at least one scientist, at least one non-scientist, and at least one individual not otherwise associated with the University; the committee is composed of at least five members.

The MWSU CUHSR has established policies and procedures for research on human subjects. Any MWSU employee conducting research on human subjects is expected to conform to these policies (see Appendix S in the *Policy Guide*). Note that some types of research require review by the MWSU CUHSR prior to beginning the research. Institutional review of research on human subjects is required by all federal funding agencies, most other extramural funding agencies, and many professional journals. Application materials may be obtained from the Assistant Vice President to the Provost/Vice President for Academic Affairs.

Candle/Incense Policy

In the interest of the safety of our campus community and facilities, candles, incense, and other items designed to burn are prohibited in all offices and classrooms. A standing exemption to this policy shall be any laboratory situation where flames or other heat sources must be used for academic purposes within established safety guidelines. Further individual exemptions may be requested through the Director of Public Safety for ceremonial, religious, or other purposes. Decorative candles are permitted when the wick is unburned or cut off entirely.

Children in the Workplace

Missouri Western recognizes the importance of family and anticipates from time to time that employees may find it necessary to bring their child(ren) into the workplace. The University firmly believes that the workplace should not be used in lieu of a childcare provider. No employee may ask another employee nor may any employee be allowed to supervise, baby sit, watch, or in any manner exercise control over or be responsible for another employee's child(ren).

Classroom Food and Drink Policy

Food and drink (other than water) are to be consumed only in official 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 MWSU Library. 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. This policy shall be printed in the MWSU Student Handbook. It is the responsibility of the faculty to enforce the policy in their classrooms.

Classroom Recording Policy

It is vitally important for Missouri Western State University to foster and maintain an educational environment that promotes free discussion, inquiry and expression by students, both inside the course and out, without fear that their exercise of such rights will have negative repercussions in areas over which Missouri Western State University has responsibility. It is equally important that students understand the narrow line separating their First Amendment rights and the legal and privacy rights of others so that students can exercise those rights with responsibility.

The content of any lecture/class presentation remains the intellectual property of the person delivering the session. Students may make audio or video recordings of course activity only with permission of the faculty member conducting the course. If the student believes it is necessary to record sessions due to a disability or needs additional assistance, the student must first contact Missouri Western's Accessibility Resource Center to establish such need. By virtue of this policy, all students and attendees in any classroom setting or university presentation are placed on notice that they may be recorded or taped, both photographically or audio based.

Any and all recordings of lectures or class presentations are authorized solely for the purpose of the student's individual or group study with other students enrolled in the same class. Such recordings may not be reproduced or uploaded to publically accessible web environments. Recordings of classes or course material may not be exchanged or distributed for commercial purposes, for compensation or for any other purpose other than study by students enrolled in the present class. Students must delete all recordings and tapes at the end of the course.

Please note that materials used in the classroom or online presentations (video, graphic, photographic, etc.), web-based and social media may also have their own copyright. While presentations and displays are generally allowed when reproduced in the classroom, copyright law does not extend the privilege to second-level reproductions. Any violation of this policy may subject a student to disciplinary action under the Student Code of Conduct as outlined in the Student Handbook and result in disciplinary action by the University and/or punishment under Federal or State Privacy, Intellectual Property or Copyright Law.

Communicable Disease Policy

SUMMARY: 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 to protect students and employees from individuals who may pose a risk of spreading communicable disease.

All cases will be dealt with on an individual basis, with this policy to serve as a guideline. If necessary, consultation with the Buchanan County Health Department or a medical practitioner with expertise in the area of infectious disease may be pursued.

Additionally, in accordance with Senate Bill Number 197, 2013 and the American College Health Association recommendations, Missouri Western State University employees and students will complete Tuberculosis Screening in compliance with University policy.

DEFINITIONS:

Communicable Disease:	Communicable disease is an illness due to an infectious agent or its toxic products and transmitted, directly or indirectly, to a susceptible host from an infected person, animal or arthropod, or through the agency of an intermediate host or a vector, or through the inanimate environment (19 CSR 20-20.010 Missouri Department of Health and Senior Services).
Review Committee:	The committee consists of: a health care provider from the Esry Student Health Center, the Director of Human Resources, the Vice President of Student Affairs, and others as deemed necessary and appropriate, or their appointed designees.
Medical Professional:	An individual who is licensed to provide medical diagnosis and treatment of disease.

Policy:

1. The most recent Centers for Disease Control (CDC) Guidelines related to the prevention, diagnosis and treatment of communicable disease will be followed and may necessitate restrictions related to class or work attendance and/or residence hall arrangements.

2. The Esry Student Health Center will make information on the prevention of communicable diseases available to students and employees upon request.
3. A student or employee's health condition is personal and confidential, and reasonable precautions should be taken to protect information regarding an individual's health condition.
4. The Esry Student Health Center should be contacted if there is concern about the nature of any student or employee's illness. In cases where there are questions regarding risks to others and the environment, the University Review Committee will be notified and begin the assessment procedure of the individual's case.
 - a. The Environmental Safety Coordinator and the Review Committee will have available safety and incident report procedures.
 - i. Individuals residing in Residential Life facilities will be subject to environmental clean-up procedures, in accordance with Residential Life/Environmental Safety standard protocols.
 - b. Willful or negligent violation of safety and precautionary procedures may be cause for disciplinary action.
5. An employee or student of Missouri Western State University who is diagnosed with any reportable communicable disease shall not be prohibited from work and/or classes as long as it has been determined by a medical professional that they pose little or no risk to the university community (See Categories of Risk below).
 - a. A student or employee who is deemed a potential risk to others must provide a statement from a medical provider outlining those activities in which the student or employee should be restricted. This statement should include information about the extent to which the student or employee should be in contact with other members of the campus community.
 - i. Missouri Western State University reserves the right, with the consent of the student or employee, to require a medical examination, at the student's or employee's expense.
 1. Refusal to submit to a medical exam may result in a student's temporary suspension (see 5a); 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 communicable disease.
 - ii. The University Review Committee will make the final determination related to whether individuals deemed to be a risk for spreading disease may continue to attend classes or perform his or her duties at the University.
 1. Temporary removal of a student or employee who has been determined to be a potential risk may be made by the Review Committee. The removal may be made summarily, pending receipt of documentation by a medical professional that the individual does not pose a substantial threat or danger to himself or herself or other persons at Missouri Western State University.
 - iii. Individuals who have been deemed to be a potential risk to others, must present a release to resume regular activities from a medical professional when they no longer pose a substantial threat or danger to themselves or the campus community.
 - b. Individuals with a communicable disease have the right to privacy and confidentiality. Only faculty and staff members who need to know the identity and condition of such individuals in order to perform their duties will be informed of the individual's medical condition [45 CFR 164.512(b)]. Willful or negligent disclosure

of confidential information regarding an individual's medical condition will be cause for disciplinary action.

- c. The individual may appeal the determination of the Review Committee in accordance with University policies and procedures for grievances. The determination of the Review Committee will remain in effect until it is overturned on appeal.
6. The Review Committee will contact the St. Joseph/Buchanan County Health Department to determine appropriate action regarding potential exposure to others.
 - a. 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.
 7. The Vice President for Student Affairs, or designee, should be contacted if further guidance is needed in managing a situation that involves a communicable disease.

Categories of Potential Risk

No Risk:

Students or employees infected with chronic communicable diseases that do not pose a risk of transmission in school or at school activities (such as, but not limited to, Hepatitis B virus or HIV) shall be allowed to attend school or continue to work without any restrictions based solely on the infection. The university will not require any medical evaluations or tests for such diseases.

Potential Risk:

Students or employees with communicable diseases that pose a risk of transmission in school or at school activities (such as, but not limited to, chicken pox, influenza and conjunctivitis) will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services (DHSS) and local county or city health departments. Such management may include, but is not limited to, exclusion from school or reassignment as needed for the health and safety of students and staff.

Reportable diseases included in this policy are those which may pose a significant health risk to others, in accordance with the Missouri Department of Health and Senior Services Division of Community and Public Health policy, CSR 20.20.010 through 20.20.060 (<https://www.sos.mo.gov/adrules/csr/current/19csr/19c20-20.pdf>), state laws and Department of Health rules (Legal Reference: State Statute 191.650-695, RSMo. (<http://www.moga.mo.gov/>) governing the control and reporting of communicable and other diseases dangerous to public health.

Copyright Compliance

Western expects employees to adhere to all copyright laws applicable to an educational institution such as, but not limited to those set forth in Title 17 of the U.S. Code, U.S. Public Law 94-553 “Fair Use” the Digital Millennium Copyright Act (DMCA), and the Technology, Education and Copyright Harmonization (TEACH) Act.

Western employees using copyrighted material without meeting “Fair Use” provisions, or without the express written consent of the copyright holder and other applicable parties, may by law be subject to penalties for unauthorized use.

Questions regarding the general use of copyrighted print and non-print material will be addressed by the Director of the Library; questions regarding the incorporation of copyrighted print and non-print material into multimedia productions and/or distance education will be addressed by the Director of the IMC.

Copyrights

Western’s policy for copyrightable work is as follows:

The Western Board of Governors shall own the copyright in printed marketing and other informational works. Examples: University Catalog, departmental brochures and periodicals, promotional pieces.

The Western Board of Governors shall own the copyright in other marketing and informational works. Examples: departmental video productions, television spots, trademarks, logos, and merchandise containing logos.

The creator, author, or inventor shall own the copyright in traditional copyrightable works created by faculty and staff in their field of expertise. Examples include, but are not limited to class notes, textbooks, online and other distance learning courses, Web-based and video modules for courses, laboratory manuals, laboratory kits, software programs, dissertations, articles, non-fiction, fiction, poems, musical works, dramatic works, choreographic works, graphic and sculptural works, or other works or artistic imagination that are not created as an institutional initiative. Copyright registration and enforcement is the responsibility of the owner.

Faculty and staff must inform the appropriate Vice President of any project or invention that has potential to yield significant discoveries worthy of U.S. Patent protection, so that a contract regarding the rights and responsibilities of ownership may be executed. Prior to the execution of such agreement, the Western Board of Governors reserves all right to ownership in the project.

The University has a property right in courses and other instructional modules and materials in so far as those works are created in substantial collaboration with campus staff including distance learning staff, as a condition of employment, or for which faculty members receive workload credit or supplemental compensation. These courses and materials can be used by other faculty, with the approval of the creator if the creator is employed by Missouri Western at the time of use. In cases where the creator is currently employed by Missouri Western, the creator is given the first right of refusal to offer a course or to use the materials he/she developed. If the creator declines to offer the course or use the materials, the University may assign the course or materials to another faculty member. Following the separation of the employee from Missouri Western, course materials may be used for two course offerings or a period of two years, whichever occurs first.

The Western Board of Governors shall own the copyright in copyrightable works co-created with the help of production support services by faculty and staff or as a condition of their employment (work for hire). Such works may include but are not limited to multimedia productions, teleclasses, telecourses and online courses.

Although the Board of Governors owns copyright, the faculty/staff member(s) and Western will execute an agreement regarding the project approval process which may include how the resultant work is used, how it is marketed, how long it is marketed and when it is pulled from distribution.

On behalf of the Board of Governors the IMC may secure formal copyright registration for Western mediated works. Should an infringement occur, Western will bear responsibility for the enforcement of the copyright.

Drug Policy

The Drug Free Schools and Communities Act Amendments of 1989 require us to certify to the Department of Education that we have adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. These requirements apply to all employees of the University. Noncompliance could result in sanctions for the entire University including the loss of Title IV monies. Employees are to be notified on an annual basis of (1) the standards of conduct expected with respect to drugs and alcohol; (2) a description of the applicable legal sanctions under local, state and Federal law for unlawful possession, use or distribution of illicit drugs and alcohol; (3) a description of the health risks associated with the use of illicit drugs and alcohol; (4) a description of drug and alcohol counseling and rehabilitation programs available; (5) a clear statement of the sanctions the institution will impose.

The Missouri Western State University Drug Policy distributed in 1989 has been amended to include alcohol as well as drugs. Additional materials concerning health risks, state, local and Federal sanctions and rehabilitation programs also are included.

Missouri Western State University certifies it will provide a drug-free workplace by: (1) publishing this policy statement; (2) providing a drug-free awareness program that is available to all employees; (3) providing a copy of this statement to all employees of the University; and (4) notifying each employee of the conditions of employment required by the legislation. The policy is as follows:

Section 1 The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol by employees is prohibited in this work-place. (See Definitions of underlined terms.) All employees, faculty, students, and staff who do not abide by this statement are subject to the following as deemed appropriate by your supervisor:

- A. Personnel action up to and including termination.
- B. Satisfactory participation in a drug or alcohol abuse assistance or rehabilitation program approved by a Federal, State, local health, law enforcement, or other appropriate agency.
- C. The decision on the severity of personnel action taken will depend, in part, upon the nature of the offense, the sensitivity of the position filled

by the employee, and the outcome of participation in the program described in Section B.

- D. Continuing employees also will be referred to appropriate self-help group(s).

Section 2

The Drug and Alcohol Free Awareness Program for the University shall involve the following departments and groups: Health Service; Counseling Center; the Western Institute; Employee Wellness Committee; Risk Management; Employee Assistance Program; and Human Resources. The Drug and Alcohol Free Awareness Program will include one or more of the following -- printed materials, seminars, and meetings to inform all employees about:

- A. The danger of drug and alcohol abuse in the workplace.
- B. The contents of this policy statement.
- C. Procedures for supervisor or self-referral to the Employee Assistance Program and other drug rehabilitation programs.
- D. Penalties to be imposed upon any criminal drug statute conviction for a violation occurring in the workplace which are:
 - 1) Employees convicted will be subject to termination, or (if not terminated), satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency at their own expense may be required.
 - 2) Administrative sanctions as outlined in the MWSU Policy Guide or the Student Handbook.

