The printed Graduate Handbook is intended as a guide for those considering graduate school at Missouri Western as well as current students. The Graduate School reserves the right to make changes to any policies or procedures at any time. Current Policies, Forms, and Procedures are available online through the Graduate School Policy Portal (also known as the Graduate Wiki) at http://academic.missouriwestern.edu/graduate/wiki/index.php?title=Main_Page

If you have any questions, contact the Graduate School Office

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EXPECTATIONS

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

MISREPRESENTING OR FALSIFYING INFORMATION

Any student who misrepresents, falsifies, or withholds required information will be referred to the Admissions and Graduation Committee for review and appropriate action. Such action may result in being denied admission to MWSU or immediate dismissal from MWSU.

CURRENT INFORMATION

The printed Graduate Handbook is intended as a guide for those considering graduate school at Missouri Western as well as current students. The Graduate School reserves the right to make changes to any policies or procedures at any time. Current Policies, Forms, and Procedures specific to the Graduate School are available online through the Graduate School Policy Portal, also known as the Graduate Wiki, at http://academic.missouriwestern.edu/graduate/wiki/index.php?title=Main_Page
THE UNIVERSITY

Missouri Western State University in St. Joseph is a learning community focused on students as individuals and as members of society. The institution 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.

Western demonstrates a strong commitment to the educational, economic, cultural and social development of the people it serves. The university sets the standard for excellence in student development and community leadership.

Founded as St. Joseph Junior College in 1915, Western was transformed into a four-year institution in 1969, became a full member of the State of Missouri system in 1977, and received university designation in 2005. Enrollment is approximately 6,000 with more than 180 faculty members.

The student-centered, high quality instruction focuses on experience-based learning and community service. Every classroom and public meeting room on campus is equipped with state-of-the-art technology. The university provides a blend of traditional liberal arts and career-oriented degree programs, offering one-year certificates, two-year associate degrees, and bachelor’s and master’s degrees.

The institution is accredited by the North Central Association of Colleges and Schools Commission on Institutions of Higher Education. Program accreditations include the Accreditation Board for Engineering and Technology, American Chemical Society, American Health Information Management Association, Commission on Accreditation in Physical Therapy Education, Commission on Collegiate Nursing Education, Council on Social Work Education, National Accrediting Agency for Clinical Laboratory Science, National Association of Schools of Music and National Council for Accreditation of Teacher Education.

The Western Institute offers applied learning, applied research and lifelong learning for the region. In addition, groups throughout the nation utilize Western’s facilities for conferences and seminars.

The campus, comprising 723 acres, contains seven residence halls, 10 academic buildings, a student union, a fitness center, athletic facilities, and a conference center. The campus also has a large nature study area, a nature trail and nine ponds.
THE CITY

Founded in 1826 as a trading post, St. Joseph was an important jumping-off point for the westward expansion. Named by Joseph Robidoux, an explorer who established the trading post, St. Joseph is the place where the Pony Express began and the life of Jesse James ended. The approximately 76,000 current residents of St. Joseph are recipients of a rich heritage and are working to build a strong economic and cultural future. Art and historical museums, more than 1000 acres of parks and recreational areas, concerts and plays in the restored Missouri Theater, a community symphony, and drama groups all provide an enjoyable atmosphere for St. Joseph residents and Western students.
THE GRADUATE SCHOOL

In 2005 the legislature of the State of Missouri gave authority to Missouri Western State University to offer graduate programs. The Higher Learning Commission has accredited Western to offer Master's Degrees. Western is a member of the Council of Graduate Schools.

DEGREES OFFERED (As of January 2014)

Western offers the following graduate degrees and certificates:

Master of Applied Science
- Chemistry Option
- Information Technology Management Option
- Human Factors and Usability Testing Option
- Industrial Life Science Option
- Engineering Technology Management Option
- Sport and Fitness Management Option

Master of Information Management
- Enterprise Resource Planning Option

Master of Applied Science in Assessment
- Autism Spectrum Disorders Option
- TESOL Option (Teachers of English to Speakers of Other Languages)
- Writing Option

Master of Applied Science in Forensic Investigations

Master of Applied Arts in Written Communication
- Technical Communication Option
- Writing Studies Option

Master of Applied Arts in Digital Media

Master of Science in Nursing Healthcare Leadership Option

GRADUATE CERTIFICATES OFFERED

- Autism Spectrum Disorders
- Forensic Investigations
- Teaching of Writing
- Nurse Educator
- TESOL (Teachers of English to Speakers of Other Languages)
REGISTRATION AND FEES

RESIDENCE

It is the student’s responsibility to register under the proper residence and pay proper fees. Petition forms and rules of residency are available in the registrar’s office. A student requesting a change of residency classification for fee purposes must complete paperwork in the registrar's office by the end of the first week of each semester. Students filing a residency petition will be required to furnish evidence in support of the claim.

THE REGISTRATION PROCESS

Refer to the on-line class schedule at http://www.missouriestate.edu/schedule/ for detailed information on registration. The University reserves the right to cancel, without notice, any course listed in the catalog or in the class schedule for any term.

Registered students may, at any time prior to the first day of classes, drop any or all classes resulting in a reduced fee assessment. Registered students may also add or drop classes according to the schedule listed below using the on-line registration system. A special fee is assessed for adding or dropping classes once the term has started.

Late Registration for the spring and fall semesters is held during the first five days of classes. Degree-seeking status may only be declared on the first day of Late Registration. A special fee is assessed for Late Registration.

CHANGE OF SCHEDULE

Regular Semester:
- Add - During first five days only
- Drop - First day through fifth day (no transcript entry)
- Withdrawal - 2nd week through Friday of 10th week

Courses dropped during the first week will not appear on the transcript as attempted classes. Courses dropped after the first week through the tenth week will be assigned a grade of W. No course drop(s) or complete withdrawal from class(es) may occur after the tenth week of the semester. No course may be dropped once officially completed. Please refer to the current class schedule or the Registrar’s Office for specific dates.

Summer Session (8-week):
- Add - First two days only
- Drop - First day through second day (no transcript entry)
- Withdrawal - 2nd week through Thursday of 5th week
Courses dropped during the first two days will not appear on the transcript as attempted classes. Courses dropped from the third day through the fifth week will be assigned a grade of W. No course drop(s) or complete withdrawals from class(es) may occur after the fifth week of the eight-week summer session. No course may be dropped once officially completed. Please refer to the current class schedule or the Registrar's Office for specific dates.

**Summer Session (4-week):**
- Add - First day only
- Drop - First day only (no transcript entry)
- Withdrawal - 2nd day through Thursday of 3rd week

Courses dropped on the first day of the four week session will not appear on the transcript as attempted classes. Courses dropped from the second day through the third week will be assigned a grade of W. No course drop(s) or complete withdrawals from class(es) may occur after the third week of the four-week summer session. No course may be dropped once officially completed. Please refer to the current class schedule or the Registrar’s Office for specific dates.

**WITHDRAWAL FROM THE UNIVERSITY**

Prior to the official first day of school, students may drop all classes on-line or by notifying the Registrar's Office in writing. After the first day of school students who, for any reason, find it necessary to completely withdraw from the University are required to notify the Registrar's Office, Eder Hall 102, in writing (include student I.D. number, signature and contact information). The effective date of withdrawal will be the date on which the written notification is received by the Registrar's Office. After the withdrawal deadline a student must petition the Admissions and Graduation Committee, through the Registrar's Office, to withdraw from all or individual classes. Only documented situations, beyond the control of the student will be considered. Failure to submit a formal request for a withdrawal will result in the student receiving failing grades.

**COURSE OFFERINGS**

The current course catalog is available online at:
http://www.missouriwestern.edu/schedule/
Course offerings are subject to staffing changes and student enrollment.
**TUITION AND FEES**

Tuition and fees are payable at registration. Any special payment arrangements should be coordinated with the Business Office, Eder 104. A complete listing of current tuition and fees can be found at www.missouriwestern.edu/businessoffice.

Students who complete the registration process must agree to pay the University according to any agreed upon payment schedule with the Business Office. Students who fail to meet the requirements of the payment schedule may have a hold placed on their records, which will prevent them from registering for future semesters, making schedule adjustments and/or receiving an academic transcript.

Should there be a default or withdrawal from the University, the balance of the account must be paid within thirty (30) days after the default. Students who default on their tuition payment plan will be assessed responsible for all attorney's fees, other costs and charges necessary for the collection of the unpaid balance on defaulted accounts shall be assessed against the student.

**REFUND POLICY**

- Students who make schedule changes during the add/drop period will be charged for the added class and/or credited the cost of the dropped class.

- Students who make schedule changes during the add/drop period will be assessed a late registration fee of $50.00.

- No refunds are given to students who make schedule changes after the add/drop period, but remain in school.

- Students completely withdrawing from school within the add/drop period will receive a refund of tuition and fees assessed, based on the withdrawal refund schedule. Withdrawal refunds are computed based upon the date the Registrar receives the completed/correctly executed withdrawal form. Withdrawal computations are not effective the date the student stops attending classes. The refund must be claimed during the semester in which the refund applies.