Section 3

A copy of this document is being provided for your information and answers to questions about the content will be provided by your immediate supervisor, the Department of Human Resources or the Employee Assistance Coordinator. The University has an Employee Assistance Program which includes, but is not limited to, free drug and alcohol assessment for any employee who qualifies for benefits.

Section 4

Under this policy, a condition of your employment is:

- A. to abide by the "intent to maintain a drug and alcohol-free workplace" statement in Section 1; and,
- B. to report to your supervisor any criminal drug statute conviction for violation in the workplace no later than five days after such conviction.

Section 5

The MWSU Director of Human Resources will notify the appropriate Federal agency within ten days after receiving this notice with respect to any employee who is so convicted and state the personnel action taken against such employee.

Section 6

MWSU will make a good faith effort to continue to maintain a drug and alcohol-free workplace through implementation of this policy.

Section 7 Missouri Western State University is required by Federal regulations to implement an alcohol and controlled substance testing program for drivers of commercial motor vehicles. The policy found in Appendix R of the *Policy Guide* has been adopted by Missouri Western State University in compliance with said regulations in order to reduce highway accidents resulting from the use of controlled substances and to protect the safety and well-being of the public and our employees. This policy will apply to all employees who maintain the Commercial Drivers License as a part of their employment with Missouri Western State University.

Please note that this policy describes and summarizes the regulations found in the Federal Motor Carrier Safety Regulations (FMCSR) Part(s) 382 and 40. These regulations should be referenced with respect to any questions that may arise from the policy that follows.

GENERAL POLICY STATEMENT

An alcohol-free and drug-free work force is critical in the interest of public safety, especially for those employees who operate motor vehicles. The driver who uses alcohol and/or drugs is a hazard to himself, to other workers and to the general public. It is the policy of Missouri Western State University that alcohol use on the job and drug users be quickly identified and removed from the work environment.

TERMS

- (1) "**CONTROLLED SUBSTANCE**" means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C.812), and as further defined by regulation at 21 CRF k300.11 through 1300.15.
- (2) "**CONVICTION**" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by an judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.
- (3) "**CRIMINAL DRUG STATUS**" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.
- (4) "**DRUG-FREE WORKPLACE**" means a site or the performance of work done in connection with a specific grant at which employee of the grantee are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance.
- (5) "**EMPLOYEE**" means the employee of a grantee directly engaged in the performance of work pursuant to the provisions of the grant.
- (6) "**FEDERAL AGENCY**" or "**AGENCY**" means any United States executive department, military department, government corporation, government controlled corporation, any other establishment in the executive branch (including the Executive Office of the President, or any independent regulatory agency).
- (7) "**INDIVIDUAL**" means a natural person.

HEALTH HAZARDS RELATED TO VARIOUS SUBSTANCES

Marijuana

- * Temporarily impairs short term memory
- * Reduces ability to perform tasks requiring concentration and swift reactions
- * Can impair thinking, reading comprehension, verbal and arithmetic skills
- * Impairs driving ability
- * May cause defective menstrual cycles, reduce fertility, and enhance the probability of miscarriage
- * Causes burn-out (dullness and inattentiveness) after prolonged use
- * Increases heart rate and irritates lungs

Hallucinogens

- * Results in loss of control of normal thought processes
- * Long term harmful reactions include anxiety, depression and "breaks with reality"
- * May cause mental confusion and impaired memory

Phencyclidine (PCP)

- * Scrambles the brain internal stimuli
- * Can produce violent and bizarre behavior
- * May result in temporary schizophrenic-like psychosis
- * Accidents often result from bizarre behavior

Stimulants (Amphetamines)

- * Causes dependency on the drug
- * Even small doses may produce mood swings, panic, paranoia, circulatory and cardiac disturbances
- * Heavy doses may produce brain damage
- * Death can result from injected amphetamine overdose

Cocaine

- * May trigger psychosis in users prone to mental instability
- * Depression often results from withdrawal
- * Cocaine is toxic and overdoses result in death
- * May result in restlessness, irritability, anxiety and hallucinations

Sedatives

- * Causes dependency
- * Overdoses and mixing with alcohol can be fatal

Narcotics

- * Overdose can result in death
- * May be infected as a result of unsterile solution, syringes, and needles
- * Serum hepatitis is common
- * Causes dependency, severe symptoms upon withdrawal

Inhalants (Nitrous oxide, glue, paint, etc.)

- * High risk of sudden death
- * Produces irregular heart rate
- * Causes bone marrow damage, weight loss, impairment of vision, memory and ability to think clearly

Alcohol

- * In large doses can dull sensation and impair coordination, memory, and judgment
- * Can damage liver and heart and lead to permanent brain damage
- * May lead to dependency and a way to escape problems
- * May cause physical, mental, and behavioral abnormalities in the unborn child.

EMERGENCY AND NON-EMERGENCY SITUATIONS (Procedures to be followed)

When a situation arises that is regarded as a medical or accident **emergency** by a person, or persons at the scene, the following procedure should be followed:

An emergency is a sudden, generally unexpected occurrence demanding immediate action.

1. **REMAIN CALM**, average ambulance response time is 3-5 minutes.
2. **CALL 911 FOR AN AMBULANCE AND BE PREPARED TO RELATE THE FOLLOWING INFORMATION:**
 - a. Brief description of emergency
 - b. Building name
 - c. Floor number
 - d. Room number
 - e. Person's name
3. **Then call Campus Police Department (ext. 4438) and again relate the above information.**

If an accident or illness occurs that is *not considered an emergency*, the following procedure should be followed:

1. **Call Campus Police (ext, 4438)** and relate available information. Security provides 24-hour service.
2. **Call Health Services (ext. 4495)** and relate available information. Health Services personnel will provide advice. Health Services is open Monday-Friday, 8:00 a.m. to 4:30 p.m. except school holidays and is closed during the months of June and July.
3. **Send person to Health Services for care.** Campus Police and Health Services personnel are not available for transportation of sick persons on the campus or to the hospital. Ambulatory persons will be evaluated in Health Services and referred if necessary.

Motor Vehicle Registration Policy

Missouri Western State University requires the registration of licensed motorized vehicles. This registration is to help provide parking control and security for vehicles parked on campus and to generate funds to provide for the proper maintenance and construction of college streets and parking surfaces. The vehicle registration guidelines are as follows:

1. Any student enrolled in a Missouri Western State University credit course or member of the faculty, staff, or contracted employee who owns or operates a licensed motor vehicle on campus is required to register that vehicle with the University Police Office and display the appropriate registration decal on the registered vehicle. Failure to permanently affix a decal shall be deemed as failure to register the vehicle and a fine will be assessed in accordance with MWSU parking regulations. The non-refundable fees for vehicle registration will be paid through the University Business Office.
2. The individual registering a motor vehicle with the University Police Office shall be responsible for all violations involving the issued decal. Information supplied on the registration form shall be true and correct with the registrant's signature indicating compliance with the University traffic and parking regulations. The registrant is responsible for control of all registration decals, once issued, and will not be allowed to pass them on to a second party.
3. MWSU registration decals are not transferable and are to be removed under the following conditions:
 - a. Change of motor vehicle ownership. (Any vehicle acquired during the registration year must be registered through The University Police Office within 48 hours, excluding weekends and holidays).
 - b. Terminations of association with the University.
 - c. Decal expiration.
4. Students:
 - a. All students enrolled must pay the appropriate vehicle registration fee prior to registration of vehicles with the University Police Office. Vehicle registration decals will be issued through the University Police Office upon presentation of proof of payment of vehicle registration fees.
 - b. The vehicle registration year extends from September 1 through August 31 of the following year. The vehicle registration fee will be required for all or any part of the registration year. The registration of vehicles must be accomplished before or during the first two weeks of classes in any semester or session.
5. Employees of MWSU:

Faculty and staff must register their vehicles annually during the month of August. The faculty and staff registration year extends from September 1 through August 31 of the following year. The vehicle registration fee will be required for all or any part of the registration year. If an employee terminates employment during the year, the parking registration tag/decal must be returned to Human Resources upon separation and no refund will be given for remaining unused time.

6. Non-employees of MWSU:

Includes personnel employed on campus by non-university organizations whose employment necessitates campus parking. Example: Food Service, Bookstore, etc.

- a. Vehicles must be registered during the month of August.
- b. The registration year extends from September 1 through August 31 of the following year. The vehicle registration fee will be required for all or part of the registration year.

7. Visitors:

Visitors desiring to park motor vehicles on MWSU lots are asked to use the designated visitor's parking areas or contact the University Police to make special parking arrangements. Special parking permission for individuals and/or groups visiting the campus will be coordinated through the University Police Office by the sponsoring campus representative and/or department.

Call: (816) 271-5666 (Campus phone dial Ext. 5666)

Office Location: Blum Union Building, Room 100

- 8. An individual may register additional vehicles during the registration year at a reduced registration fee for each additional vehicle. However, you may have only one of your registered vehicles utilizing the parking facilities at any given time unless you choose to register each vehicle at the full registration fee.
- 9. Parking facilities in some areas at MWSU are limited. The responsibility of finding a legal parking space rests with the vehicle driver. A vehicle registration decal does not ensure availability of a parking space, but grants the privilege of utilizing MWSU roadways and parking areas.
- 10. Replacement decals for ones that are stolen, lost, or become unreadable may be purchased through the University Business Office and issued by the University Police Office.

**MWSU VEHICLE REGISTRATION
ANNUAL FEE SCHEDULE
REGISTRATION FEE - ORIGINAL VEHICLE**

Students	-	\$20.00
Employees	-	\$20.00
Employees, Non-university organizations	-	\$20.00

***REGISTRATION FEE - ADDITIONAL VEHICLE**

Students	Per Vehicle	-	\$10.00
Contracted Employees	Per Vehicle	-	\$10.00

* You are authorized only one registered vehicle utilizing campus parking at any given time unless you choose to have your additional vehicles registered at the original vehicle fee rate.

REPLACEMENT DECAL FEE

Replacement Fee - \$5.00

Nondiscrimination/Equal Opportunity Policy

The Missouri Western State University actively follows a policy of nondiscrimination in regard to age, race, color, religion, sex, sexual orientation, gender identity or expression, marital status, pregnancy or parental status, national origin, veteran status, genetic information, disability, and all other legally protected classes. This policy applies to educational programs and activities including athletics, instruction, grading, awarding of student financial aid, recruitment, admission, employment, housing, placement and retention of students, faculty and staff. Missouri Western State University pledges continued compliance with all relevant state and federal laws and cooperation with governmental organizations in ensuring equal employment and educational opportunity.

Individuals with concerns regarding the university's compliance with this policy or any laws and regulations prohibiting discrimination are to contact the following:

For Nondiscrimination/Equal Opportunity related questions contact:

Director of Human Resources/Equal Opportunity Officer/Title IX Coordinator
Human Resources Office
Room 117--Popplewell Hall
(816) 271-4587

For Title IX of the Education Amendments of 1972 related questions contact:

Director of Human Resources/Equal Opportunity Officer/Title IX Coordinator
Human Resources Office
Room 117--Popplewell Hall
(816) 271-4587

Dean of Students/Title IX Coordinator (TBA)
Office of Student Affairs
Room 228--Blum Union
(816)-271-4432

Associate Vice President for Student Affairs
Deputy Title IX Coordinator
Office of Student Affairs
Room 228--Blum Union
(816) 271- 4432

For Section 504 of the Rehabilitation Act of 1973—ADA related questions contact:

ADA/504 ADA Coordinator
Counseling Center
Room 203--Eder Hall

816-271-4327

For Students:

Accessibility Resource Center, Coordinator
Accessibility Resource Center
Room 203--Eder Hall
816-271-4330

For Employees:

Director of Human Resources/Equal Opportunity Officer/Title IX Coordinator
Human Resources Office
Room 117--Poppewell Hall
(816) 271-4587

Toll free numbers for Relay Missouri are 711 or 800-735-2966 for TTY, and 866-735-2460 for voice callers.

RETALIATION:

No person who initiates either an informal report or a formal complaint, honestly and in good faith, shall be punished or otherwise retaliated against for initiating such procedures even if such report and/or complaint is determined to be invalid or unsubstantiated. Similarly, witnesses and other individuals who participate, honestly and in good faith, in the investigation with regard to such complaints, shall not be punished or otherwise retaliated against.

Retaliation is a separate and independent violation of university policy and will be reported and handled in the same manner as incidents of discrimination and harassment.

Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified in this policy.

NONDISCRIMINATION/EQUAL OPPORTUNITY POLICY DISSEMINATION:

The following actions are to insure that individuals are aware that Missouri Western State University is an Equal Opportunity institution.

1. The Nondiscrimination/Equal Opportunity Policy will be included in the Policy Guide, the University Catalog, and the Student Handbook as well as employee and student orientation materials.
2. The phrase "equal opportunity" will be part of all job advertisements and University advertising. Equal Opportunity posters will be displayed conspicuously on campus.
3. All persons involved in hiring process, including members of search committees, will be provided with information on Nondiscrimination/Equal Opportunity practices.

4. All employees will be required to complete educational training upon hire and thereafter as directed by the Administration. Failure to comply with the required training may be considered gross misconduct and subject the employee to discipline up to and including dismissal.

NONDISCRIMINATION/EQUAL OPPORTUNITY COMMITTEE:

A Nondiscrimination/Equal Opportunity committee is appointed by the President and consists of the following: Equal Opportunity Officer ex-officio, Dean of Students/Title IX Coordinator, Section 504/ADA Coordinator, Registrar, one standing faculty representative, and one standing Staff Representative.