**Fall and Spring Semester Percent of Fee**

- Withdrawal during first week of classes, 80%
- Withdrawal during second or third week of classes, 50%
- Withdrawal after third week of classes, no refund

**Summer Session Percent of Fee**

- Withdrawal during first week of classes, 80%
- Withdrawal during second or third week of classes, 50%
- Withdrawal after third week of classes, no refund
The fall and spring refund policy as stated above assumes the student is enrolled for the sixteen-week term only. The summer refund policy as stated above assumes the student is enrolled for the eight-week session only. Please check with the Business Office for all other classes.

*Failure to attend classes does not constitute a withdrawal. Students must officially withdraw in the Registrar's Office to be eligible for a refund.*

If it is determined the student is eligible for a refund, the funds will be refunded directly to the student only after all charges have been applied to the account. If, however, payment has been made either partially or fully by financial aid (scholarships, grants, or loans) or another source (i.e., Vocational Rehabilitation), the refund will be refunded to the financial aid source(s) up to 100 percent of the original aid amount. After restoring the financial aid or other source to its original amount, any excess of refund monies will be returned to the student.

Students who feel that individual circumstances warrant exceptions from this policy may appeal in writing to the University Bursar. This appeal must be made during the semester which the refund applies.

**ACADEMIC REGULATIONS**

**AWARDING OF YOUR DEGREE**

**GRADUATION REQUIREMENTS**

In order to be eligible for a graduate degree or certificate from MWSU the following criteria must be met:

- Filing of an approved Application for Graduation.
- Satisfactory completion of all required course work as listed on the approved Program of Study.
- Have a minimum cumulative GPA of 3.00 in coursework required on the Program of Study.
- Approval of the completed Scholarly Work, as required by the Program of Study. The graduate school must receive the Thesis Completion Form at least two weeks before the end of classes.

All students admitted to a graduate program at MWSU are required to complete their degree requirements within 6 years of first enrollment date following receiving degree-seeking status (or provisional status) for a Masters Degree or in 3 years for a post-baccalaureate certificate program. Time spent in the armed services active duty will not count toward the year limit. For any extension of this time limitation, the student must petition the Graduate Dean by submitting a request to the academic adviser who, in turn, submits a written recommendation to the Graduate Dean that is endorsed by the departmental or area program
director of the graduate program. The Graduate Dean will notify the advisor and student in writing of the final decision.

**COMMENCEMENT**

Commencement is held in December and May. Participation in commencement is voluntary on the part of the student.

Students who complete all degree requirements in the summer and fall will be eligible to attend the DECEMBER commencement ceremony. Students who complete all degree requirements in the spring will be eligible to attend the MAY commencement ceremony.

Commencement attendance information is required on the Application for Graduation form found in the Registrar's Office.

**GRADUATE STUDENT COURSE LOAD**

In order to maintain their admission status, graduate students admitted as degree seeking or who have provisional admission are required to take a minimum of one graduate course per academic semester (Fall, Spring). If a student does not take a course each semester, he/she will have to reapply, but will not have to pay the application fee.

For the purpose of academic status at Missouri Western, the following will be applied to graduate students:

*During each regular academic semester*

- 8 or more credits = full time student
- 5-7 credits = half time student
- less than 6 credits = part time student

*During each summer academic semester*

- 5 or more credits = full time student
- 3-4 credits = half time student
- less than 3 credits = part time student

Graduate students are allowed to take a maximum of twelve credits per academic semester. To enroll in more than 12 credits in one semester the student must make petition, with approval of the academic advisor and program director, to the Graduate Dean for final decision.

For certificate programs, a maximum of 6 credits, either transferred or taken while at non-degree seeking status, may be counted toward the program. Additional transfer credits or
other exceptions to these rules must receive approval by the department/program director and Graduate Dean.

**THESIS/FINAL PROJECT REQUIREMENTS**

If your program has a thesis, final project, or internship requirement, you should familiarize yourself with the Thesis Handbook and the special requirements.

**GRADES**

**GRADING SYSTEM**

Only courses with a grade of C or better will count toward a certificate, masters degree, or graduate credit. Candidates may earn no more than 6 credits with a grade of C to be counted toward the program.

**PASS-FAIL GRADING**

Only Thesis and final project courses can be taken Pass/Fail. Graduate level courses cannot be taken for Credit/No Credit or the A/CR/U option. Thesis courses, however, can be taken pass/fail.

**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. Students should be aware that an incomplete grade may affect the initial calculation of academic standing, eligibility for semester honors and eligibility for federal, state or institutional financial aid programs.

An incomplete grade must be removed within eight weeks after the last final exam day for the current term (fall, spring, summer); otherwise, the grade will be recorded as an “F”. Any extension of time beyond the allotted eight weeks is not permitted. After the eight week deadline, the instructor of record may, under documented and justified conditions, submit a grade change to replace the “F” (see Grade Change policy).

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 eight week period, the department chairperson could assign the correct earned grade.
**PROBATION**

A graduate student will be placed on academic probation if the overall graduate GPA falls below 3.0. If placed on probation, the student must earn a GPA of 3.0 or above in the next semester (including Summer) in which the student registers for classes. To be dismissed from the graduate program a student

- Must fail to earn a term GPA of 3.0 or higher in the next enrolled semester (including Summer) following probation; OR
- Must have two consecutive semesters (including Summer) of probation status.

If dismissed from a program, the student may re-apply for admission one year after being dismissed, subject to departmental review.

Students on probation are not eligible for scholarships or assistantships.

**MIDTERM GRADES**

Graduate Students do not receive midterm grades.

**GRADE APPEAL PROCESS**

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

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

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

**STUDENT APPEAL PROCESS**

**Step One** - The student must discuss the course grade fully with the instructor of the course. This must be done no later than thirty (30) calendar days into the succeeding regular academic semester, beginning with the first day of classes.
Step Two - If the student desires to appeal the grade further, he or she may utilize the departmental/school grade appeal procedure.

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

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

Step Three - If the appeal is not resolved at the departmental/school level, the student may appeal to the Academic Regulations and Standards Committee in accordance with its rules and regulations. This appeal must be made in writing no later than ten (10) calendar days after receipt of the departmental/school decision. The student must submit his/her written appeal to the department chairperson/school dean and request that the appeal and any relevant documents regarding the case be sent to the chairperson of the Academic Regulations and Standards Committee. Examples of relevant documents include, but are not limited to: 1) course syllabi, 2) course assignments, 3) the graded work of the appellant, and 4) samples of the graded work of other students who were in the same course as the appellant. The department chairperson/school dean will obtain all relevant documents from the course instructor and forward them to the committee chairperson within ten (10) calendar days of the student’s request. The course instructor is expected to comply with all requests for relevant documentation from his/her department chairperson/school dean. Upon review of the evidence, the committee may request any additional information that it deems necessary from the appellant and the course instructor. The committee chairperson will forward the request for additional information to the appellant and to the department chairperson/school dean. The appellant and the department chairperson/school dean must provide the additional material to the committee chairperson within five (5) calendar days of the committee’s request. Furthermore, the committee may wish to interview any of the parties involved in the appeal. If so, the committee chairperson will notify the parties to schedule the interview. The course instructor and the appellant are expected to comply with all requests for additional information and interviews.

The committee chairperson will notify the student of the committee’s decision in writing within thirty (30) calendar days of receipt of the written appeal. This notification will be delivered by regular mail to the postal address on file for the student and by e-mail to the student’s university e-mail address. The committee chairperson will also notify the course instructor, the department chairperson/ school dean, the relevant academic dean, the Provost,
and the Registrar of the committee’s decision. This notification will be transmitted to these individuals by campus email.

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

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

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

**TRANSFER CREDITS**

A maximum of 6 approved credits of graduate work can be transferred to MWSU from another university and counted toward a Missouri Western graduate degree. Upon approval of the graduate program and graduate dean, more than 6 hours can be transferred under special circumstances (e.g., student already has a Master’s degree, or coursework was taken at another Missouri state funded institution). All transfer credits must be approved by the graduate program director to which the student is applying and Graduate Dean and will be counted toward the graduate GPA.

The intent of transfer credits is to allow students who have completed coursework at other institutions prior to attending Missouri Western to count those credits. Courses taken at other institutions after admission to a Western graduate program generally will not be approved.

**COURSES TAKEN WHILE NON DEGREE SEEKING**

Additionally, a maximum of 6 graduate credits taken at MWSU while at non-degree seeking status may be counted toward a graduate degree.

**CERTIFICATE PROGRAMS**

For certificate programs, a maximum of 6 credits, either transferred or taken while at non-degree seeking status, may be counted toward the program. Additional transfer credits or other exceptions to these rules must receive approval by the department/program director and Graduate Dean

**TRANSFER CREDIT FORM**

The form for requesting transfer credit is on the FORMS page of the graduate school web site: [http://academic.missouriwestern.edu/graduate/wiki/index.php?title=Category:Forms](http://academic.missouriwestern.edu/graduate/wiki/index.php?title=Category:Forms)
TRANSFER STUDENT CREDIT APPEAL
A student has the right to appeal a denial of transfer credit at Western. If a transfer student’s appeal challenge is denied by the institution after all appeal steps internal to the institution have been exhausted, transfer students can appeal to the state-level committee on transfer and articulation. The student wishing to appeal his or her case at the state level must:

1. Exhaust all levels of appeal at the institution by sending a written petition through the Registrar’s Office to the Admissions and Graduation Committee.

2. Notify in writing the reason for the appeal to the committee on transfer and articulation. Send appeal requests to: Commissioner of Higher Education, Coordinating Board for Higher Education, 3315 Amazonas Drive, Jefferson City, MO 65109.

COURSE ENROLLMENT POLICIES
THE TWICE ENROLLMENT POLICY
Beginning in Fall 1993, students may enroll in a class at MWSU no more than two times; this is referred to as the "Twice Enrollment Policy". Everyone starts with a “clean slate” in Fall 1993; no previous attempts are counted on classes taken prior to Fall 1993. (Certain classes can be repeated, according to the university catalog; those special classes are exempt from this rule.) Note that this policy indicates an ENROLLMENT limit. A grade of W or audit counts as an enrollment; only one additional enrollment at MWSU in that class would be allowed. Dropping/adding during late registration, when Ws are not yet given, does not count as an enrollment.

REPEATING COURSES
Students are permitted to repeat any course. (The A/C R/U option cannot be used to repeat a course in which a prior letter grade of D or F was earned.) When a course is repeated, the original grade remains on the transcript but is excluded (E) from the GPA calculation and the most recent grade is included (I) in the GPA. Topics and related format courses which change in content on a semester to semester basis do not apply in this regard.

ACADEMIC ADVISEMENT
Academic advisement of students is an integral part of academics at Missouri Western. All degree-seeking students are assigned an advisor who helps provide information regarding degree requirements, semester class selection, and career direction.

Students are encouraged to meet with their advisors on a regular basis to develop the type of meaningful faculty-student relationship that we at Missouri Western prize as one of the hallmarks of our institution.
DECLARING A PROGRAM OF STUDY

A student officially declares a graduate program by completing a Program of Study Form with their advisor. The completed document(s), with appropriate signatures, must be received in the Office of the Registrar in order for the process to be complete. *The declaration of the Program of Study major should be completed during the first semester at Western.*

The university catalog in effect at the time of completion of the appropriate Program of Study Form will be used to determine course requirements. The current year Program of Study Form must be used - prior year forms will not be accepted. The Program of Study remains effective for no more than six years following its approval date. Students are responsible for the requirements of their educational programs and should work closely with their advisor to see that those requirements are met.

Current Program of Study Forms can be found through the website of the registrar at [https://forms.missouriwestern.edu/registrar/grad/](https://forms.missouriwestern.edu/registrar/grad/).

COURSE SYLLABI POLICY

Department Chairs are responsible for seeing that course syllabi are on file and up-to-date. A course syllabus should be made available to students in each course, preferably at the first class meeting, but no later than the second class session. The syllabus should contain the course grading policy stated as definitively and as objectively as possible. If syllabi are not given out by the second class session this should be reported to the appropriate college dean.

DIVISION OF STUDENT AFFAIRS

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 of access 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. Successful students are those that have chosen to be involved both inside and outside the classroom. Student Affairs is ready to support, encourage and challenge you to enhance your Western experience by becoming involved.

Student Affairs oversees the supervision of the Student Government Association, Student Development, Student Services, and Residential Life & Services. It is also responsible for the administration of student conduct processes.

The Student Affairs Division looks forward to working with such motivated and committed students and assisting you as you achieve your career goals and dreams.
STUDENT DEVELOPMENT

Student Development is grounded in the belief that education of the “whole” student is critical to their intellectual and personal growth and persistence in college. It addresses the need by considering all dimensions of the student’s growth - intellectual, emotional, cultural, moral, physical, interpersonal, and spiritual. Efforts by the Center for Multicultural Education and The Center for Student Engagement programs that are committed to assisting students and provide opportunities for students to become more self-directed by helping them establish goals and develop knowledge, skills, behaviors, and attitudes needed to be satisfied individuals and productive members of society.

THE CENTER FOR MULTICULTURAL EDUCATION

The Center for Multicultural Education (CME) envisions a campus that is dynamic, challenging and welcoming to its diverse constituents. Toward this end, the CME will enhance the student, faculty, and staff’s understanding and appreciation of peoples, traditions and cultures, while promoting academic inquiry and self-reflection. As it is committed to developing leaders that are culturally competent and poised to create environments and communities that encourage, respect, and celebrate diversity, you will find the CME has an exciting and vibrant atmosphere.

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.

The CME is located in the Nelle Blum Student Union, Room 210. Visitors are always welcome. For more information contact the CME at 816-271-4150.

THE CENTER FOR STUDENT ENGAGEMENT (GSE)

Student Activities/Organizations and Leadership Development Programs

Taking advantage of a wide variety of student activities will develop students intellectually, orally, 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, honorary, religious, governing organizations, Greek life, and special interest. Students who do not find an organization that meets their interest are invited to form a new student organization. The process for starting new student organizations can be obtained in the Center for Student Engagement, located in the Nelle Blum Student Union, Room 207, 816-271-4159.
Student Engagement offers several leadership programs including Leadership Lexicon, Greek Leadership Academy, and Barbara Sprong Leadership Challenge. The purpose of these programs is to prepare top students for leadership roles at Western and beyond graduation.

**STUDENT SERVICES**

Student Services at Western is committed to the growth and development of all Western students. Student Services supports the educational mission of the university and assists with the educational maturity of students through academic support services, career development, academic advising, international student advisement, intervention programs, counseling and testing services, and the A+ Program. Student Services also offers assistance for students with disabilities, non-traditional students, and student employment. These services assist the university in its effort to produce enthusiastic, courageous, respectful scholars who understand the freedoms afforded them through education and who are mindful of their responsibility to serve others. See www.missouriwestern.edu/studentservices.

**COUNSELING CENTER**

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

**TESTING CENTER**

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

**INTERNATIONAL STUDENT SERVICES**

The International Student Coordinator is located in Blum Union 228. All international students must meet with the advisor upon arrival at Missouri Western. Students will be invited to an orientation session and provided with a variety of information on the St. Joseph and Kansas City communities. The international advisor can provide answers to a variety of questions including maintaining status, eligibility for employment on and off campus, extension of stay, changing status and concerns regarding post-completion practical training. For more information, call: 271-5998 or https://www.missouriwestern.edu/international/
CENTER FOR ACADEMIC SUPPORT

The Center for Academic Support, Hearnes Center 213, offers free tutorial assistance to currently enrolled Western students. Many students come to the Center for help with writing assignments for any discipline on campus and math classes ranging from developmental through first semester calculus. Individualized tutoring is available to help students improve their reading and study habits, develop better note-taking techniques, and learn more effective ways to take tests. Students may also request a faculty-recommended content tutor for most courses on campus. Group tutoring and special workshops, such as the TI-83 calculator training and CBase preparation, are other ways the Center can help students succeed in college. The Center’s web site, www.missouriwestern.edu/cas, contains additional information about the staff, services, and hours, plus offers handouts and other study aids that students can download. The web site also provides a routinely updated list of content tutors and their email addresses. The Center for Academic Support is staffed by full-time professionals and trained peer tutors. Although students are encouraged to make appointments, whenever possible the CAS provides tutoring on a drop-in basis. For an appointment or more information, call 816-271-4524.

STUDENT EMPLOYMENT

The Student Employment Office, located in Eder Hall 202, assists currently enrolled students in locating employment both on- and off-campus. They also assist departments with the development of internship opportunities. Students can view job opportunities and resources at www.missouriwestern.edu/studentemployment or receive assistance in the office Monday-Friday, 8 am - 4:30 pm. Phone: 816-271-4204.

INTRAMURALS

Intramurals offer an excellent opportunity for student fellowship and fun, as well as providing an opportunity to achieve social, mental, and physical development. The intramural program strives to provide something for everyone through individual and team sports, student recreation program, and special events. Information concerning intramural activities may be found on bulletin boards on campus, by contacting the Recreational Services and Facilities Office in the Looney Complex or by calling 816-271-5604.

BAKER FAMILY FITNESS CENTER

*Operating Hours:*

Monday – Thursday  5:30 am - 11 pm
Friday        5:30 am - 10 pm
Saturday   10 am - 5 pm
Sunday 1 pm - 10 pm

The Baker Family Fitness Center closes on all national holidays, Saturday home football games, and campus wide events. We will provide notification of closures as early as possible. It will not close for inclement weather unless university classes are canceled. Hours during the winter and summer breaks may vary. Please be aware of these changes in order to make the necessary accommodations in your workout schedule. Locks are available for the locker system at the front desk. A valid Western ID must be given in order to receive a lock.

**Pre-workout Guidelines**

Requirements for each individual that works out at the Fitness Center:

1. Show a valid ID.
2. Complete a health history form.
3. Wardrobe: tennis shoes only; no sandals or open-toed shoes; no jeans or jean shorts; t-shirts and tanks must be worn at all times; shirts must meet the top of the pant line.
4. An individual taking classes at Western is a student and cannot be a guest.

**Additional Pre-workout Considerations**

1. All men age 45 and over and women 55 and over must have a physician’s consent in order to exercise.
2. If an individual who does not fall in the above guidelines has indicated some health risks that might limit his/her exercise capacity, he/she must also obtain a physician’s approval before being admitted.
3. No one under the age of 12 will be admitted.
4. Individuals aged 12-15 will only be allowed to work out under the direct supervision of a parent or guardian with a valid ID.
5. 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 work out.
6. Individuals 16 and older with a valid ID will be allowed to use the facilities without parental supervision.
7. Students’ family members cannot obtain any additional IDs.