This Committee has the following responsibilities:

1. To affirm and extend the University's commitment to the principles of equal employment and educational opportunities.
2. To recommend and evaluate policies and/or procedures related to nondiscrimination/equal opportunity.
3. To promote awareness regarding the principles and policies of nondiscrimination/equal opportunity at Missouri Western.
4. To serve as a vehicle to express equal opportunity concerns of employees and students to the administration, and to recommend solutions.
5. To participate in the investigative procedures for discrimination complaints.

Remedies:

The Nondiscrimination/Equal Opportunity Committee may recommend disciplinary action consistent with the category of individual (faculty, staff, or student as referenced in the Student Code of Conduct) found guilty of the discriminatory action. An individual found guilty of blatant discriminatory action(s) may have their conduct considered gross misconduct or moral turpitude and may be subject to discipline up to and including immediate dismissal.

Nondiscrimination – Procedures for Reporting/Investigating Complaints

The Missouri Western State University is committed to creating and maintaining a learning community dedicated to the advancement and transmission of knowledge and creative endeavors, where all individuals who participate in University programs and activities can work and learn together in an atmosphere of respect, tolerance, and freedom. The University is further committed to addressing and eliminating all forms of discrimination and harassment. Complete copies of the "Nondiscrimination/ Equal Opportunity Statement" may be found in the University's Policy Guide online, the Student Handbook, and the University Catalog.

The procedures outlined in the following policy pertain to reports of unfair treatment on the basis of age, race, color, ethnicity, religion, national origin, marital status, veteran status, handicap/disability or genetic information related to employment, education or public accommodation. These procedures, which are governed by university policy, apply to all university administrators, faculty, staff and students and are to be used in support of university nondiscrimination policies. Should there be a conflict of interest between an investigator and a respondent the next level of administrative supervision will designate an appropriate investigator.

Reporting and Investigation procedures for Title IX or Sexual Misconduct types of complaints will follow the procedures detailed in the University's *Sexual Misconduct Policy*. Please reference <https://www.missouriwestern.edu/titleix/> for more information.

In effort to provide a better understanding of terminology related to these procedures the following definitions are provided:

DEFINITIONS

Business Days: Business Days are those days on which university offices are officially open for business.

Complainant: A person who brings a complaint alleging that another person(s) has engaged in discriminatory conduct.

Discrimination: Any unfair treatment based on age, race, color, ethnicity, religion, sex, national origin, sexual orientation, marital status, veteran status, handicap/disability or genetic information as it relates to employment, education or public accommodation. Aspects of employment or education that may be adversely affected by discrimination, include, but are not limited to:

- hiring and firing
- compensation, assignment, or classification of employees or students
- transfer, promotion, layoff or recall
- recruitment
- testing
- use of university facilities
- training and appointment programs
- fringe benefits
- pay, retirement plans and disability leave
- access to courses, advising, and mentoring
- grades
- scholarship, assistantships and tuition waivers
- participation in intercollegiate and intramural sports
- other terms and conditions of employment
- other terms and conditions of admission to or full enjoyment of university programs

Harassment: Unwelcome verbal, nonverbal or physical conduct based on age, race, color, ethnicity, religion, sex, national origin, sexual orientation, marital status, veteran status, handicap/disability or genetic information that has the purpose or effect of creating a hostile campus environment. Harassment may include, but is not limited to:

- offensive jokes
- slurs
- epithets

- name calling
- physical assaults or threats
- offensive touching
- intimidation
- ridicule
- mockery
- insults or put-downs
- offensive objects or pictures
- graffiti
- subjecting a person or persons of a protected class to repeated criticism or verbal abuse but not doing so to similarly situated non-class members.

Harassment can occur in a variety of circumstances, including, but not limited to:

- the harasser can be the victim's supervisor, a supervisor in another area, an agent of Missouri Western, a co-worker, non-employee, faculty/staff member or student;
- the victim does not have to be the person harassed, but can be anyone affected by the offensive conduct; or
- unlawful harassment may occur without economic injury to, or discharge of, the victim.

Investigator: The person designated by the Equal Opportunity Officer responsible for gathering facts and data related to the case.

Respondent: A person who is alleged to have engaged in discriminatory conduct that is the subject of a discrimination complaint.

Retaliation: Taking adverse action, including but not limited to firing, demoting, harassing, lowering a grade or otherwise "retaliating" against a person because he or she filed a complaint of discrimination, because he or she complained about discrimination or because he or she participated in a discrimination proceeding (such as an investigation or lawsuit).

Sexual Harassment: Sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or education
- Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual, or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would perceive as an intimidating, hostile, or offensive employment, education, or living environment.

Examples of Sexual Harassment include

- Pressure for a dating, romantic, or intimate relationship
- Unwelcome touching, kissing, hugging, rubbing, or massaging
- Pressure for sexual activity
- Unnecessary references to parts of the body
- Sexual innuendos, jokes, or humor
- Making sexual gestures
- Displaying sexual graffiti, pictures, videos or posters
- Using sexually explicit profanity
- Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities

- E-mail and Internet use that violates this policy
- Leering or staring at someone in a sexual way, such as staring at a person's breasts or groin
- Sending sexually explicit emails or text messages
- Commenting on a person's dress in a sexual manner
- Giving unwelcome personal gifts such as flowers, chocolates, or lingerie that suggest the desire for a romantic relationship
- Commenting on a person's body, gender, sexual relationships, or sexual activities
- Sexual violence (as defined in the University's *Sexual Misconduct Policy*)

Please refer to Missouri Western's *Sexual Misconduct Policy* for more information on sexual harassment, sexual violence, domestic violence, stalking and like issues.

University Representative

The University Representative is the university employee who is informed by the complainant of an incident that may be a violation of the University Nondiscrimination Policy. The University Representative is typically

- 1) The Complainant's or reporting individual's appropriate supervisor, director, department head, department chair, dean, university director or vice president
- 2) The Vice President for Student Affairs is an additional University Representative available to students.

REPORTING AND INVESTIGATION PROCEDURES

If a student, faculty member, staff member or visitor believes that he or she has been discriminated against based on age, race, color, ethnicity, religion, sex, national origin, sexual orientation, marital status, veteran status, disability/handicap or genetic information or harassed; or if he or she has witnessed such discrimination or harassment, that person should promptly report it using one or both of the following methods. Complainants are encouraged to use the Informal Procedure outlined below prior to initiating the Formal Procedure, but are not required to do so.

Informal Procedure

A. Any student, faculty member, staff member or visitor is encouraged to discuss the matter with the appropriate University Representative as defined above and/or with the Equal Opportunity Officer or Title IX Coordinator.

1. If the appropriate University Representative is the person being complained about or if the Complainant believes that the appropriate University Representative has a potential conflict of interest or bias in the matter, he or she should contact the immediate supervisor of the University Representative, the Equal Opportunity Officer or Title IX Coordinator.
2. University employees who are not in a supervisory position but become aware of or have discrimination or harassment reported to them must contact the Equal Opportunity Officer/Title IX Coordinator as soon as practicable.

B. The University Representative who receives the report shall forward the complaint to the Equal Opportunity Officer/Title IX Coordinator no more than three (3) Business Days after receiving the complaint. The report should include the nature of the conduct reported, the persons involved, the alleged facts reported and a suggested/requested solution, if communicated by the complainant.

C. The Equal Opportunity Officer/Title IX Coordinator shall obtain a written statement from the Complainant and attempt to arrive at an informal resolution through appropriate manners, being guided by the concern for fairness to all parties involved. The respondent should be notified of the complaint filed against him or her within five (5) business days and should submit in writing his/her statement of the incident. The Equal Opportunity Officer or Title IX Coordinator will provide a written response to the Complainant and the Respondent and will include the proposed resolution and the time frame for implementation of any needed action. The entire process should be completed within ten (10) Business Days of receipt of the complaint. If it is not possible to complete the process within ten (10) Business Days, during that time period, an explanation for the delay will be communicated to all appropriate parties.

D. If a complaint involves alleged conduct on the part of the University's President, the Equal Opportunity Officer or Title IX Coordinator shall obtain a written statement from the Complainant and the Respondent and submit those statements to the Chairperson of the University's Board of Governors. If the Chairperson of the University's Board of Governors finds sufficient evidence that a violation of policy occurred, he/she will work with the Equal Opportunity Officer in an attempt to arrive at an informal resolution through appropriate manners, being guided by the concern for fairness to all parties involved.

E. To the extent possible and except as otherwise provided by law, complaints, information gathered during the informal process and the Equal Opportunity Officer/Title IX Coordinator's written response shall remain **CONFIDENTIAL**. The informal report should be discussed only among the University Representative receiving the report, the Equal Opportunity Officer or Title IX Coordinator and others on a need-to-know basis.

F. The Equal Opportunity Officer or Title IX Coordinator shall provide a warning to the Respondent that federal and state law and Missouri Western policy prohibits Retaliation against persons who have filed complaints or persons who participate in the complaint process.

G. If the Complainant or the Respondent does not agree to the proposed resolution, the Complainant or the Respondent may initiate the Formal Procedure as indicated below.

Formal Procedure

A. To initiate the formal complaint procedure, the Complainant should submit a complaint in writing, signed and dated, to the Equal Opportunity Officer/Title IX Coordinator as soon as possible after the alleged conduct or after the attempt to use the Informal Procedure proves to be unsatisfactory. The written complaint should contain the date of the event, the general nature of the event, the words or conduct involved, the name(s) of the Respondent(s), the names of any witnesses, and a description of any similar incidents involving the same parties in the past. The Equal Opportunity Officer/Title IX Coordinator shall maintain documents for the purpose of making such complaints, but use of a particular form is not required.

Likewise, the Respondent may request use of the Formal Procedure by submitting the request in writing to the Equal Opportunity Officer/Title IX Coordinator. This request must be made within 5 Business Days after notification of a complaint where he/she is the Respondent or within 15 Business Days after notification of the proposed resolution to a complaint where he/she is the Respondent.

B. The Equal Opportunity Officer/Title IX Coordinator shall notify the Respondent within five (5) Business Days that a complaint has been filed and provide a warning to the Respondent that

federal and state law and Missouri Western policy prohibits retaliation against persons who have filed complaints or whom he or she believes to have filed complaints, or who have participated in an investigation, even if those complaints are ultimately proven to be false. The Respondent shall acknowledge receipt of this information in writing.

C. The Equal Opportunity Officer/Title IX Coordinator or their designee will investigate the incident.

D. The Respondent shall provide the Investigator a written statement responding to the allegations within five (5) Business Days of receiving notification of the specifics of the complaint. The written statement may be supplemented as necessary at any time during the investigation. The Investigator may interview the Complainant, the Respondent and any other persons believed to have relevant information about the alleged conduct or similar conduct by the Respondent. Both the Complainant and the Respondent are encouraged to bring all relevant evidence and potential witnesses to the attention of the Investigator.

E. The Investigator will prepare a written report, making relevant findings of fact, within fifteen (15) Business Days of receiving the complaint. Additional time may be taken for extenuating circumstances such as the unavailability of a key witness. If additional time is needed, the Complainant and the Respondent shall be informed. The Investigator will provide the report to the Respondent's vice president or university director.

F. The appropriate vice president or university director will review the report and confer with the Equal Opportunity Officer/Title IX Coordinator. The vice president or university director will render a determination. The vice president or university director will convey this determination in writing to the Complainant and to the Respondent, with copies to the Equal Opportunity Officer/Title IX Coordinator within fifteen (15) business days of receiving the investigator's report. Information released in the determination must be limited so as to not compromise confidential personnel information.

G. The Complainant and/or the Respondent may appeal the decision of the vice president or university director by directing a letter of appeal to the university president within five (5) Business Days of receiving the vice president's or university director's decision.

If no appeal is made, the vice president or university director will notify all parties that the complaint is closed.

H. If the matter is appealed to the university president he or she will review the report and may confer with the vice president or university director and Equal Opportunity Officer/Title IX Coordinator.

1. If the university president concurs with the decision of the vice president or university director, his or her decision will be final. The university president will affirm the vice president's or university director's determination in writing to the Complainant, the Respondent, the vice president or university director and the Equal Opportunity Officer/Title IX Coordinator as soon as possible, usually within ten (10) days of receipt of the appeal.

2. If the university president does not concur with the decision of the vice president or university director he or she may:

- a. Reverse the determination of the vice president or university director and convey his or her decision in writing to the Complainant, the Respondent, the vice

president or university director and the Equal Opportunity Officer/Title IX Coordinator as soon as possible and the complaint is closed; or

b. Send the matter back to the vice president or university director with instructions to amend the determination. The university president's decision will be conveyed in writing to the Complainant, the Respondent, the vice president or university director and the Equal Opportunity Officer/Title IX Coordinator as soon as reasonably possible and the complaint is closed.

I. If a complaint involves alleged conduct on the part of the University's President, the Chairperson of the University's Board of Governors will designate the Investigating Officer. Based on the information gathered by the investigation, the Board of Governors will prepare and issue the written report determining the complaint. The determination of the Board of Governors is final and not subject to appeal.

J. If a complaint involves alleged conduct on the part of the Title IX Coordinator or any administrator ranked higher than the Title IX Coordinator, the University's President will designate the Investigating Officer. Based on the information gathered by the investigation, the President will prepare and issue the written report determining the complaint. The determination of the President is final and not subject to appeal.

Protection of Complainants, Respondents and Witnesses

Retaliation against someone for reporting or participating in an investigation and related processes is prohibited. It is a violation of this policy to retaliate against any member of the University Community who reports or assists in making a complaint of sexual misconduct or who participates in the investigation of a complaint in any way. Persons who believe they have been retaliated against in violation of this policy should make a complaint in the manner set forth in this section. Retaliation includes threats, intimidation, reprisals and/or adverse employment or educational actions against a person based on his/her claim of discrimination or participation in the investigation, report, remedial or disciplinary processes provided for in the policy.