**Guests**

All students, faculty, and staff members are allowed one guest per visit. Each guest will sign a liability waiver with each visit. All men age 45 and over and women 55 and over must have a physician’s consent in order to exercise. It is the member’s responsibility to ensure that his/her guests know and understand the rules of this handbook. All guests must be checked in at the front desk before they are allowed to work out. Guests leave when the
member they are there with leaves. All guests must bring a picture ID with their date of birth on it. All questions about the Baker Center can be answered by calling 816-271-5946. A complete list of fitness center rules and guidelines is available at the front desk of the fitness center.

WELLNESS AND HEALTH SERVICES
The Esry Student Health Center is located on the second floor of Blum Union in Room 203. Through a nurse practitioner, the Health Center offers low-cost health services to all students. Please see the Esry Student Health Center website for a list of services, costs and hours. Appointments are recommended, but not needed.

https://www.missouriwestern.edu/healthserv/

DISABILITY SERVICES
Students with disabilities are provided accommodations and services as mandated by the Americans with Disabilities Act (1990). These services are tailored to their particular disability as stated in their documentation. Services may include testing in a quiet room with extended time, peer note takers, accessible seating in the classroom, interpreters for the hearing impaired and use of adaptive equipment (including a reading machine, voice-activated computers, etc.). Students who are registered with this office provide each of their professors with a confidential form at the beginning of each semester that details what services they are provided based on their disability. Student documentation must be from within the past three years. Additional information may be found at: www.missouriwestern.edu/ds or phone 271-4330. The Disability Services Office is located in Eder Hall 203N.

INSTRUCTIONAL MEDIA CENTER
The IMC 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.

For assistance, please call 816-271-5880, visit the IMC in Hearnes 150 or refer to www.missouriwestern.edu/imc.

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

Instructional Design and Web Development 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, including supervision of student monitors 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.

**INFORMATION TECHNOLOGY SERVICES**

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

**BOOKSTORE**

The Barnes & Noble Bookstore, located on the first floor of the Blum Union, has a complete line of college books, accessories, and supplies. The store also offers online textbook ordering. Orders can be placed on the bookstore’s website. For your convenience, you can pick up your order at the store or have it shipped to your home. For more information you may contact the bookstore at 816-271-4456.
Store Hours:

Monday-Thursday 8 am - 5 pm
Friday 8 am - 4:30 pm
Saturday-Sunday Closed

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

LIBRARY

Library Hours:

Monday-Thursday: 7:30 am - 11 pm
Friday: 7:30 am - 4:30 pm
Saturday: 10 am - 5 pm
Sunday: 2 pm - 11 pm
Holiday Hours are posted

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

The Library maintains over 226,000 volumes and holds more than 1,150 journal titles. It is also a State Government Documents Depository. Microfilm, company annual reports, CD-ROM products, pamphlet files, newspapers, and Internet resources provide additional unique information for users. Through its computer-based catalog and circulation system, students can gain quick access to the Library’s collection. The TOWERS online catalog and 75 plus online databases are also available via the WWW. Service to clients is of the highest importance to the Library staff. Professionally trained librarians provide individual assistance to students and other users. These librarians help locate information and materials via interlibrary loan or computerized reference data base services. The Library has access to a national data base of over 120 million items, assuring that clients can usually obtain the specific item needed. Group information instruction is enhanced by the availability of a specially equipped computer classroom within the library.

Comfortable surroundings are conducive to study or leisure reading. Individual carrels and small study rooms are available for quiet study while lounge seating and a coffee bar provide a pleasant setting for relaxation and recreational reading. A wireless network is available throughout the Library.

The library houses a 21-workstation general use computer lab which enhances accessibility to a variety of information resources. The Library is a member of the MOBIUS consortium of 60 Missouri academic libraries; membership in the consortium enhances access and distribution of materials among member libraries. Students may request materials directly online through MOBIUS.
OFFICE OF ADMISSIONS

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

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

OFFICE OF THE REGISTRAR

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

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

Visit https://www.missouriwestern.edu/registrar/official-transcripts/ for transcript ordering information.

ALUMNI ASSOCIATION

The Alumni Association was established in 1970 to advance the educational interest of the university. The Association provides opportunities for alumni to stay connected to Western, and offers student scholarships each year. The office is located in Spratt Hall 108.

VETERANS AFFAIRS

The Veterans Affairs Office is located in Eder Hall 103. Counseling pertaining to the GI Bill is available for veterans or eligible dependents of veterans, as well as assistance with proper completion of paperwork. Refer to the web site

https://www.missouriwestern.edu/finaid/veterans/
FOOD SERVICE

Wide ranges of dining options are available to students and staff at Western. The Dining Hall, located in Blum Union, is open for breakfast, lunch, and dinner every day. The Dining Hall offers a variety of menu items served cafeteria style. Several meal plan options are available to all students and may be purchased through the Business Office. Board plan meals are not transferable. Board plan meals run Thursday to Wednesday.

The Food Court in Blum Union offers the usual fast food fare, anchored by a Quizno’s Sub Shop. Also available are soup, salads, and fresh baked pastries and desserts. The Deli located in Popplewell Hall, and the Einstein Bros Bagels located in Remington Hall, serve soup, sandwiches, and snack items. In the library, Java City offers an assortment of gourmet coffee and espresso drinks. The Commons Building has a convenience store where you can find smoothies, pizza, and other items to purchase. Hours are posted at each location.

A nice option for students and staff is the Griffon Gold Card. The ID card becomes a Gold Card simply by adding a minimum of $25 into an account. Your ID card allows purchases to be made at any location without carrying cash. To sign up bring the ID card and payment to the Campus Dining office, Blum Union 102. Meal plans are for the ID card holder’s use only. If you are found using someone else’s ID card, the card will be confiscated on the spot and taken to the Office of Student Development where both parties involved may face disciplinary action. Please remember that your ID card is your property and responsibility. As a Western student, you are required to carry your ID card with you at all times for your protection and ours.

CHILD CARE

Y’s Kids World Early Learning Center is a partnership between the St. Joseph Family YMCA and Western. We are a licensed facility by the Missouri Department of Health and accredited by the National Association for the Education of Young Children. Y’s Kids World is conveniently located on Western’s campus in Wilson Hall 194.

Y’s Kids World is open year-round Monday through Friday, 6:30 am to 6 pm. All children two years old and completely potty trained to 12 years of age are welcome. We encourage you to come by and visit our facility or give us a call at 816-271-4462.

PARKING AND SECURITY SERVICES

The Parking and Security Services Office is located in Blum Union, Room 100 (next to Barnes and Noble Bookstore). The Parking and Security Services Office is open 7:00 a.m.
until 11:00 p.m. Monday through Friday. Students and staff may register their vehicles, receive their Identification Cards and obtain information about parking and other services during office hours. Parking and Security Services may be reached at 271-5666. Vehicle operation and parking regulations are also available at

https://www.missouriwestern.edu/policedepartment/aboutparking/

This department is responsible for vehicle registration and enforcement of campus parking regulations. Anyone involved with Western credit day or night classes – including but not limited to faculty, staff, contract employees and students – must register with the Parking Services Office any vehicle which is to be operated or parked on campus, and must abide by all campus rules and regulations at all times. Annual registration fees are as follows: the first vehicle registration decal is included in the facility access fee for all currently enrolled students. Additional vehicle decals are $10 and replacement decals are $5. Valid vehicle registration must be displayed on the outside rear of the vehicle, on the right rear bumper or glass. For information about traffic regulations on campus, students should read the Vehicle Registration and Parking Regulations available in Blum Union 100 or online at www.missouriwestern.edu/PoliceDepartment. Another service offered by Parking & Security Services is the Courtesy Patrol. The Courtesy Patrol students are available to escort community members on campus during the fall and spring semesters. The student escorts are available from 5 pm to 11 pm, Monday through Thursday. When available, the police officers will provide escorts if the Courtesy Patrol is not on duty. A community member may request an escort from a Courtesy Patrol student by calling this office. The students will escort community members to and from parking lots, academic buildings and residence halls. Phone: 816-271-5666.

**TRAFFIC APPEALS**

The Traffic Appeals Board is convened several times throughout the fall and spring semesters. The Traffic Appeals Board hears appeals of campus parking and moving citations. The board has two options when determining the outcome of a citation: 1) The board may decide to dismiss the citation or 2) The board may decide to uphold the citation. If the board decides to uphold the citation, it will then determine if the fine amount should be “paid as indicated” on the citation or the fine amount should be reduced to some amount determined by the board. Additionally, any citation which is appealed and upheld by the board may reflect an additional administrative appeal fee in the amount of $10. The amount of the fine and the administrative fee will be forwarded to the Western Business Office and processed for payment. Citations may be appealed at

HTTPS://WWW.MISSOURIWESTERN.EDU/POLICEDEPARTMENT/TRAFFIC_APPEAL/
ID CARDS

Student ID Cards may be obtained at the Parking & Security Services office, Blum Union 100. Each student must have an ID card and carry it with them at all times. This card must be presented and also surrendered upon request of a university official.

The card is required for library, computer labs, building/room entrance after hours, Business Office check disbursement, and Fitness Center usage. It also offers reduced or free entry into athletic, SGA events and theatre productions.