Rights of the Complainant

1. To be treated with respect by University officials.
2. To be free from retaliation.
3. To have access to campus support resources (counseling and mental health services; University health services).
4. To have an advisor of his/her choice accompany him/her to all interviews, meetings and proceedings.
5. To use either the Informal Procedure or the Formal Procedure to resolve an allegation.
6. To have an opportunity to present a list of potential witnesses and to provide evidence to the investigator.
7. When the complainant is not the reporting party, the complainant has full rights to participate in the process for resolution.
8. To be informed in writing of the findings and resolution within a reasonable amount of time, normally within thirty (30) business days. If the situation requires a longer timeframe, both the complainant and the respondent should be notified in writing, including an estimate of the extension of time that is necessary.
9. To report the matter to law enforcement (if applicable) and to have assistance in making that report.
10. To have an opportunity to appeal the findings and sanctions.
11. To receive notice of witnesses to be interviewed, if the Formal Procedure is used.

Rights of the Respondent/Accused

1. To be treated with respect by University officials.
2. To have access to campus support resources (counseling and mental health services; University health services), unless suspended from campus pending the completion of the process.
3. To have an advisor of his/her choice accompany him/her to all interviews, meetings and proceedings.
4. To have an opportunity to present a list of potential witnesses and to provide evidence to the investigator.
5. To receive in writing, notice of the policies alleged to have been violated within five (5) business days of the filing of the complaint.
6. To have complaints heard in accordance with these procedures.
7. To be informed in writing of the findings and resolution within a reasonable amount of time, normally within thirty (30) business days. If the situation requires a longer timeframe, both the complainant and the respondent should be notified in writing, including an estimate of the extension of time that will be necessary.
8. To have an opportunity to appeal the findings and sanctions.
9. To receive notice of witnesses to be interviewed if the Formal Procedure is used.

Timelines

Timelines are provided within this document as guidelines. If the Investigator and/or Equal Opportunity Officer/Title IX Coordinator need more time to complete necessary tasks at any stage in the procedure, they will communicate to both parties as appropriate.

False Complaints

Any complaints of discrimination, including harassment, that the Complainant knew to be false, may result in corrective or disciplinary action, up to and including dismissal or suspension, against the Complainant.

Prohibited Activities

Firearms, including concealable firearms, fireworks, explosive chemicals, other implements used as weapons, and other types of arms classified as weapons in the Missouri Revised Statutes, with the exception of those carried by a licensed law enforcement officer, agent, or weapons stored by and/or used under the supervision of the following: University Police; Military Science; Law Enforcement Academy; Department of Corrections; Recreation Services; Health, Physical Education, and Recreation; Department of Criminal Justice and Legal Studies; and the Missouri Department of Conservation, are specifically prohibited on university property, including parking lots, whether in a vehicle or carried upon a person, or at university-sponsored or –supervised functions. Anyone found violating this policy will be immediately removed from campus. Violations of this policy by employees may result in termination of employment, or by students may result in expulsion from the university.

Alcoholic beverages are specifically prohibited on college property or at any university-sponsored or –supervised function off campus where students are attendees. Such university-sponsored or –supervised events off campus should be identified as “non-alcoholic events.”

Illegal narcotic drugs, depressants or stimulant substances, hallucinogens, cannabis and/or its derivatives, including synthetic derivatives thereof, are specifically prohibited on university property or at any university-sponsored or –supervised function.

Incidents that violate the above-mentioned activities may subject the employee involved to disciplinary action up to and including termination.

School Cancellation Policy

Missouri Western State University will close only in extraordinary circumstances. If the University is to close due to weather/road conditions, the decision will be made as follows:

Daytime Closing- normally the decision will be made by 6:00 a.m.

Evening Closing - normally the decision will be made by 4:00 p.m.

Any closing of the University will be broadcast on the following stations:

KKJO Radio (105.5 FM)	KFEQ Radio (680AM)
KGNM Radio (1270 AM)	KMRN Radio (1360AM)
KKWK Radio (100.1 FM)	KAAN Radio (95.5 FM)
KCMO Radio (81 AM, and 95 FM)	KKLO Radio (105.5 FM)
KSFT Radio (1550 AM)	KSJQ Radio (92.7 FM)
WDAF Television (Channel 4) (Cablevision Channel 3)	KQTV Television (Channel 2) St. Joe Now
KCTV – Kansas City	KMBC – Kansas City
KSHB – Kansas City	

The closing will also be posted on the University's website at www.missouriwestern.edu. If closings are not reported on the aforementioned stations, it should be assumed the University is open. It should be noted the University Administration would 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.

Scientific Misconduct

The U.S. Department of Health and Human Services requires that any institution receiving federal funds for research establish policies and procedures for investigating and reporting instances of alleged or apparent misconduct. The Office of Research Integrity (ORI) requires that such institutional policies provide for the inquiry, investigation, and reporting of scientific misconduct.

Misconduct (Misconduct in Science) is fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting, or reporting research. It does not include honest error or honest differences in interpretations or judgments of data.

Administrative Process (for reviewing, investigating, and reporting)

When scientific misconduct is suspected or alleged, Western will take appropriate action that may involve: 1) initiating an inquiry; 2) protecting the individuals who reported, or those involved in, the misconduct; and 3) notifying ORI after obtaining any reasonable indication of possible violation.

Review:

- Suspected scientific misconduct is to be reported to the appropriate Dean, who will in turn notify the Provost/Vice President of Academic Affairs. Together with the accused

- individual's department chair (or direct supervisor), these three individuals will comprise the inquiry committee.
- The **inquiry** stage is the information gathering and initial fact-finding process to determine whether an allegation or apparent instance of misconduct warrants an investigation.
 - The privacy of the individual(s) who reported the apparent misconduct will be protected to the maximum extent possible.
 - The accused individual(s) will receive: a) confidential treatment to the maximum extent possible, b) a prompt and thorough investigation, and c) an opportunity to comment on the allegations and the findings of the inquiry/investigation.
 - Inquiry into the incident must take place as soon as reasonably possible upon report, and must be completed within 60 calendar days of its initiation unless circumstances clearly warrant a longer period. If the inquiry takes longer than 60 days to complete, then the inquiry report must include documentation of the reasons for exceeding the 60-day period.
 - The inquiry committee will complete a written report that states the evidence that was reviewed, summarizes relevant interviews, and includes the conclusions of the inquiry. The committee will provide a copy of the report of inquiry to the individual(s) against whom the allegation was made. If the accused individual(s) comments on the report, then their comments will be made part of the record.

Investigation:

- If the inquiry committee finds sufficient evidence to warrant further investigation, the Dean shall appoint an appropriate investigative committee to conduct a formal examination and evaluation of all relevant facts to determine whether misconduct has taken place. The appointment of this investigative committee shall be left to the discretion of the Dean, subject to the approval of the Provost/Vice President of Academic Affairs.
 - The Dean will notify the Office of Research Integrity in writing before the date the investigation begins. The notification will include the subject's name, the general nature of the allegation, and the PHS application or grant numbers involved. This investigation must be initiated within 30 days of the inquiry completion.
 - The **investigation** is the formal examination and evaluation of all relevant facts to determine if misconduct has occurred. The investigative committee will examine all significant issues and available documentation including, but not limited to, the following: research data, proposals, publications, correspondence, memoranda, and telephone calls. The investigation will also include interviews with individuals who have or may have information regarding the allegation or material evidence.
 - The investigation should be completed within 120 days of initiation. However, if the investigation cannot be completed within this time the Dean will request an extension from the ORI. An explanation for the delay, an interim progress report, and an estimated completion date must accompany the request.
 - A complete record of documentation substantiating the findings of the investigation will be compiled and a final report will be generated.
 - If the investigative committee concludes that there is substantial evidence to support the allegation, they will submit their final report along with sanction recommendations to the President of the University. The President will act upon the report and its recommendations. The President will communicate the decision to the individual found engaging in scientific misconduct, and will require a written response from the individual regarding the sanctions imposed.
 - The individual found engaging in scientific misconduct may appeal the sanction determination in accordance with college policies and procedures for grievances.

Reporting:

- Missouri Western State University must notify ORI immediately if the inquiry or investigation finds that any of the following conditions exist:
 - An immediate health hazard
 - An immediate need to protect Federal funds or equipment
 - An immediate need to protect the interests of the person(s) making the allegations or of the individual(s) who is the subject of the allegations as well as his/her co-investigators and associates, if any
 - It is probable that the alleged incident is going to be reported publicly
 - There is reasonable indication of criminal violation, in which case ORI must be notified within 24 hours of obtaining the information. ORI will immediately notify the Office of the Inspector General
- Western will maintain detailed documentation of all inquiries to permit a later assessment of the reasons for determining that an investigation was or was not warranted. These records will be maintained in a secure location for a period of three years after the termination of the inquiry. These documents will also be made available to the Department of Health and Human Services upon request.
- Upon receipt of the final report of the investigation and all supporting evidence, the ORI will review the information to confirm that the investigation was complete. While Western has the primary responsibility for investigating misconduct, ORI reserves the right to perform its own investigation at any time prior to, during, or following an institution's investigation.

Sexual Misconduct Policy

I. POLICY STATEMENT

Missouri Western State University (the "University") is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex. The University considers sex discrimination in all its forms to be a serious offense. Sex discrimination constitutes a violation of this policy, is unacceptable, and will not be tolerated. Sex discrimination includes discrimination on the basis of pregnancy, gender identity, and failure to conform to stereotypical notions of femininity and masculinity.

Sexual harassment, whether verbal, physical, or visual, that is based on sex is a form of prohibited sex discrimination. Sexual harassment also includes sexual violence. The specific definitions of sexual harassment and sexual violence, including examples of such conduct, are set forth below.

II. SCOPE

This policy applies to administrators, faculty, and other University employees; students; applicants for employment; customers; third-party contractors; and all other persons that participate in the University's educational programs and activities, including third-party visitors on campus (the "University Community"). This policy prohibits sex discrimination, sexual harassment, and sexual violence even when the complainant and alleged perpetrator are members of the same sex, and it applies regardless of national origin, immigration status, or citizenship status. The University's prohibition on sex discrimination and sexual harassment extends to all aspects of its educational programs and activities, including, but not limited to, admissions, employment, academics, athletics, housing, and student services.

The University has jurisdiction over Title IX-related complaints regarding conduct that occurred on campus, during or at an official University program or activity (regardless of location), or off campus when the conduct creates a hostile environment on campus. The University will

investigate all complaints made under this policy and, if necessary, take action to prevent the recurrence of sex discrimination and remedy its effects.

III. TITLE IX STATEMENT

It is the policy of the University to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in the University's educational programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination. The University has designated the following Title IX Coordinator to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complaints of sex discrimination:

Adam McGowan
Title IX Coordinator
231 Blum Union
4525 Downs Drive
St. Joseph, Missouri 64507
816-271-4557
amcgowan@missouriwestern.edu

The University has also designed the following Deputy Title IX Coordinators to assist the Title IX Coordinator in carrying out his/her duties:

Sara Freemyer
Director of Human Resources /Equal Opportunity Officer
117 Popplewell Hall
4525 Downs Drive
St. Joseph, MO 64507
816-271-4587
sfreemyer1@missouriwestern.edu

Judy Grimes
Associate Vice President of Student Affairs
228 Blum Union
4525 Downs Drive St. Joseph, Missouri 64507
816-271-5991
grimes@missouriwestern.edu

A person may also file a complaint of sex discrimination with the United States Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or by calling 1-800-421-3481.

IV. SEXUAL HARASSMENT

A. Definition of Sexual Harassment

Sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or education
- Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual, or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would perceive as an intimidating, hostile, or offensive employment, education, or living environment

B. Examples of Sexual Harassment

Some examples of sexual harassment include:

- Pressure for a dating, romantic, or intimate relationship
- Unwelcome touching, kissing, hugging, rubbing, or massaging
- Pressure for sexual activity
- Unnecessary references to parts of the body
- Sexual innuendos, jokes, or humor
- Making sexual gestures
- Displaying sexual graffiti, pictures, videos or posters
- Using sexually explicit profanity
- Asking about, or telling about, sexual fantasies, sexual preferences or sexual activities
- E-mail and Internet use that violates this policy
- Leering or staring at someone in a sexual way, such as staring at a person's breasts or groin
- Sending sexually explicit emails or text messages
- Commenting on a person's dress in a sexual manner
- Giving unwelcome personal gifts such as flowers, chocolates, or lingerie that suggest the desire for a romantic relationship
- Commenting on a person's body, gender, sexual relationships, or sexual activities
- Sexual violence (as defined below)

C. Sexual Violence

1. The Definition of Sexual Violence

Sexual violence is a form of prohibited sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity, because of his or her youth, or because of his or her incapacitation due to the use of drugs and/or alcohol.

2. Examples of Sexual Violence

Some examples of sexual violence include:

- Rape or sexual assault: sexual intercourse (anal, oral, or vaginal) by a man or woman upon a man or woman without consent
- Unwilling sexual penetration (anal, vaginal, or oral) with any object or body part that is committed by force, threat, or intimidation
- Sexual touching with an object or body part, by a man or woman upon a man or woman, without consent
- Sexual touching with an object or body part, by a man or woman upon a man or woman, committed by force, threat, or intimidation
- Knowingly transmitting a sexually transmitted disease to another
- The use of force or coercion to effect sexual intercourse or some other form of sexual contact with a person who has not given consent
- Having sexual intercourse with a person who is unconscious because of drug or alcohol use
- Hazing that involves penetrating a person's vagina or anus with an object
- Use of the "date rape drug" to effect sexual intercourse or some other form of sexual contact with a person
- One partner in a romantic relationship forcing the other to have sexual intercourse without the partner's consent
- Exceeding the scope of consent by engaging in a different form of sexual activity than a person has consented to

- Knowingly transmitting a sexually transmitted disease such as HIV to another person through sexual activity
- Coercing someone into having sexual intercourse by threatening to expose their secrets
- Secretly videotaping sexual activity where the other party has not consented
- Prostituting another student

D. Sexual Misconduct

Collectively, sex discrimination, sexual harassment, and sexual violence will be referred to as “sexual misconduct” through the remainder of this policy and the complaint resolution procedures.