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

MAX EXPERIENCE

Students, Griffon Athletics needs your support at all home games! Get the most out of athletics events by taking advantage of your MAX Experience benefits. MAX Experience is a student benefit package designed to get you and your family more involved in sporting events at MWSU. Your MAX Experience fee also goes to ensure the upkeep and improvement of athletics facilities on campus. Your benefits are as follows:

- FREE admission for you and your immediate family to all home games (must sign family members up, limit four via www.gogriiffs.com). Sign up is good for the entire season.
- One FREE concession item and drink from the concession stand for each student at all home football and basketball games.
- FREE shuttle bus transportation from residence halls to fieldhouse for second semester conference basketball games.
- One FREE away bus trip to a football and basketball game.
- Great promotions at selected home games.
- Preferred parking with a general parking sticker in a reserved lot for home football and basketball games.
- Plus other selected benefits throughout the year.

To sign up, simply log on to www.gogriiffs.com, click on the MAX Experience at the top of the page and scroll down to the appropriate icon. We’ll see you in the stands this season! GO GRIFFS! For more information on the MAX Experience program, contact Griffon Athletics at 816-271-5904.
OTHER VALUABLE INFORMATION

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

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

**Bus Schedules** for the City of St. Joseph may usually be found in the Business Office, Eder Hall 104; and Student Affairs, Blum Union 228.

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

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

**Griffon Yearbook** Each full-time student is entitled to have a picture taken for the yearbook and receive a yearbook without any additional charge.

**The Griffon News** (campus newspaper) is distributed free in each building on Thursdays. Eder Hall 221.

**Discount Tickets** for Worlds of Fun, Oceans of Fun, Silver Dollar City, White Water, and The Renaissance Festival are available to Western students, staff, and faculty. Tickets may be purchased at the Business Office in Eder 104.

**The MWSU Foundation** supports the university through scholarships, grants, and special awards. Contact the Foundation Office in Spratt Hall 111.

**Campus Printing & Design Services**, Wilson Hall 112, will produce letter-quality copies and/or printing for students at very reasonable prices.

**Public Relations and Marketing Office** is located in Spratt Hall 207. The Public Relations and Marketing Office (PRMO) serves as the liaison between the university and the news media, and provides publicity for students, faculty, and staff in local, regional and state newspapers, television and radio. The office can help you publicize, both internally and externally, any events you are planning. Also, please notify the office of your awards,
accomplishments, presentations, etc., so that you and the university will receive the recognition deserved. Please call 816-271-5651 or 816-271-4124.

The Fine Art Gallery in Potter Hall displays students works as well as traveling exhibits. The gallery is open 8:30 am to 4:30 pm Monday through Friday during each semester. Weekend viewing by appointment only. Admission is free.

The Recreational Services and Facilities Office, Looney Complex 147, coordinates the intramural programs and the free loaning of sports and camping equipment to students for after-school hours and weekend use. Schedules are also available for free use of the swimming pool, fitness facility, arena, racquetball, tennis courts and the old gym.

Student Theatre Western students are encouraged to audition for all productions. Information regarding upcoming auditions is posted on the auditions board located near the stage doors of Potter Hall. Students are also encouraged to attend theatre performances.

The Campus Equal Opportunity Committee and ADA Committee are committed to the principles of equal employment and educational opportunities for the Western campus. Concerns of this area should be expressed to the Affirmative Action Office, Human Resources, in Popplewell 117 or the Section 504/ADA Coordinator in Eder Hall 202A.
GRIFFON ALERT EMERGENCY NOTIFICATION SYSTEM

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

GRIFFON ALERT TEXT MESSAGES

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

VOICE MESSAGES

Simultaneously as text and email messages are sent, voice messages are sent to specified phones within each department on campus, to VOIP (Voice Over Internet Protocol) phones in all classrooms on campus and to selected key personnel phones. The voice messages are digitally created and will deliver a similar message to that received by text and email. Faculty, staff, student staff and persons receiving the voice alerts should re-think the way we answer our phones. Because this system is computer generated, there are initial and other delays when receiving the message. This is much the same as telemarketing programs that many get accustomed to hanging up on. If you are answering a phone that could receive a Griffon Alert message, the message will have a long pause and then state “Griffon Alert,” pause and then the message will be heard. The system will also ask for you to acknowledge receipt of the message by pressing the # key. When answering a listed phone, be patient, wait for the message and acknowledge.

VOIP phones in the classroom may also be used for emergency outbound calls only by dialing 911. This will connect with the St. Joseph Police Department Communications Center for Fire, EMS and Western Police dispatch. The outbound features of this phone are restricted to 911 calls only.
**ALERT BEACONS**

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

**OUTDOOR PUBLIC ADDRESS SYSTEMS AND LIGHT STROBES**

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

**POLICE DEPARTMENT**

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

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

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

VIOLATIONS OF ACADEMIC HONESTY

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

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

DEFINITION OF PLAGIARISM

Plagiarism is a specific kind of academic dishonesty in which you take another’s ideas or words and claim them as your own. When you draw on someone else’s work, you must indicate the source of that material, whether you are repeating another’s words, argument or thought. Even if you paraphrase another’s work and are not using the exact wording, you are still required to indicate the source of the material. This material must be clearly identified with appropriate citations. If you do not do that, you have plagiarized those materials. Any time you copy and paste any writing that is not your own for an assignment, you must use quotation marks and give the source of that material. If you cut and paste without noting what you have done, you will be guilty of plagiarism. Even if the writing is your own, if it has been used for a previous assignment that should be indicated.
STUDENT DUE PROCESS PROCEDURE

A student accused of academic dishonesty will first meet with the faculty member who made the allegation of academic dishonesty. If the faculty member decides academic dishonesty occurred, consequences could include giving the student a zero on the assignment, asking the student to rewrite the assignment, or failing the student in the course. If the student’s grade is affected, the faculty member must file a MWSU Academic Honesty Violation Report. If the student disagrees with the faculty member’s decision, the student may submit a written appeal of that decision within 10 working days to the department chair and request a meeting with the department chair. The department chair will inform the faculty member that an appeal has been made, and the faculty member will have the option to submit a rebuttal form to address the student’s appeal. In the event there is no assigned chair, the request should be made to the college or school dean. The chair’s decision shall be provided in writing to the student and to the faculty member within 30 calendar days of the chair’s receipt of the written appeal.

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

The Committee will base its decision on the written statements and evidence submitted by the student and the faculty member. The Committee’s decision, which must be made within 30 calendar days from the date on which the committee receives the appeal, is final. The Committee will notify, in writing, the student and the faculty member of its decision. If it is determined that no violation of academic honesty has occurred, the student’s alleged violation will be removed from his or her record.

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

CLASSROOM BEHAVIOR

Students are expected to conform to the normal standards of academic behavior in all classrooms. In addition to normal standards of academic behavior, instructors may establish reasonable additional classroom rules and expectations for conduct in the classroom. Behavior which disrupts the classroom environment or interferes with other students’ ability to learn may be grounds or justification for dismissal from the classroom.
CLASS ATTENDANCE

Regular class attendance is considered an essential part of the student’s educational experience and a requirement for an adequate evaluation of student academic progress. Each instructor will determine and make known to the class the requirement for attendance. When an announced examination falls on a day that a student is absent, instructors are not required to prepare or give a make-up test. Consideration will be given to students in the case of genuine illness, emergency, or when acting as a representative of Western. It shall be the responsibility of the student to notify the class instructor prior to the absence, and if possible, meet with the instructor on the student’s return to discuss the material missed.

STUDENT CONDUCT

The student conduct policies and procedures are listed here for the benefit of graduate students. The current policies are maintained by the Division of Student Affairs, and any documents produced by Student Affairs supersede any material in this manual. Any questions regarding Student Conduct should be directed to Student Affairs.

COMMUNITY EXPECTATIONS

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

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

RESPECT FOR SELF

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

RESPECT FOR OTHERS

Western expects its community members to behave towards one another with sensitivity, consideration, understanding, tolerance and an active concern for the welfare of others.
RESPECT FOR PROPERTY
Western expects its community members to use all property, including buildings, library books, equipment and green spaces, responsibility. This principle requires students to respect personal and institutional property, inside and outside the Western community.

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

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

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

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

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

The Student Code of Conduct shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. The Dean of Student Affairs or his/her designee shall decide whether the Student Code of Conduct shall be applied to conduct occurring off campus, on a case-by-case basis. This listing of Code of Conduct violations is meant to serve as a guide and is not exhaustive. Behavior that conflicts with the community expectations, although not specifically included below, may be deemed violations of the Code of Conduct and adjudicated using the student conduct procedures.
The following actions are deemed unacceptable behavior and thus violations of the Code of Conduct:

**DISRESPECT FOR SELF**

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

2. Exhibiting such behavior or engaging in activities, which endanger the safety of oneself or others.

3. Possessing, using or participating in an activity involving firearms, fireworks, chemicals which are explosive, hazardous chemicals, other implements used as weapons, and other types of arms classified as weapons in the Missouri Revised Statutes, on university property.

4. Using or possessing alcoholic beverages on campus. This includes, but is not limited to, such behavior as underage students being in the presence of or using alcoholic beverages, or being intoxicated on- or off-campus.

5. Conducting oneself in such a manner so as to reflect unfavorably upon the individual student or the university community.

**DISREPECT FOR OTHERS**

6. Disrupting classes, seminars, research projects, or activities of the university.

7. Assaulting or threatening to assault any person, engaging in any unwelcome physical contact (which includes, but is not limited to, unwanted touching, even between acquaintances) with any person, making unwelcome advances, or engaging in conduct which threatens or endangers the health or safety of any person.