E. Definition of Consent

Lack of consent is a critical factor in determining whether sexual violence has occurred. Consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive.

- If coercion, intimidation, threats, and/or physical force are used, there is no consent.
- If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent.
- If a person is asleep or unconscious, there is no consent.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Consent can be withdrawn. A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he or she withdraws consent.

F. Domestic Violence, Dating Violence, and Stalking

The crimes of domestic violence, dating violence and stalking can also constitute sexual misconduct when motivated by a person’s sex. These crimes, no matter the motivation behind them, are a violation of this policy.

1. Domestic Violence

“Domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of a victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction [...], or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

- Missouri’s definition of domestic violence can be found at Mo. Rev. Stat. § 455.010.
- Under Missouri law, domestic violence also includes the crime of “domestic assault” which can be found at Mo. Rev. Stat. §§ 565.072-565.074.

2. Dating Violence

“Dating violence” means violence committed by a person:

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

(i) The length of the relationship.

(ii) The type of relationship.

(iii) The frequency of interaction between the persons involved in the relationship.

- Missouri law does not specifically define dating violence, but conduct of this nature is covered by Missouri’s definitions of domestic violence and domestic assault.

3. Stalking

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- (A) fear for his or her safety or the safety of others; or
- (B) suffer substantial emotional distress.

- Missouri’s definition of stalking can be found at Mo. Rev. Stat. § 455.010 and § 565.225.

V. ROLES AND RESPONSIBILITIES

A. Title IX Coordinator

It is the responsibility of the Title IX Coordinator to: (1) receive complaints under this policy; (2) coordinate dissemination of information and education and training programs; (3) assist members of the University Community in understanding that sexual misconduct is prohibited by this policy; (4) answer questions about this policy; (5) appoint investigators and ensure that they are trained to respond to and investigate complaints of sexual misconduct; (6) ensure that employees and students are aware of the procedures for reporting and addressing complaints of sexual misconduct; and (7) to implement the Complaint Resolution Procedures or to designate appropriate persons for implementing the Complaint Resolution Procedures.

B. Administrators, Deans, Department Chairs, and Other Managers

It is the responsibility of administrators, deans, department chairs, and other managers (i.e., those that formally supervise other employees) to:

- Inform employees under their direction or supervision of this policy
- Work with the Title IX Coordinator to implement education and training programs for employees and students
- Implement any corrective actions that are imposed as a result of findings of a violation of this policy

C. All Employees

It is the responsibility of all employees to review this policy and comply with it.

D. Students

It is the responsibility of all students to review this policy and comply with it.

E. The University

When the University is aware that a member of the University Community may have been subjected to or affected by conduct that violates this policy, the University will take prompt action, including a review of the matter and, if necessary, an investigation and appropriate steps to stop and remedy the sexual misconduct. The University will act in accordance with its Complaint Resolution Procedures.

VI. COMPLAINTS

A. Making a Complaint

1. Faculty and Employees

All University employees have a duty to promptly report sexual misconduct to the Title IX Coordinator when they observe such conduct or a report of sexual conduct is made to them. This

does not apply to the employees who may maintain confidentiality as described in Section VI.A.3 of this policy.

2. Students

Students are encouraged to file a report under this policy when they experience or witness sexual misconduct. Students who wish to report sexual misconduct should file a complaint with the Title IX Coordinator or Deputy Title IX Coordinator. Students should be aware that all faculty and employees at the University, except those who may maintain confidentiality as described in Section VI.A.3 of this policy, have an obligation to report sexual misconduct to the Title IX Coordinator if they observe such conduct or receive a report of such conduct.

Students may also file a complaint with the United States Department of Education's Office for Civil Rights, as set forth in Section III above.

3. Confidential Reports

If a victim desires to talk confidentially about his or her situation, s/he may contact: Missouri Western State University Counseling Center, located at 203 Eder Hall; 816-271-4327. Hours are 8am-4:30pm, Monday through Friday; or Missouri Western State University Esry Health Center, located at 203 Blum Union; 816-271-4495; health@missouriwestern.edu. Hours are 8am-4:30pm, Monday through Friday. They are available to assist you and will not report your circumstances to the University for investigation without your permission. Notwithstanding, Missouri Western State University Counseling Center, (203 Eder Hall; 816-271-4327) or Missouri Western State University Esry Health Center,(203 Blum Union; 816-271-4495; health@missouriwestern.edu) will report a crime to the appropriate University personnel for inclusion in the University's annual crime statistics disclosure, though your name will be withheld from this report.

4. Content of the Complaint

So that the University has sufficient information to investigate a complaint, the complaint should include: (1) the date(s) and time(s) of the alleged conduct; (2) the names of all person(s) involved in the alleged conduct, including possible witnesses; (3) all details outlining what happened; and (4) contact information for the complainant so that the University may follow up appropriately.

5. Conduct that Constitutes a Crime

Any person who wishes to make a complaint of sexual misconduct that also constitutes a crime—including sexual violence, domestic violence, dating violence, or stalking—is encouraged to make a complaint to local law enforcement. If requested, the University will assist the complainant in notifying the appropriate law enforcement authorities. In the event of an emergency, please contact 911. A victim may decline to notify such authorities.

6. Special Guidance Concerning Complaints of Sexual Violence, Domestic Violence, Dating Violence, or Stalking

If you are the victim of sexual violence (including sexual assault), domestic violence, dating violence, or stalking, do not blame yourself. These crimes are never the victim's fault. When physical violence of a sexual nature has perpetrated against you, the University recommends that you immediately go to the emergency room of a local hospital and contact local law enforcement (911 if emergency), in addition to making a prompt complaint to the Title IX Coordinator or Deputy Student Coordinator. You may also wish to call the National Sexual Assault Hotline at 800-656-HOPE.

If you are the victim of sexual violence, domestic violence, or dating violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. Victims of sexual violence, domestic violence, or dating violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape

examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

It is also important to take steps to preserve evidence in cases of stalking, to the extent such evidence exists. In cases of stalking, evidence is more likely to be in the form of letters, emails, text messages, etc. rather than evidence of physical contact and violence. Once a complaint of sexual violence, domestic violence, dating violence, or stalking is made, the complainant has several options such as, but not limited to:

- contacting parents or a relative
- seeking legal advice
- seeking personal counseling (always recommended)
- pursuing legal action against the perpetrator
- pursuing disciplinary action
- requesting that no further action be taken

A complainant who makes a claim related to sexual violence, domestic violence, dating violence, or stalking will be given a copy of the document titled “Explanation of Rights and Options After Filing a Complaint of Sexual Violence, Domestic Violence, Dating Violence, or Stalking.”

7. Vendors, Contractors, and Third-Parties

This policy applies to the conduct of vendors, contractors, and third parties. If any of these people believe they have been subject to sexual misconduct in violation of this policy should make a report to the Title IX Coordinator. They may also file a complaint with the United States Department of Education’s Office for Civil Rights, as set forth in Section III above. Likewise, members of the University Community can file complaints under this policy against vendors, contractors, and third parties.

8. Retaliation

It is a violation of this policy to retaliate against any member of the University Community who reports or assists in making a complaint of sexual misconduct or who participates in the investigation of a complaint in any way. Persons who believe they have been retaliated against in violation of this policy should make a complaint in the manner set forth in this section.

9. Protecting the Complainant

Pending final outcome of an investigation in accordance with the Complaint Resolution Procedures, the University will take steps to protect the complainant from further discrimination or harassment. This may include assisting and allowing the complainant to change his or her academic, transportation, work, or living situation if options to do so are reasonably available. Such changes may be available regardless of whether the victim chooses to report the crime to campus police or local law enforcement. If a complainant has obtained an order of protection, temporary restraining order or other no contact order against the alleged perpetrator from a criminal, civil, or tribal court, the complainant should provide such information to the Title IX Coordinator or Deputy Title IX Coordinator. The University will take all reasonable and legal action to implement the order.

B. Timing of Complaints

There is no statute of limitations for complaints under the Sexual Misconduct Policy. However, the University encourages persons to make complaints of sexual misconduct as soon as possible because late reporting may limit the University’s ability to investigate and respond to the conduct complained of.

C. Investigation and Confidentiality

All complaints of sexual misconduct will be promptly and thoroughly investigated in accordance with the Complaint Resolution Procedures, and the University will take disciplinary action where appropriate. The University will make reasonable and appropriate efforts to preserve an individual's privacy and protect the confidentiality of information when investigating and resolving a complaint. However, because of laws relating to reporting and other state and federal laws, the University cannot guarantee confidentiality to those who make complaints.

In the event a complainant requests confidentiality or asks that a complaint not be investigated, the University will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name not be disclosed to the alleged perpetrator, the University's ability to respond may be limited. The University reserves the right to initiate an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the University Community.

The Title IX Coordinator is the person responsible for evaluating requests for confidentiality.

D. Resolution

If a complaint of sexual misconduct is found to be substantiated, the University will take appropriate corrective and remedial action to prevent the recurrence of the conduct and correct its discriminatory effects. Students, faculty, and employees found to be in violation of this policy will be subject to discipline up to and including written reprimand, suspension, demotion, termination, or expulsion. Affiliates and program participants may be removed from University programs and/or prevented from returning to campus. Remedial steps may also include counseling for the complainant, academic, transportation, work, or living accommodations for the complainant, separation of the parties, and training for the respondent and other persons.

E. Bad Faith Complaints

While the University encourages all good faith complaints of sexual misconduct, the University has the responsibility to balance the rights of all parties. Therefore, if the University's investigation reveals that a complaint was knowingly false, the complaint will be dismissed and the person who filed the knowingly false complaint may be subject to discipline.

VII. ACADEMIC FREEDOM

While the University is committed to the principles of free inquiry and free expression, sexual misconduct is neither legally protected expression nor the proper exercise of academic freedom.

VIII. EDUCATION

Because the University recognizes that the prevention of sexual misconduct, as well as domestic violence, dating violence, and stalking, is important, it offers educational programming to a variety of groups such as: campus personnel; incoming students and new employees participating in orientation; and members of student organizations. Among other elements, such training will cover relevant definitions, procedures, and sanctions; will provide safe and positive options for bystander intervention; and will provide risk reduction information, including recognizing warning signs of abusive behavior and how to avoid potential attacks. To learn more about education resources, please contact the Title IX Coordinator.

SEXUAL MISCONDUCT: COMPLAINT RESOLUTION PROCEDURES

I. GENERAL PRINCIPLE

A. Applicability

These Complaint Resolution Procedures apply to the resolution of all reports under the Sexual Misconduct Policy. They apply to the resolution of complaints against students, faculty, administrators, staff, and third parties, and they are the exclusive means of resolving complaints of sexual misconduct.

B. Administration

For purposes of these complaint resolution procedures, “Investigating Officer” means the person appointed by the Title IX Coordinator or Deputy Title IX Coordinator. The Title IX Coordinator or the Deputy Title IX Coordinator will appoint the Investigating Officer from the pool of trained investigators. The Investigating Officer shall have responsibility for administering these complaint resolution procedures. At their discretion, the Title IX Coordinator or Deputy Title IX Coordinator may appoint multiple Investigating Officers to work together in administering these complaint resolution procedures.

C. Promptness, Fairness and Impartiality

These procedures provide for prompt, fair, and impartial investigations and resolutions. The Investigating Officer shall discharge his or her obligations under these complaint resolution procedures fairly and impartially. If the Investigating Officer determines that he or she cannot apply these procedures fairly and impartially because of the identity of a complainant, respondent, or witness, or due to any other conflict of interest, the Investigating Officer shall inform the Title IX Coordinator or Deputy Title IX Coordinator so that another appropriate individual can be designated to administer these procedures.

D. Training

These procedures will be implemented by officials who receive annual training on the issues related to sexual misconduct, domestic violence, dating violence, stalking, etc. In addition, training includes investigation and hearing processes that protect the safety of victims and promotes accountability. The safety and rights of all involved shall always be considered.

II. INVESTIGATION AND RESOLUTION OF THE COMPLAINT

A. Preliminary Matters

1. Timing of the Investigation

The University will endeavor to conclude its investigation and resolution of the complaint within sixty (60) calendar days of receiving it. Both the complainant and the respondent will be given periodic updates regarding the status of the investigation. If either the complainant or respondent needs additional time to prepare or to gather their witnesses or information, they shall make a request to the Investigating Officer in writing explaining how much additional time is needed and why it is needed. The Investigating Officer shall respond to any such request within three (3) business days.

2. Informal Resolution

Informal means of resolution, such as mediation, may be used in lieu of the formal investigation and determination procedure. However, informal means may only be used with the complainant's voluntary cooperation and the involvement of the Title IX Coordinator or Deputy Title IX Coordinator. The complainant, however, will not be required to work out the problem directly with the respondent. Moreover, the complainant may terminate any such informal means at any time. The Respondent must agree to an informal resolution of the complaint. In any event, informal means, even on a voluntary basis, will not be used to resolve complaints alleging any form of sexual violence.

3. Interim Measures

At any time during the investigation, the Investigating Officer, in coordination with the Title IX Coordinator or Deputy Title IX Coordinator, may determine that interim remedies or protections for the parties involved or witnesses are appropriate. These interim remedies may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative class-placement or workplace arrangements. Failure to comply with the terms of these interim remedies or protections by either party may constitute a separate violation of the Sexual Misconduct Policy.

4. Support Person

During the investigation process, both a complainant and a respondent may ask a support person to accompany him or her at all stages of the process. In cases involving multiple complainants or respondents, the support person cannot be another complainant or respondent. The support person does not serve as an advocate on behalf of the complainant or respondent and may not be actively involved in any proceedings, and must agree to maintain the confidentiality of the process.

5. Pending Criminal Investigation

Some instances of sexual misconduct may also constitute criminal conduct. In such instances, the complainant is encouraged to file a report with the appropriate law enforcement authorities and, if requested, the University will assist the complainant in doing so. The pending status of a criminal investigation, however, does not relieve the University of its responsibilities under Title IX. Therefore, to the extent that doing so does not interfere with any criminal investigation, the University will proceed with its own investigation and resolution of the complaint.

6. Rights of the Parties

During the investigation and resolution of a complaint, the complainant and respondent shall have equal rights. They include:

- To be treated with respect by University officials
- To be free from retaliation
- To have access to campus support resources (counseling and mental health services and University health services)

- To have a support person of his/her choice accompany him/her to all interviews, meetings and proceedings
- To have equal opportunity to identify and have considered, witnesses and other relevant evidence
- To have similar and timely access to all information considered by the Investigating Officer
- To have equal opportunity to review any statements or evidence provided by the other party
- To have equal access to review and comment upon any information independently developed by the Investigating Officer

B. Commencement of the Investigation

Once a complaint is made, the Investigating Officer will commence an investigation as soon as practicable, but not later than seven (7) business days after the complaint is made. The purpose of the investigation is to determine whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes sexual misconduct. During the course of the investigation, the Investigating Officer may receive counsel from University administrators, the University's attorneys, or other parties as needed.

In certain narrow circumstances, the Investigating Officer may commence an investigation even if the complainant requests that the matter not be pursued. In such a circumstance, the Investigating Officer will take all reasonable steps to investigate and respond to the matter in a manner that is informed by the complainant's articulated concerns.

C. Content of the Investigation

During the investigation, the complainant will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence. The respondent will have an opportunity to respond to the allegations and present supporting witnesses or other evidence. The Investigating Officer will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

D. Resolution of Complaints against Student Respondents

During the course of the investigation of complaints involving student respondents, the Investigating Officer will determine if there are disputed material facts. If there are disputed material facts, a hearing will be convened before a panel of three (3) Student Conduct Officers (not including the Investigating Officer) appointed by the Deputy Title IX Coordinator to resolve the disputed material facts. The hearing panel will appoint a Chair who will oversee the hearing and ensure it is carried out according to the following guidelines:

- The resolution of disputed material facts will be based on a majority vote of the hearing panel using a preponderance of the evidence standard.
- Members of the hearing panel must recuse themselves if they have a conflict of interest in the matter. The Title IX Coordinator or the Deputy Title IX Coordinator will appoint another Student Conduct Officer to replace a hearing panel member with a conflict of interest.
- The complainant and the respondent must have similar and timely access to any information that will be used at the hearing.
- When requested by the complainant, the University will make arrangements so that the complainant and respondent do not have to be present in the same room at the same time during the hearing.
- The parties will generally not be allowed to personally question each other, though they may submit questions to the hearing panel to ask the other party on their behalf. The hearing panel may choose not to ask the question if it is inappropriate or irrelevant to disputed material facts being resolved.
- Questioning about the complainant's sexual history with anyone other than the respondent will not typically be permitted, especially when the purpose is purely to show the complainant's sexual predisposition. However, in certain circumstances it may be permissible, such as if the complainant raises the issue or if it is of particular relevance to the current complaint.

The Chair is responsible for drafting a written statement that contains the factual findings of the hearing panel. The members of the panel will sign the written statement, and the Chair will provide it to the Investigating Officer.

Upon receipt of the hearing panel's statement, or at the conclusion of the investigation when there has been a determination that there are no disputed material facts, the Investigating Officer will prepare a draft written report. This document will explain the scope of the investigation, identify findings of fact, incorporate the hearing panel's findings (if any), and state whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence resulting in a policy violation.

If it has been determined that sexual misconduct occurred, the Investigating Officer shall set forth in an addendum to the draft written report those steps necessary to maintain an environment free from discrimination and harassment and to protect the safety and well-being of the complainant and other members of the University Community. Such actions will also include reasonable steps to correct the effects of such conduct on the complainant and others and to prevent the recurrence of discrimination, harassment, and retaliation. Examples of such action include: no-contact orders, classroom reassignment, the provision of counseling or other support services, training, and discipline for the perpetrator, including up to expulsion, or other appropriate institutional sanctions.

The Investigating Officer will then present the draft written report and addendum to the Title IX Coordinator or the Deputy Title IX Coordinator for review. The Title IX Coordinator or Deputy Title IX Coordinator will review the documents, revise as necessary, and finalize them. They will notify the parties of the outcome in writing as described in Section II.F, below.

The final written determination of the Title IX Coordinator or the Deputy Title IX Coordinator shall be final subject only to the right of appeal set forth in Section III, below.

E. Resolution of Complaints against Employee and Third-Party Respondents

During the resolution of complaints involving a respondent who is not a student, a hearing panel will not be utilized. At the conclusion of the Investigating Officer's investigation, the Investigating Officer will prepare a draft written report. The report will explain the scope of the investigation and identify findings of fact. The Investigating Officer will present the report to the Title IX Coordinator, and the Title IX Coordinator will review the draft, revise as necessary, and finalize it.

If the final written report finds that any allegations in the complaint were found to be substantiated by a preponderance of the evidence resulting in a policy violation, the Title IX Coordinator will consult with the University administrator with jurisdiction over the complainant and respondent to determine discipline and remedial measures. The Title IX Coordinator will prepare an addendum setting forth the discipline and remedial measures.

Examples of such measures include: no-contact orders, classroom reassignment, the provision of counseling or other support services, training, and discipline for the perpetrator, including up to termination, or other appropriate institutional sanctions. Discipline may be directly imposed or, in cases with faculty member respondents, a referral may be made for further disciplinary proceedings in accordance with faculty discipline proceedings.

The Title IX Coordinator will notify the parties of the outcome in writing as described in Section II.F, below.

F. Notification of Outcome

The Title IX Coordinator or Deputy Title IX Coordinator will provide written notification of the outcome of the investigation and any addendum to the complainant and the respondent within three (3) business days of its completion. If necessary, the version of the addendum provided to the complainant and/or respondent will be redacted to ensure that information concerning any remedial and/or disciplinary measures is disclosed in a manner consistent with Title IX, the Family Educational Rights and Privacy Act ("FERPA"), and the Clery Act, as explained by the April 4, 2011 Dear Colleague Letter issued by the U.S. Department of Education, available at <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.pdf>.

G. Special Procedure for Complaints Against the President, the Title IX Coordinator, or Other Administrators Ranked Higher than the Title IX Coordinator

If a complaint involves alleged conduct on the part of the University's President, Title IX Coordinator shall obtain a written statement from the Complainant and the Respondent and submit those statements to the Chairperson of the University's Board of Governors. If the Chairperson of the University's Board of Governors finds sufficient

evidence that a violation of policy occurred, he/she will designate the Investigating Officer. Based on the information gathered by the investigation, the Board of Governors will prepare and issue the written report determining the complaint. The determination of the Board of Trustees is final and not subject to appeal.

If a complaint involves alleged conduct on the part of the Title IX Coordinator or any administrator ranked higher than the Title IX Coordinator, the University's President will designate the Investigating Officer. Based on the information gathered by the investigation, the President will prepare and issue the written report determining the complaint. The determination of the President is final and not subject to appeal.

III. APPEALS

A. Grounds of Appeal

The complainant or respondent may appeal the determination of a complaint only on the following grounds

- There is a substantial likelihood that newly discovered information, not available at the time evidence was presented to the Investigating Officer or hearing panel, would result in a different decision
- There was a procedural error significant enough to call the outcome into question
- There was a clear error in factual findings
- Bias or prejudice on the part of the Investigating Officer and/or hearing panel
- The punishment or the corrective action imposed is disproportionate to the offense

B. Method of Appeal

In cases where there is a student respondent, appeals must be filed with the Vice-President of Student Affairs. In cases where there is a faculty respondent, appeals must be filed with the Provost. In cases where there is a non-faculty employee or third-party respondent, appeals must be filed with the Vice-President for Financial Planning and Administration. In this capacity, the Vice-President of Student Affairs, Provost, and Vice-President for Financial Planning and Administration will be referred to as "Appeal Officials." The appeal must be filed within ten (10) business days of receipt of the written report determining the outcome of the complaint. The appeal must be in writing and contain the following:

- Name of the complainant
- Name of the respondent
- A statement of the determination of the complaint, including corrective action if any
- A detailed statement of the basis for the appeal including the specific facts, circumstances, and argument in support of it
- Requested action, if any

The appellant may request a meeting with the appropriate Appeal Official, but the decision to grant a meeting is within the Appeal Official's discretion. However, if a meeting is granted, then the other party will be granted a similar opportunity.

IV. RESOLUTION OF THE APPEAL

The Appeal Official will resolve the appeal within fifteen (15) business days of receiving it and may take any and all actions that he/she determines to be in the interest of a fair and just decision. The decision of the Appeal Official is final. The Appeal Official shall issue a short and plain, written statement of the resolution of the appeal, including any changes made to the Title IX Coordinator's previous written determination. The written statement shall be provided to the complainant, respondent, and the Title IX Coordinator within three (3) business days of the resolution.

In some cases involving faculty member respondents, the discipline imposed may result in an additional process following the appeal.

V. DOCUMENTATION

Throughout all stages of the investigation, resolution, and appeal, the Investigating Officer, the Title IX Coordinator, the Deputy Title IX Coordinator, and the Appeal Officials as the case may be, are responsible for maintaining documentation of the investigation and appeal, including documentation of all proceedings conducted under these complaint resolution procedures, which may include written findings of fact, transcripts, and audio recordings.

VI. INTERSECTION WITH OTHER PROCEDURES

These complaint resolution procedures are the exclusive means of resolving complaints alleging violations of the Sexual Misconduct Policy. To the extent there are any inconsistencies between these complaint resolution procedures and other University grievance, complaint, or discipline procedures, these complaint resolution procedures will control the resolution of complaints alleging violations of the Sexual Misconduct Policy.

Tobacco Use Policy

In keeping with the mission and values of Missouri Western State University and out of respect to students, employees, visitors and the environment, it is the policy of Missouri Western State University to prohibit smoking, the use of smokeless tobacco products and nicotine delivery devices in facilities, grounds and property owned, leased, or controlled by the university. The sale, give away, or advertisement of tobacco products is not allowed on university property.

Tobacco products include, but are not limited to: cigarettes – traditional and electronic, cigars, pipes, hookah, smokeless tobacco (chewing tobacco, snuff, snus, etc.), other tobacco administering products, or products including nicotine (excluding Nicotine Replacement Therapy).

It is the responsibility of all administration, faculty, staff, and students to abide by the university's tobacco policy. Employees and students are encouraged to communicate this policy with courtesy, respect, and diplomacy, especially with regard to visitors. Any individual willfully ignoring this policy is subject to discipline by and under university policies. Offenders are

subject to discipline appropriate to their status, e.g., students would be subject to the student conduct process (Division of Student Affairs) and faculty/staff subject to discipline from their appropriate supervisor and held to established administrative policies regarding conduct.

Tuberculosis Screening Policy

Purpose:

The purpose of the tuberculosis (TB) screening is to promote the optimum health of affected individuals through prompt diagnosis and treatment of TB while preventing potential spread to others. A comprehensive screening and targeted testing program not only addresses this public health condition in the campus community but also contributes to the larger public health goal of reducing the burden of TB in the United States. This policy is in compliance with Senate Bill Number 197, 2013 and the American College Health Association recommendations and will take effect beginning fall 2014.

Definitions:

Screening / Preliminary Questionnaire: A Yes/No survey to pre-screen TB risk level

TB testing: T-Spot (blood test) or TST (skin test)

Matriculation: Admission at MWSU

Policy:

1. Upon matriculation at Missouri Western State University, all students will complete the TB screening questionnaire. Upon hiring at Missouri Western State University, all faculty and staff will complete the TB screening questionnaire.
 - a. The screening form is mandatory for all new graduate & undergraduate students taking classes on the Missouri Western campus, including freshmen, transfer students, first time students; faculty and staff at Missouri Western State University; on-campus for-credit camp and for-credit conference attendees; and Penn Valley & Northland students.
 - b. Those who have spent more than 2 months at a country other than the United States after matriculation or initial employment should complete the TB screening questionnaire again. It is the individual's responsibility to disclose their travel and fulfill this obligation.
 - c. A printable copy of the TB screening questionnaire can be found at the Esry Student Health Center website, the Human Resources website, the Residential Life website, and the Admissions website.
2. All completed TB screening questionnaires will be collected by Human Resources, Admissions, Residence Life, & / or the Esry Student Health Center staff, who will submit them to the Esry Student Health Center personnel for review. Individuals who complete the questionnaire outside of a University forum may submit their completed TB screening questionnaire directly to the Esry Student Health Center.
 - a. Failure of students to complete the TB screening questionnaire will result in a notification sent to the student, and a hold placed on their enrollment until the TB screening questionnaire has been completed. The student may not live in the residence halls or attend classes until the screening & testing (if needed) is complete, and will not be permitted to maintain enrollment in the subsequent semester.