8. Engaging in lewd, indecent or obscene conduct or expression or repeating, proposing or requesting such conduct or expression, after being asked to stop.

9. Harassing and/or intimidating (which includes conduct causing alarm or recklessly creating a risk by threatening to commit crimes against persons or their property or the face to face use of “inflammatory words” any person on- or off-campus. “Inflammatory words” are those personally abusive epithets, which, when directly addressed to an ordinary person, in the context used and as matter of common knowledge, are inherently likely to provoke an immediate violent reaction, whether or not they actually do. Such words include, but are not limited to, those terms widely recognized to be derogatory references to race, ethnicity, religion, sex, sexual orientation, disability and other personal characteristics.)
10. Engaging in disorderly conduct or expression, a breach of the peace or aiding or inciting another to a breach of the peace.

11. Engaging in hazing, which is defined as any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization, constitutes a violation.

**DISREPECT FOR PROPERTY**

12. Damaging, destroying or defacing university property or property of any person as a result of deliberate action or as a result of reckless or imprudent behavior.

13. Entering and using university facilities without authorization by appropriate university officials.

14. Making or assisting in making unauthorized, obscene or annoying telephone calls, text messages, or computer messages or otherwise misusing or abusing telephone and/or computer equipment.

15. Engaging in computer abuse, which includes but is not limited to, plagiarism of programs, misuse of computer accounts, unauthorized destruction of files, creating illegal accounts, possessing authorized passwords, viewing or distributing of pornographic material, and disruptive or annoying behavior toward the university’s computer system.

16. Using or possessing any university key without proper authorization. No student is allowed, under any condition, to have a university key duplicated.

17. Allowing a dog or pet to run at large (without a restraint) on campus or to enter any building on campus. Bonafide seeing-eye dogs are permitted with their masters anywhere on campus.

**DISRESPECT FOR AUTHORITY**

18. Harassing or intimidating university officials while they are discharging their official duties and responsibilities.

19. Violating any of the restrictions, conditions or terms of any sanctions resulting from a previously held disciplinary hearing or agreed upon in an informal disposition or formal conduct hearing.

20. Failing to identify oneself when requested to do so by a university official and/or surrender one’s ID card when requested to do so. The usual means of identifying oneself is by producing the ID card, which must be in the student’s possession at all times.

21. Committing any act, which is a violation of a criminal law of the United States, the State of Missouri or a municipal ordinance.
22. Failing to obey Housing Complex rules and regulations, whether or not one is a resident.

23. Failing to obey a reasonable order or request by a university official.

**DISHONESTY**

24. Engaging in acts of academic dishonesty, which include but are not limited to, cheating and plagiarizing.

25. Stealing or attempting to steal university property or property of any person and/or to be in possession of stolen property.

26. Forging, altering, transferring, infringing on the copyright of, or misusing university documents, including identification cards.

27. Providing false information in the application for admission, petitions, requests, disciplinary hearings, or other matters of record, and transactions with officials of the university.

28. Falsely reporting information of an emergency nature (i.e., false report of a bomb, fire, or other emergency) in any building, structure of facility.

29. Selling a textbook that does not belong to oneself without prior authorization by the book’s owner.

30. Misusing or using university property without proper authorization.

**CODE OF CONDUCT SANCTIONING LEVELS**

**LEVEL ONE VIOLATION**

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

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

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

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

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

Incident reports and statements with alleged level two violations will be submitted to the Student Affairs Office in a timely fashion for review. Level two violations may be adjudicated using formal or informal conduct procedures.

**LEVEL THREE VIOLATIONS**

Level three violations include any or all violations of the code of conduct in which students will be more than likely given a warning for their behavior. These violations include but are not limited to the following:
• Failure to obey residence hall rules and regulations, whether or not one is a resident (with the exception of those violations that may result in a possible outcome of probation or suspension).

Incident reports and statements with alleged level one violations may be adjudicated through either the Residential Life or Student Affairs offices. Level three violations will be adjudicated using informal conduct procedures.

STUDENT CONDUCT PROCEDURES

SECTION 1: PHILOSOPHY

Missouri Western State University believes the goal of students enrolling at this university is the pursuit of an outstanding higher educational experience. It is recognized, however, that occasionally a student or students will violate the rules and regulations of the institution and that disciplinary action will be needed. Upon enrolling in this university, each student assumes an obligation to conduct themselves in a manner compatible with the university’s function as an educational institution and to obey the laws enacted by federal, state and local governments. If this obligation is neglected or ignored while on campus or attending a university function, or even while off campus doing something not associated with the university, the university may, in the interest of fulfilling its function, institute appropriate disciplinary action. Any conduct that violates university policies or regulations may subject a student to the student conduct process. It should be noted that the burden of proof concerning violation of a university rule or policy rests with the institution. Because inappropriate conduct obstructs the mission and functions of the university, or adversely affects the interests of the university community or may even endanger members of the university community, disciplinary hearings and resulting sanctions may take place even if the alleged victim chooses to no longer participate. So that the student involved in a conduct meeting will be given every opportunity to present his or her case to the proper hearing agency, the following rules and regulations establishing conduct channels and authority are described.

SECTION 2: OVERVIEW

The Code of Conduct pertains to all students attending Missouri Western State University. To determine if a student is responsible for a conduct violation the Student Conduct Procedures described below will be followed. In most cases a university police officer, another university staff member or a student, will file an incident report. After an incident report is filed, it will be referred to the Student Affairs Office. The Dean of Student Affairs, or his/her designee will review the case and decide whether the case will be handled as an informal or formal disposition. The charged student(s), victim(s), complainants and witness(es) identified in the incident report will be notified and will be asked to attend an
informal or formal disposition. In both cases, all parties will be asked to provide written and/or verbal testimony and to explain what happened. A determination of responsibility will be based on the evidence presented during the informal disposition or formal hearing. During the hearing a charged student will have certain rights and responsibilities. An electronic or other verbatim record shall be made of all formal disposition.

SECTION 3: DEFINITIONS

(1) The term “university” means Missouri Western State University.

(2) The term “student” includes all persons taking courses at the university, both full-time and part-time. Persons who are not officially enrolled for a particular term, but who have a continuing relationship with the university are considered students. Students can also be held responsible for the conduct of their guests whether they are students or not.

(3) The term “faculty member” means any person hired by the university to conduct classroom activities.

(4) The term “university official” includes any person employed by the university who performs assigned administrative, professional, support service, or classroom responsibilities. This includes certain student employees who act as agents of the university. University officials who may perform informal and formal dispositions are the Dean of Student Affairs or his/her designee.

(5) The term “member of the university community” includes any person who is a student, faculty member, university official or any other person who is employed by the university.

(6) The “complainant” shall mean the member of the university community who files a written complaint against a student with the Student Affairs Office.

(7) The term “university premises” includes all land, buildings, facilities and other property in possession of or owned, used or controlled by the university.

(8) The term “organization” means any number of persons who have complied with the formal requirements for university recognition. In respect to the rights and procedures outlined below, an “organization” shall have the same rights and requirements as accused student.

(9) The “Appellate Board” is the body which is authorized to conduct appeal hearings. Appointed by the university President, it will normally be concerned with cases which are serious enough to result in dismissal or expulsion; however students may appeal less serious sanctions than dismissal or expulsion. The Appellate Board has the options of upholding the original sanction or recommending lesser or greater sanctions.
(10) The "Dean of Student Affairs" or his/her authorized designee is the person designated by the university President to be responsible for the administration of the Student Code of Conduct and for ensuring that all students are afforded due process.

(11) The term "policy" is defined as the written regulations of the university as found in, but not limited to, the Student Handbook, Residence Life Handbook and university catalog.

(12) The term "Student Code of Conduct" pertains to the rules, regulations and policies of the university, which apply to students and/or student organizations.

(13) The term "conduct hearing" refers to the process by which the Dean of Student Affairs or his/her designee may offer a student appropriate discipline, which the student has the right to accept or reject, for a rule infraction. There are two types of conduct hearings: an informal disposition or formal disposition.

(14) An "informal disposition" is a conduct hearing in which the student(s) involved in an alleged violation of the Student Code of Conduct is contacted and invited to have an informal conduct hearing regarding an incident report or formal complaint. Informal dispositions are usually NOT tape-recorded and are used in situations when student(s) are most likely responsible for violating the Student Code of Conduct and will likely not appeal the possible outcomes of the disposition. If a student insists he/she is not responsible, the informal disposition must be immediately discontinued and a formal disposition must be scheduled.

(15) A "formal disposition" is a conduct hearing in which the student(s) involved in an alleged violation of the Student Code of Conduct is invited to have a formal conduct hearing regarding an incident report or formal complaint. Formal Dispositions are tape recorded and follow an outline that includes the reading of student rights, reading verbatim of the incident report, reading of charges and an opportunity for the student to present a rebuttal to the incident report or formal complaint and to any alleged charges. Formal dispositions are typically conducted when a student(s) is charged with alleged violations of the Student Code of Conduct that will likely end in an outcome that includes university probation, suspension or expulsion. More than one university administrator typically conducts formal hearings, and students must be notified at least three (3) working days in advance of the hearing. All outcomes of formal dispositions must be presented to the charged student(s) within five (5) working days of the hearing.