- b. Failure of faculty and staff to complete the TB screening questionnaire will result in a notification sent to the faculty and staff member. The faculty and staff member may not work on campus until screening & testing (if needed) are complete.
- 3. Those who are identified as high-risk by the Esry Student Health Center professionals' assessment of the preliminary questionnaire must comply with the appropriate after-care:
 - a. Most will be instructed to undergo TB testing. TB testing may be completed at the MWSU Esry Student Health Center for students, or at a United States certified health provider of choice for students, faculty, or staff. All medical expenses will be the individual's financial responsibility.
 - i. Those who were born in a country on the "World Health Organization's Global TB Control Incidence rate of > 20 cases per 100,000 population" list, OR who have received the BCG vaccination will be required to have a TB blood test.
 - ii. Proof of TB testing must be provided to the Esry Student Health Center, who will notify Human Resources (for faculty and staff) of compliance. Esry Student Health Center will remove all student enrollment holds when a student is in compliance.
 - b. OR--Those who have had a past positive TB test must present documentation of a chest x-ray taken by a U.S. certified healthcare provider within the last year or obtain one through a U.S. certified healthcare provider and have results submitted to the Esry Student Health Center prior to attending classes or working on campus. Students will be excused from class when missing class due to appointment regarding TB testing. All medical expenses will be the individual's financial responsibility.
 - i. Those who have received prior treatment for active TB disease, must provide proper documentation of such treatment to the Esry Student Health Center prior to attending classes or working on campus.
 - ii. Proof of TB testing must be provided to the Esry Student Health Center, who will notify Human Resources (for faculty and staff) or Admissions (for students) of compliance. Admissions will remove all student enrollment holds when a student is in compliance.
- 4. Esry Student Health Center will contact the high-risk student when there is a failure to follow through with the TB testing; Human Resources will contact the high-risk faculty or staff member when there is a failure to follow through with the TB testing, via official MWSU email accounts and US Postal Service to the permanent address on file.
 - a. Failure of students who are deemed high-risk to complete the TB testing process will result in a notification sent to the student, and a hold placed on their enrollment until their follow up TB evaluation has been completed. The high-risk student may not live in the residence halls or attend classes until the issue is resolved, and will not be permitted to maintain enrollment in the subsequent semester.
 - b. Failure of faculty and staff who are deemed high-risk to complete the TB testing process will result in a notification sent to the faculty and staff member. The high-risk faculty and staff member may not work on campus until screening & testing (if needed) are complete.

5. In the case of a confirmed TB case, the University will follow the contagious / communicable disease policy.

OPERATIONS

Learning Resources Center

The Hearnes Learning Resources Center houses the Library, Instructional Media services and the Center for Academic Support.

Library

Audiovisual Materials: The library subscribes to Films on Demand and a few collections from Alexander Street Press. The streaming videos are available in a variety of subject areas. The Library also houses over 5,400 titles of educational media. All titles are listed in KC-TOWERS (the library catalog). Materials are also available for student use in the Library and can be assigned for viewing. Faculty may check out audiovisual materials for use in the classroom. Please call the Circulation Desk, x4360 for details.

Circulation: Faculty may check out library materials with a MWSU ID. Materials will be due on May 1 of each year or at the end of the semester if leaving MWSU after the fall semester. Current journals may be checked out for one week. All materials are subject to recall by the library at any time.

Course Reserves: Course reserve material includes any textbook, article, book, book chapter, video, or audio tape which is made available for students as part of class, or online learning. Course reserve materials are intended for non-commercial, educational use only. Library staff make every effort to have reserve requests available to students as soon as possible. At the beginning of the semester **requests may take up to 5 days to complete.**

Please complete the Library Course Reserve Form. Forms are available from the Circulation Coordinator or online. Personal copies can be placed on reserve, but the library cannot assume responsibility for any materials lost or damaged by students.

Library Instruction: Helping students advance from finding information or “convenience searching” to demonstrating an ability to locate, evaluate, and synthesize information from multiple sources. Library instruction assists in the development of critical thinking skills and information literacy. A variety of instruction options are available

1. Provide in person or online instruction about library resources and research skills
2. Develop online course guide that is targeted to your course or assignment. Link can be added in Moodle
3. Collaborate with instructors to design research assignments

Please contact Information Services at x5801.

Purchasing Library Materials: All faculty may request the purchase of library materials to support their classes. Each department has an allocation from the library budget. Requests should be made through the Chair or Library Liaison. Specific forms are available for requesting the purchase of books, journals and audiovisual materials.

Library Hours (excluding holidays and semester breaks):

M – Th	7:30 am – 11:00 pm
F	7:30 am – 4:30 pm
Sat	10:00 am – 5:00 pm
Sun	2:00 pm – 11:00 pm

Open until 1:00 a.m. during finals week.

More information available at <http://libguides.missouriwestern.edu/fac/>

Instructional Media Center (IMC)

The Instructional Media Center (IMC), located in Hearnes 149, provides Western’s faculty and students with computer and video-based technology and services to enhance educational outcomes. The IMC provides equipment, equipment maintenance, production and design services, programming, training, and consulting. The IMC also serves non-academic sectors of the University and the community. Below are summaries of the functional units of the IMC. Check the IMC’s web site at www.missouriwestern.edu/imc for additional information. The IMC’s main telephone number is 816-271-5880.

Classroom Services facilitates the use of multimedia presentation technologies in all university classrooms and meeting rooms – including those at off-campus sites, consults on university projects involving computer-based technologies, and provides a variety of instructional technology services to faculty and students.

Web & Multimedia Services provides training and support to help faculty design, create and implement computer-based multimedia modules to enhance instruction offered in classrooms and via the Web; is responsible for the University’s primary Web pages and assists in the development of department-level Web pages; and provides other technology-based services, including programming, reporting and database services.

Video Services provides a variety of video-based services to assist in the development and delivery of courses, programs the University’s television systems, provides videoconferencing services, and participates in the development of University video-based products (e.g., promotional videos, video capture of University events).

Academic Computing Services provides oversight for academic computing labs and maintenance of lab software and supplies.

Engineering Services is responsible for the design, installation and maintenance of computer-based equipment in classrooms, labs and meeting rooms, and provides engineering assistance to the other areas of the IMC.

Adaptive Technology provides a wide array of services and tools to enhance the learning and teaching experiences of students and faculty with disabilities.

The Cinema Equipment Cage is responsible for checking out, organizing and maintaining cameras and other equipment used by journalism, cinema and theatre students for class assignments. The Cage is located in Hearn 105 and can be contacted at 816-271-4118.

Division of Student Affairs

Shana Meyer, Vice President for Student Affairs, (816) 271-4433, slmeyer@missouriwestern.edu

Students are central to everything we do and ensuring their success is a core value of the Division of Student Affairs. We are dedicated to supporting the university's mission by complementing the educational experiences of students beyond the classroom, linking them to the greater University community and providing opportunities for personal and professional growth. For more information or to access the Student Handbook, go to: www.missouriwestern.edu/studentaffairs.

Accessibility Resource Center

Mike Ritter, Coordinator, (816) 271-4327, Eder Hall 203. The Accessibility Resource Center works with faculty and staff to create an inclusive and accessible learning environment for students with disabilities. We encourage instructors to utilize principles of *universal design of instruction* supplemented with appropriate accommodations when necessary. The ARC staff work with students to create a letter outlining strategies for their instructors that will make course information, course delivery and course assessments accessible and inclusive to the student. Students are encouraged to meet with their instructors during the first week of the semester to discuss their needs. The ARC is here to support that collaboration by providing the necessary resources for students and instructors. The ARC also includes the Griffon Testing Center where students who need accommodated testing may be sent to take tests/exams. For more information, call the ARC or visit the ARC on the web at www.missouriwestern.edu/arc/.

Blum Student Union

The Blum Student Union is the center for co-curricular programs and activities. The Union houses the Barnes and Noble Bookstore, the Dining Hall, Food Court, Catering Services, Kelley Commons, ATMs and student lounge areas. The Dining Hall and Food Court are open to faculty, staff and community members in addition to students. Other student services located in the Student Union include the University Police, Parking and Security Services, the Center for Student Involvement, the Center for Multicultural Education, the Student Government Association, the Student Health Center, International Student Services, Student Affairs administrative offices, the Title IX office, student conduct and more. The Lost and Found area is also located in Blum Student Union, Room 228, (816) 271-4432.

Career Development Center (CDC) & Student Employment

Career Development Center (CDC) and Student Employment, Jean Foster, Administrative Assistant, (816) 271 4292, Eder Hall 202. The Career Development Center is a centralized, comprehensive career services operation which strives to assist all MWSU students in meeting their career management and career readiness needs. It is a full-function career planning and career exploration center which houses Student Employment, External Employer Relations and manages the Griffons4Hire database. For more information see: www.missouriwestern.edu/careerdevelopment.

The Student Employment program is one of the key functional areas within the Career Development Center (CDC). Students use Griffons4Hire to apply for on-campus and off-campus jobs, internships and to seek a variety of career and workforce development related resources. Griffons4Hire can be found at: www.missouriwestern.edu/studentemployment.

Center for Multicultural Education

Latoya Fitzpatrick, Multicultural Education Director, (816) 271-4152, Blum Student Union, Room 207. The Center for Multicultural Education (CME), sponsors diversity, multicultural and social justice

programs for the University and the St. Joseph community. All events are designed to expose students to diverse issues and people as they prepare to enter the global community. The CME invites students to get involved by attending programs, volunteering on planning committees or visiting the office to discuss college success tips or dialogue about current issues on campus and in the community. The CME also offers community service opportunities in the St. Joseph area and beyond throughout the year.

For more information go to: www.missouriwestern.edu/cme.

Center for Student Involvement

Isaiah Collier, Assistant Dean of Student Development, (816) 271-4150, Blum Student Union, Room 207. Taking advantage of a wide variety of student activities will help students develop intellectually, morally, culturally, emotionally, spiritually, physically and socially. Involvement in student activities/organizations enhances the academic mission of Western. Student organizations are offered in the areas of departments of study, honors, religious, governing organizations, Greek life and special interest. If you are interested in advising a student organization, contact the CSI.

For more information go to: www.missouriwestern.edu/csi.

Counseling Center

Dave Brown, Assistant Dean of Health and Wellness and Director of Counseling, (816) 271-4327. The Counseling Center is located in Eder Hall 203. Counseling is a free service to all students. Counselors are available throughout the year to assist students in a wide variety of areas, with special emphasis on social and/or personal counseling and vocational guidance. Students may also find counselors helpful in answering questions regarding academic programs, career choice, time management, test anxiety and college life in general. For more information go to: www.missouriwestern.edu/counseling.

Esry Student Health Center

Pam Esely, Administrative Coordinator, (816) 271-4495. The Esry Student Health Center is located in the Blum Student Union, Room 203. It is the mission of the Esry Student Health Center to promote and maintain the physical and emotional health of the student by offering low-cost health services, educational materials and programs to all students. Appointments are recommended, but not required.

For more information on the services provided, go to: www.missouriwestern.edu/healthserv.

International Recruitment & Student Services

Ann Rahmat, Director of International Recruitment & Student Services, (816) 271-5928, Fumi Matsumoto Cheever, Assistant Director, (816) 271-5998, Blum Student Union, Room 210.

International Recruitment & Student Services provides programs and services to enhance the overall educational experience of domestic and international students. The staff members provide orientation to incoming international students, answer questions related to travel in and out of the country and offer other supports that are essential to the development of international students and the globalization of campus. For more information go to: www.missouriwestern.edu/international.

Nontraditional & Commuter Student Center/Veterans Student Center

Phone: (816) 271-4281, Eder Hall 200. The Center provides a comprehensive set of programs and services for Veterans, non-traditional and commuter students, designed to enhance their educational experience and support their retention and success at Missouri Western. The Center houses a study area with computers, community resources and scholarship information. The Center provides a television, refrigerator, microwave and coffeemaker for students to eat a quick snack and relax between classes.

For more information go to: www.missouriwestern.edu/nontrad.

Recreation Services/Baker Fitness Center

Wonda Berry, Director, Recreation Services & Facilities, (816) 271-4247, Looney Complex 147. A full intramural sports recreation program is offered to enrolled students and Missouri Western faculty and staff. The program of activities includes individual, dual, team sports and special events for men, women and coed. The intramural program encourages students' mental, physical, emotional and social health

development. Services offered include fitness classes, a swimming pool and a trap range. More information is available at the student service desk in Looney or call (816) 271-5604. For more information, go to: www.missouriwestern.edu/recreation.

The Baker Fitness Center (816) 271-5947 is open to students, faculty and staff. It is also available to Gold Coat members and Alumni who purchase a membership. The Fitness Center has state of the art equipment such as cardio machines (treadmills, ellipticals, bikes, rowing machine and free climbers) and free weights as well as weight machines. All members must bring a valid MWSU ID; some participation restrictions may apply. Questions pertaining to the Baker Fitness Center can be answered by calling (816) 271-5946. A complete list of Fitness Center rules and guidelines is available at the Baker Fitness Center or go to: www.missouriwestern.edu/recreation.

Residential Life

Nathan Roberts, Director of Residential Life, (816) 383-7100. Residential Life is an integral part of the higher education experience and exists to support the academic and educational mission of the University. The department provides a variety of living options and joins with students to create and maintain safe and supportive communities that promote the development of life and leadership skills. Residential Life further provides meaningful experiences and opportunities for student growth through activities and programs that recognize, address, and appreciate the needs, interests and diversity in Missouri Western's population. For more information, go to www.missouriwestern.edu/reslife.

Student Conduct

When students choose to accept admission to Missouri 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 of 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 conditions of this community we share.

Faculty may report any student conduct issues through the Early Intervention System. This is set up through the class photo roster located in Gold Link on the Faculty Tab under Faculty Tools. If any faculty member feels that they are in a threatening or dangerous situation, they should call the University Police at (816) 271-4438. For any other questions, contact the Dean of Students, Dr. Judy Grimes, at (816) 271-5991. As a condition of remaining at Missouri Western State University, the University expects all students to conduct themselves so as to maintain an effective environment for learning; to act responsibly in accordance with good taste; to observe University rules and regulations and the city, state and federal laws; and to fully respect the rights of others. The Student Code of Conduct can be found in the Student Handbook. This document contains specific information concerning student conduct and related disciplinary action, which may include dismissal in case of serious infraction. The Student Handbook can be found at: <http://griff.vn/handbook>.