**SECTION 4: PROCEDURES**

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

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

A. Due Process

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

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

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

B. Notification Procedures

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

C. Complaints

Any member of the Missouri Western State University community may file complaints against a student for violations of the Student Code of Conduct. Complaints are usually filed by submitting an incident report to the Student Affairs Office. Once an incident report is submitted, it will be the charge of the Dean for Student Affairs or his/her designee to determine which, if any, violations of the code of conduct have allegedly occurred and how
the case will be adjudicated. Any complaint should be submitted as soon as possible after the event takes place, preferably within two (2) weeks.

All complaints shall be presented to the charged student in written form. A time shall be set for an informal or formal disposition, not less than five (5) and no more than fifteen (15) working days after the student has been notified. Maximum time limits for scheduling of an informal or formal disposition may be extended at the discretion of the Student Conduct Administrator.

D. Conduct Hearings (Informal and Formal Dispositions)

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

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

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

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

An organizational hearing is a formal hearing conducted by one or more student conduct administrators. This type of hearing is conducted when there is a violation of the student Code of Conduct on premises owned, rented or operated by the organization; during an organization event; in any situation sponsored or endorsed by the organization; or in any event an observer would associate with the organization. The student conduct administrator(s) will review all of the evidence and decide responsibility or non-responsibility. If there is a decision of responsibility, the Conduct Administrator(s) will then assign or recommend a disciplinary action for the organization and/or individual member(s), as appropriate.

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

1. The organization’s adviser (faculty, administrative, staff, alumni, or other) is invited to attend the hearing.

2. The organization’s president and executive officers will usually officially represent the organization at the hearing, although additional officers and/or members of the organization may be invited to the hearing.

3. The organization will be asked to submit a written statement about the incident and its members’ involvement that will be used during the hearing.

Otherwise, the organizational hearing will follow the procedures outlined below in the formal disposition procedures.

F. Outcomes

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

1. University Warning - a notice in writing to the student that the student is violating or has violated the Code of Conduct.

2. Loss of Privileges - denial of specified privileges for a designated period of time.

3. Restitution - compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

4. Discretionary Sanctions - work assignments, service to the university, service to the community, an oral or written apology, and counseling or other related discretionary assignments. Failure to complete a discretionary sanction(s) will result in additional sanctioning.
5. **Residence Hall Probation** - a written reprimand for violation of specified Residential Life policies and procedures. Residence hall probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period. Failure to comply with any or all components of probation may be considered cause for immediate residence hall suspension.

6. **Residence Hall Suspension** - separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for re-admission may be specified.

7. **Residence Hall Expulsion** - permanent separation of the student from the residence halls.

8. **University Probation** - a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period. Failure to comply with any or all components of probation may be considered cause for immediate temporary suspension from the university pending a hearing.

9. **University Suspension** - separation of the student from the university for a definite period of time, after which the student is eligible to return. Conditions for re-admission may be specified.

10. **University Expulsion** - permanent separation of the student from the university.

The foregoing is not meant to be an all-inclusive list of sanctions. More than one sanction may be imposed for any single violation.

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

1. **University Warning** - a notice in writing to the organization that students comprising such organization are violating or have violated institutional regulations.

2. **Loss of Privileges** - denial of specified privileges for a designated period of time.

3. **Restitution** - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

4. **Discretionary Sanctions** - work assignments, service to the university, service to the community, an oral or written apology, and counseling, or other related discretionary assignments.
5. **University Probation** - a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the organization is found to be violating any institutional regulation(s) during the probationary period. Failure to comply with any or all components of probation may be considered cause for immediate suspension from the university pending a hearing.

6. **Deactivation** - loss of all privileges, including university recognition, for a specified period of time.

The foregoing is not meant to be an all-inclusive list of sanctions. More than one sanction may be imposed for any single violation.

**SECTION 5: SPECIAL CIRCUMSTANCES**

**Immediate Temporary Suspension**

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

1. Violating federal, state or local laws resulting in the student being charged with or found guilty of a felony crime.

2. Assaulting, striking, intimidating, threatening or endangering the well being of another, or sexual contact or sexual intercourse with a person without consent or when that person is incapacitated.

3. The brandishing or use of anything that can reasonably be construed as a weapon.

4. Efforts to intimidate individuals by groups of people.
5. The abuse of property including grossly negligent or irresponsible use of property whether it belongs to other individuals or Missouri Western State University.

6. Being in possession of enough illegal substances such as drugs including so-called party drugs or alcohol, as to warrant suspicion of intent to distribute.

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

**Sexual Assault Cases**

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

The student conduct administrator(s) may issue a “stay away” directive to any or all parties involved in the case, including third parties. The victim will be notified should this occur. Prior to the hearing, the victim will be required to make a formal statement (normally a signed written statement) describing the incident. The alleged suspect(s) will be given an opportunity to respond with their own formal statement. The victim has the right to be present throughout the hearing, but not during the deliberation of the student conduct administrator(s). The victim has the right to present pertinent evidence and the testimony of witnesses to substantiate the complaint. Irrelevant history of both parties will not be discussed or considered during the conduct process. The student conduct administrator will determine relevancy. As permitted by federal or state law, the victim will be informed of the results of the student conduct proceeding. Should any delay occur during the proceedings, the student conduct administrator will inform the victim of the reason for the delay.

**Violations of Federal, State or Local Laws**

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

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

**Academic Honesty**

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

If the student chooses to continue the appeal process, the appeal may be made within ten (10) working days to the Provost or his/her designee to present the case to the Academic Honesty Committee. The Provost or his/her designee will present the case to the Academic Honesty Committee within ten (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 ten (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 thirty (30) calendar days from the date on which the committee receives the appeal, is final.

The Committee will notify, in writing, the student and the faculty member of its decision. If it is determined that no violation of academic honesty has occurred, the student’s alleged violation will be removed from his or her record. Any student who has been found guilty of violating the academic honesty policy a second time will be reported by the Provost to the Dean of Student Affairs for disciplinary action.

SECTION 6: FORMAL DISPOSITION PROCEDURES

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

A. Formal Disposition Format

1. An electronic or other verbatim record will be made of all hearings. This record will be retained for one month following the hearing or until the conclusion of any appeal process, whichever is longer. The record will then be destroyed, except in cases of suspension and expulsion, when the electronic record shall be retained with the student’s record.

2. At the beginning of the hearing the charged student will be introduced to others who are present. The charged student will be informed of standards alleged to have been violated and will be advised that he/she has rights specified in the Student Rights section.

3. The student conduct administrator will read the incident report and ask the charged student to respond.

4. If the complainant/victim chooses to attend the hearing, the complainant/victim will be asked to describe what happened, and the charged student will have the opportunity to respond.

5. Witnesses will be asked to describe what happened, and the charged student will have a chance to respond. All communication between the charged student, complainant, victim and witnesses will be directed to the student conduct administrator. The student conduct administrator will decide which questions to ask of each person. The student conduct administrator may reasonably limit the scope and time devoted to each matter or item of discussion during hearings, as well as the number of persons testifying. The student conduct administrator will decide the order of witnesses and when the victim and witnesses will be in the hearing room.
6. The student conduct administrator may ask questions of any charged student, victim or witness during the hearing.

7. The formal disposition will conclude with a review of the outcome notification and appeal processes review. At the conclusion of the hearing, the charged student, victim, advisers and witnesses will be asked to leave the room. These individuals will not be present during the deliberations of a student conduct administrator.

B. Student Rights

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

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

- The student is entitled to be present throughout the hearing, but not during the deliberation of the student conduct administrator.
- The student is entitled to remain silent (i.e. not to testify against him/herself), but must be informed that if silence is maintained, the case will be decided on the evidence presented.
- The student is entitled to know all evidence and the testimony presented against him/herself and to view pertinent materials supporting the case against him/herself.
- The student is entitled to present pertinent evidence and the testimony of witnesses to substantiate his/her case and to comment upon and respond to the charges against him/herself.
- The student is entitled to make a written appeal of the disciplinary decision within five (5) working day of the date of notification of that decision. University disciplinary actions are appealed to the Dean of Student Affairs.

C. Attendance

All formal dispositions will be closed to everyone except those persons specifically provided for in the aforementioned conduct procedures or persons whose presence at the hearing is authorized by the student conduct administrator.

A student who cannot attend the disposition scheduled for consideration of his/her case must submit a written statement to the student conduct administrator stating the reasons for the conflict and requesting a new disposition date. This statement must be presented to the student conduct administrator not less than two (2) working days before the beginning of the hearing. At the discretion of the student conduct administrator the hearing may be rescheduled. Only one (1) change of hearing date and time may be granted.
If a student fails to attend a scheduled hearing, the hearing may proceed in the absence of the charged student. Such an absence will not be considered grounds for an appeal.

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

**D. Witnesses**

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

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

**E. Evidence**

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

**F. Adviser**

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

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

**G. Decisions and Communications**

At the conclusion of the formal disposition, the charged student will be informed as to when the decision will be made and communicated. Disciplinary decisions that result in positive action, university warning or restitution will be made by the student conduct administrator and communicated to the charged student in writing within five (5) working days of the conclusion of the hearing.

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

- The Director of Residential Life or his/her designee must approve disciplinary actions of limitation on activities in the Residence Halls.
- The Director of Residential Life or his/her designee in consultation with the Dean of Student Affairs or his/her designee must approve disciplinary action of termination of the housing contract.
- Disciplinary actions of limitation on activities on campus (outside of those in the Residence Halls) must be approved by the Dean of Student Affairs or his/her designee.
- The Dean of Student Affairs or his/her designee will approve disciplinary actions of university probation.
- The Vice President of Student Affairs will approve disciplinary actions of suspension or expulsion.