Title IX

Adam McGowan, Title IX Coordinator, (816) 271-4432. Consistent with its mission, Missouri Western seeks to assure that all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and University policy prohibit harassment, discrimination and sexual misconduct. Missouri Western encourages anyone experiencing harassment, discrimination or sexual misconduct to talk to someone from the Campus or Local Resources list found in the Student Handbook (<http://griff.vn/handbook>) so they can get the support they need and so that Missouri Western can respond appropriately.

Missouri Western is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a confidential resource. Responses may vary from support services to formal investigations. For more information about policies and resources or

reporting options, please visit the following website: <https://www.missouriwestern.edu/titleix/sexual-misconduct-policy/>.

Pregnant & Parenting Students

If a student in your class needs accommodations during a pregnancy or just following the child's birth, contact the Title IX Coordinator listed above for further information. You can also email Adam McGowan, Title IX Coordinator, at amcgowan@missouriwestern.edu.

Student Government Association

Jessica Frogge, Administrative Coordinator, (816) 271-4164, Blum Student Union, Room 217. Missouri Western has a very active Student Government Association. The Administrator Coordinator can provide any information on funding for student organizations for special events or for travel expense support for students presenting at state, regional, national or international conferences.

Division of Academic Affairs

ADVISING, TUTORING, LEARNING & ACADEMIC SUPPORT (ATLAS)

Elaine Bryant, Director of Advising, Tutoring, Learning & Academic Support and Director of Student Success & Academic Advising Center

Student Success & Academic Advising Center

The Student Success Center is located in Eder Hall 209 (816) 271-5990. Director: Elaine Bryant (816) 271-5636; Cathy Gann, Academic Advisor (816) 271-5621; Derek Evans, Academic Advisor (816) 271-5993; Dan Stevens, Academic Advisor (816) 271-5992; and Shelly Lundy, Administrative Assistant (816) 271-5878. The professional advisors work with undecided students, high-risk students, and international students enrolled in the Intensive English Program courses. We also handle the assignment of advisors for all new freshmen and transfer students, along with re-admit (returning) students, and coordinate advising for registration days. Advisors are also available to meet with students to discuss choosing a major, work out a degree plan, or to assist students with academic concerns or questions.

Faculty and Staff Advisors: Student Success coordinates advisor development sessions and sends information throughout the year to new and continuing faculty and staff advisors. Faculty are encouraged to contact Student Success for any questions related to the advisement process or for concerns/questions about specific students. The office maintains an Advisor Handbook for faculty and staff advisors to use during the advisement process and is available online through the Student Success website (www.missouriwestern.edu/advising). All faculty and staff advisors are encouraged to attend Basic Training, GoldLink Training, Griffon GPS Training, and Schedule Planner Training which are offered through Student Success in the fall and spring semesters.

Success Videos: Student Success has prepared success videos to provide students with strategies for study skills, note-taking skills, test-taking, test-anxiety, time management, and stress management. These videos can be viewed through Panopto or from the Student Success website (www.missouriwestern.edu/advising) under the "Success Videos" tab so please encourage students to utilize these resources.

Early Intervention: Faculty are encouraged to utilize the "early intervention" link to report students who are missing class, struggling academically, exhibiting inappropriate behavior, and/or experiencing family/social problems. Student Success will communicate with the student, providing resource information, deadline dates, and helpful information to address the faculty's concerns. The reporting faculty and the student's academic advisor will be copied on the communication to the student. To submit an Early Intervention report faculty can go to GoldLink and click on the "Faculty" tab, under "Faculty Tools" at the bottom right, click on "Early Intervention Reporting".

There you will enter your username and password and choose the course (on the right) for the student being reported. Click on the “Report” box directly below the student’s photo and complete the report.

Center for Academic Support

Director and Writing Coordinator: Susan Garrison, (816) 271-4401; Tutor Desk/Appointments, (816) 271-4524; Administrative Coordinator, Karen Luke, (816) 271-4131. Located in Hearnes Center 213 (the east end of the library building), the Center for Academic Support provides qualified student tutors and staff who support classroom instruction while encouraging students to set and reach their academic goals. All services are provided free to MWSU students, including:

Writing: Tutoring for any writing task and aspect of the writing process. In addition to writing for courses, students can receive assistance with applying for scholarships and graduate school and with writing cover letters and résumés. Walk-in or by appointment.

Math: Math Coordinator: (816) 271-4532. The Center provides tutoring in math classes ranging from Foundations for University Mathematics I (MAT 081) through Calculus with Analytic Geometry I (MAT 167). Tutoring is also available for math concepts in other general studies courses. Walk-in or by appointment.

Content Tutoring: Content Tutor Coordinator: Alex Owens, (816) 271-4531. Students who need assistance in any course can receive tutoring in the Center. The content tutors, along with their email addresses, are listed on the CAS website. If a tutor is not listed for a desired course, students need only to fill out the online form or call to request a tutor for that course. The Center will then work with the instructor to hire a qualified peer tutor. Content tutor appointments are scheduled via email and meet at the CAS.

Supplemental Instruction: Supplemental Instruction (SI) is a series of weekly review sessions for students taking historically challenging courses. SI is provided for students who want to improve their understanding of course material and improve their grades. Attendance is voluntary. The SI leader does not teach the session but acts as a guide and resource for learning. SI is a chance for students to get together with other people in the class to compare notes, discuss important concepts, develop strategies for studying the subject, and learn the subject material in a “hands-on” way.

Developmental Reading: Reading 095 is designed to give students the skills and techniques that are necessary in order to have more successful and enjoyable college classroom experiences at Missouri Western. Reading 095 is required for freshman students who score 17 or below on the ACT reading section, and score 84 or below on the Accuplacer Reading Test approved by Missouri Western. Students who score 17 or below on the ACT reading section may elect to take the Accuplacer Reading Comprehension Test prior to the beginning of the semester

Class Visits, Brochures, Bookmarks and Sticky Notes: Faculty can request bookmarks which include our hours and contact information to distribute to their students or have CAS staff members visit classes to promote the Center’s services. Additionally, we provide sticky notes for faculty use to refer students to the CAS. For additional information about our services, please visit our web page at www.missouriwestern.edu/cas.

University 101 – Freshmen Seminar

The Freshman Seminar course is coordinated through the Student Success office in Eder 209 by Cathy Gann, (816) 271-5621. This course helps students develop study skills, learn about campus resources and policies, explore career options, and assists students with the development of their academic degree plan. They also focus on the development of academic and personal skills for students which is critical for success in college. Freshman Seminar is part of the student success series along with the CED 131: Griffon Edge and the Learning Community classes. For additional information about this course, please visit our web page at www.missouriwestern.edu/unv101.

Bookstore

The Barnes & Noble Bookstore is located in the Blum Student Union. The store is open Monday through Friday from 8:00 a.m. to 4:30 p.m. All paper purchased must be ordered through Campus Printing Services.

All faculty requests for supplies shall be submitted to the Chairperson for approval. The approved requests will be sent to the bookstore. All materials and supplies requested will be charged against the appropriate departmental budget.

Clerical Service

Departmental administrative assistants and student workers provide clerical services to academic departments. Part-time faculty members may utilize the clerical services available within their department by consulting the Chairperson. Typically, departments have lead-time deadlines for most clerical functions to assure the timely completion of projects and tasks.

Duplicating

Central duplicating facilities are located in Room 112 of the Truman E. Wilson Professional Studies Building and are open from 8:00 a.m. to 4:30 p.m. Monday through Friday during the academic year. The procedure for obtaining duplicating service is:

1. Obtain authorization from the department Chairperson.
2. Bring material to Campus Printing Services ready to run.
3. Allow at least two days for material to be duplicated, if possible. You should discuss your completion date with the supervisor when you leave the material.
4. A charge for this service will be made against the appropriate departmental budget.

Employee ID

In the interest of protecting our campus community, all employees are required to have in their possession at all times a University ID card. ID cards remain valid for the duration of employment.

Cards must be surrendered upon termination of employment. This identification card will provide: access to recreation services and facilities, athletic and social events; proof of your employment to university officials; and allow you to receive a discount in the bookstore. MWSU faculty and staff using locked college facilities between the hours of 10 p.m. and 7 a.m. (and

weekends) must wear their University ID card on the front of their clothing. (See Section IV Access to Buildings/Key Distribution)

Identification cards are issued by Public Safety in the Blum Student Union Building, Parking Services office, room 100 between 8 a.m. and 12 midnight Monday - Friday, excluding holidays. There is no charge for the initial card issued at the time of hire. New employees will be given a referral form from Human Resources to present to Security as application for the ID card. If an ID is lost or stolen a new card will be issued after the assessed replacement fee of \$10.00 is paid. A new card will be issued for replacement when system changes make a card outdated.

Information Technology (IT) Services

The main offices of the IT Services are located in Room 110 of the Hearnes Learning Resources Center and are open from 8 a.m. to 4:30 p.m. Monday through Friday during the academic year. The General Use/Programmer Development Lab, where microcomputers are located, is in Murphy Hall room 101. The schedule for this room is posted on the door. A student consultant is available in that room to provide assistance. A computer account is available for each faculty member. Each faculty member's account is to be utilized for e-mail, Internet access, class development and approved research only. The Chairperson may be consulted concerning use of the computer for departmental purposes.

Keys/Chips

If the teaching assignment for the part-time faculty member requires classroom, laboratory or other special cabinet keys, they will be provided by the department Chairperson or, where appropriate, the College Dean. Request forms can be obtained from departmental administrative assistants. Proper approvals must be obtained before forms are given to Key Distribution (Popplewell Hall room 103). Keys provided to the part-time faculty member must be returned to the issuer during the checkout procedure. If a key chip is not returned, \$10 will be deducted from the final paycheck.

Printing Services

Western has dedicated itself to expressing a clear and consistent image to its students and the community. In furtherance of this goal, Western has established a Graphic Standards Manual to ensure consistent use of trademarked logos and word marks. Therefore, it is the policy of this university that whenever anyone, including student organizations, intends to use or distribute the University logo, the use and design must comply with all aspects of the Graphic Standards Manual. This usage includes but is not limited to instance of licensing, printing and advertising. All employees must verify that selected vendors are licensed through the Public Relations and Marketing Office to use the University's trademarked logos and word marks.

All orders for university-related printing services are required to be facilitated through Campus Printing Services (Wilson Hall 112). All printing, including but not limited to publications, advertising, and stationery, should comply with Western's Graphic Standards Manual. Campus Printing Services and the Public Relations and Marketing Office must review the graphic design and content of printing for compliance to the Graphic Standards Manual. Campus Printing Services will broker or must approve all purchases for printing services.

University Insurance and Risk Management

Risk management is a proactive approach to protecting students, staff, faculty, and the general public from harm. This function includes providing advice, assistance, and direction in the University's obligation to furnish facilities and an environment that will provide reasonable protection of employees, students and the public and to assist the University in safeguarding its resources. Individual operating departments maintain basic responsibilities for preserving assets in their control. This includes but is not limited to the following resources: people, property, income and minimizing potential loss within their area of control.

All insurance purchases, with the exception of employee benefit insurance, should be made through the Risk Manager.

Contracts and affiliation agreements, at the Risk Manager's discretion, must be reviewed by the Risk Manager prior to the signature of the Vice President of Administration or President. Authorization to sign contracts on behalf of the University is limited to the Vice President of Administration and the President.

Employees, as representatives of the University, should not make statements which could be construed as accepting liability for incidents including but not limited to automobile, personal injuries, and/or property damage. Any claims against Missouri Western State University, its officials, or employees should be reported to the Risk Manager (Poppewell Hall 119B).

2017-2018 Missouri Western Academic Calendar

Fall 2017		
Faculty/Staff Plan Week	August 21-25	
Classes Begin	August 28	Monday
Labor Day (no classes/campus closed)	September 4	Monday
Registration Begins for Spring	October 9	Monday
Mid-term Grades Due	October 25	Wednesday
Last day to Withdraw	November 3	Friday
Fall Break (no classes/campus closed)	November 19-26	Sunday-Sunday
Last Day of classes	December 8	Friday
Final Exams	December 9-15	Saturday-Friday
Commencement	December 16	Saturday
Final Grades Due	December 19	Tuesday
Campus Closed	December 24-January 1	

Spring 2018		
Campus re-opens	January 2	Tuesday
Martin Luther King Day (no classes/campus closed)	January 15	Monday
Classes Begin	January 16	Tuesday
Presidents' Day (classes in session/campus open)	February 19	Monday
Registration Begins for Summer/Fall	February 26	Monday
Spring Break (no classes/campus open)	March 11-18	Sunday-Sunday
Mid-Term Grades Due	March 21	Wednesday
Last Day to Withdraw	March 30	Friday
Last Day of Classes	April 27	Friday
Final Exams	April 28-May 4	Saturday-Friday
Commencement	May 5	Saturday
Final Grades Due	May 8	Tuesday

Summer 2018		
Classes Begin for Eight-week/1 st Four-week sessions	May 29	Tuesday
Classes in session*	June 1	Friday
Last Day to Withdraw from 1 st Four-week session	June 14	Thursday
Final Exams for 1 st Four-week session	June 21	Thursday
Classes Begin for 2 nd Four-Week session	June 25	Monday
Final Grades Due for 1 st Four-Week session	June 27	Wednesday
Last Day to Withdraw from Eight-week session	June 28	Thursday
Independence Day (no classes/campus closed)	July 4	Wednesday
Classes in session*	July 6	Friday
Last Day to Withdraw from 2 nd Four-week session	July 12	Thursday
Final Exams for Eight-week/2 nd Four-week sessions	July 19	Thursday
Final Grades Due	July 25	Wednesday