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

All communications to students will be transmitted in the manner specified in the appropriate part of this procedure. Individual circumstances may permit or require communication by whatever means is necessary to reach the student promptly and reliably. Following reasonable efforts to deliver any communication to a student personally, an indirect or substituted mode of delivery may be attempted. Thus, any delay or failure to reach the student shall not impair the procedure.
SECTION 7: APPEALING A CONDUCT OUTCOME

A. Dean of Student Affairs

1. Overview

Students found responsible for a violation of the Code of Conduct may appeal the decision. Appeals are not re-hearings, and they are not granted on the basis of disagreement with the original decision. The Dean of Student Affairs or his/her designee will determine if there are grounds to warrant an appeal. *Note — For cases in which the Dean of Student Affairs makes the disciplinary decision, the Vice President of Student Affairs or his/her designee will assume the appeal role described in this section.

The bases of appeals include the following:

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

2. Timeline

A student has eight working days after letter date of the written notification of a disciplinary decision to file an appeal with the Student Affairs Office. Failure to appeal within the eight-working-day period waives the right to appeal. Disciplinary actions will not be implemented while an appeal is under consideration.

3. Documentation

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

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

4. Review of an Appeal Request

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

B. Appellate Board

1. Overview

A decision by the Dean of Student Affairs may be appealed to the Appellate Board. The Appellate Board, appointed by the university President or his/her designee, shall consist of three (3) members: one (1) faculty member, one (1) staff member, and one (1) student (no member of the university administration, as defined previously, may serve on the Appellate Board). The university President or his/her designee shall designate the Appellate Board chairperson.

2. Timeline

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

3. Appellate Action

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

- The student was not given due process.
- New or additional evidence became available.
- The discipline was inappropriate for the violation.
- The decision of the Board was not based on competent and substantial evidence.
- For other good cause.

4. Review of an Appeal Request

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

6. Legal Adviser to the Appellate Board
The Appellate Board may request of the President that the university provide the Appellate Board with a legal adviser. Such legal adviser should not be the university’s attorney or a member of any firm representing the university. The legal adviser may advise the Appellate Board in connection with its review and in all other aspects of their responsibilities.

DRUG AND ALCOHOL VIOLATION DISCLOSURES

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

   A. the student is under the age of 21; and

   B. the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

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

POLICY ON NON-ADMITTANCE TO UNIVERSITY-SPONSORED ACTIVITIES

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

Western will close only in extraordinary circumstances. If the university plans to close due to weather/road conditions, the decision will be made as follows: Daytime Closing - normally the decision will be made by 6 am. Evening Closing - normally the decision will be made by 4 pm. Information on Western closing will be posted on the home page of the website at www.missouriwestern.edu. The information will also be broadcast on the following television stations: KCTV TV-5, KMBC TV-9, KQTV TV-2, KSHB TV-41, and WDAF TV-4; and the following radio stations: KAAN 95.5, KBEQ 104.3, KCUR 89.3, KFEQ 680, KFKF 94.1, KGNM 1270, KKJO 105.5, KKWK 100.1, KMBZ 980, KMRN 1360, KMXV 93.3, and KSJQ 92.7. If closings are not reported on the aforementioned stations, it should be assumed the university is open. It should be noted the university administration will take several factors into consideration when making the decision to close the university due to weather/road conditions. Therefore, it cannot be assumed the university will close when area schools are closed.

COMPUTING POLICY

Western computing facilities are provided in order to promote and support academic pursuits. Academic computer facilities are therefore to be used only for academic and research activities. Listed here are certain responsibilities and the ethical behavior expected of you as a computer user. The guidelines presented here reflect U.S. Copyright Law, the Law of the State of Missouri, and additional specific rules relative to the Western campus. It is the intent of Western to adhere to the provisions of copyright laws relative to software and to comply with licensing agreements and/or policy statements contained in the software packages used on campus. If you need further clarification regarding these guidelines, please contact Information Technology Services at 816-271-4555.

U.S. COPYRIGHT LAW AND SOFTWARE LICENSING

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

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

STATE OF MISSOURI LAW

RSMO 1988 569.094-569.099
• A state law now makes unauthorized access and interference with computer systems, computer data, and other computer users illegal.
• Unauthorized use of passwords and the breach of security of any computer system are illegal.

COMPUTING RULES AND REGULATIONS

• Always apply normal standards of academic ethics and polite conduct to your use of computing services.
• Respect the equipment and privacy of others.
• Drinks, food, and tobacco products are not allowed in campus computing facilities.
• Campus computing facilities may not be used for personal profit. Your computing activities should not interfere with the rights of other users.

Examples of activities to avoid:

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

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

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

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

Typical email communications sent by the university include information regarding enrollment, grades, billing, payments, financial aid, and campus activities. Typical information provided by the portal includes personal announcements, campus announcements, messages for targeted audiences, and access to the Banner Self-Service system. It is the responsibility of students, faculty, and staff to stay informed. Therefore, it is expected that students, faculty, and staff access this electronic communication medium to stay informed of the activities of Western and to communicate in a timely manner.
DEMONSTRATION POLICY

Inherent in the constitution is the right of peaceful assembly for the purpose of protest. Although a college student, by his or her enrollment, is not stripped of his constitutional right to engage in “symbolic” speech in the form of demonstrations of protest, it has been ruled by the courts that the exercise of such a right is not absolute and unlimited. While a flat ban on campus demonstrations would be invalid, it is equally clear by court decisions that students do not have an unlimited right to demonstrate on university property. Therefore, in order to maintain the order and decorum at Western so that the primary function, that of imparting knowledge, will not be interrupted, the following regulations governing demonstrations have been established:

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

CAMPUS EQUAL OPPORTUNITY COMMITTEE

The primary function of the Campus Equal Opportunity committee is to foster a sense of the university’s commitment to the principles of equal employment and educational opportunities. The committee is made up of the Director of Non-Traditional Student Services (Section 504, ADA) who serves in an ex-officio capacity, the Director of Human Resources who also serves in an ex-officio capacity, the Provost and Vice President for Academic Affairs, the Dean of Student Affairs, two faculty representatives, two professional staff employees, two support staff representatives, and two student representatives who are appointed by the university president upon recommendation by the Student Government Association. Committee members serve two-year terms.
The objectives of the committee are to affirm and extend the university’s commitment to the principles of equal employment and educational opportunities, to recommend and evaluate effective policies and procedures of the equal opportunity program, to promote awareness regarding the principles and policies of equal opportunity at Western, to serve as a vehicle to express equal opportunity concerns of employees and students to the administration, and to recommend solutions.

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

**GRIEVANCE PROCEDURE FOR DISCRIMINATION COMPLAINTS**

Any employee or student at Western who has a complaint of discrimination should initially try to resolve the problem through informal discussion. If this does not resolve the issue, the person may file a written complaint to the Affirmative Action Officer, Director of Human Resources, Title IX Coordinator, or the Section 504 ADA Coordinator as appropriate. The complaint will be investigated and documented, and appropriate recommendation for resolution of the problem will be made in writing to the complainant. Normally, response will be made within a 30-day period from receipt of the complaint. If the complainant is not satisfied with the response, he/she may submit the complaint to the Equal Opportunity Committee within ten days after receiving the response. The Committee will review the information and make the recommendations for resolution. Normally, a response will be provided by the Chairperson of the Committee in writing within 30 days of filing with the Committee. The person initially receiving the complaint will not participate at the committee level.

A final appeal may be pursued by submitting the complaint to the President of Western within ten days of receipt of the Committee’s response. The President will provide an opportunity for the complainant to present the grievance and will normally respond to the complainant within 14 days of receipt of the complaint.

**COMMUNICABLE DISEASE POLICY**

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

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

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

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

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

Procedures

1. If any individual infected with a communicable disease is asked by Western to undergo a medical examination, it will be at the university’s expense. Refusal to submit to a medical examination may result in disciplinary action. Until a determination is made, an employee may be placed on leave with pay in accordance with university policy. Sick leave will be charged against an employee who is later determined to be afflicted with a contagious or infectious disease. Arrangements for students will be made on an individual basis, but could include charges being filed under the student disciplinary code.

2. The Review Committee is available to meet with individuals to address appropriate employment or class responsibilities.

3. The Review Committee will contact the St. Joseph/Buchanan County Health Department to determine appropriate action regarding potential exposure to others.

4. In the event of a public inquiry concerning a communicable disease on campus, the President or the President’s designee will provide appropriate information on behalf of the university.

5. The Review Committee will submit a determination to the individual and the President of the university. In making a determination, the Review Committee will guarantee the legal rights of the individuals under sections 503 and 504 of the Federal Rehabilitation Act.

6. The individual may appeal the determination in accordance with university policies and procedures for grievances, although the determination of the committee will remain in effect until it is overturned on appeal. In consideration of the individual’s condition/disease, the appeal process will be expedited if possible.

7. The Environmental Safety Coordinator and the Review Committee will have available safety and incident report procedures. Willful or negligent violation of safety and precautionary procedures may be cause for disciplinary action.

Legal Refs § 191.650 - .695, RSMO.

SMOKING POLICY

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

A. Smoking is prohibited in all campus buildings and offices of Western. This prohibition includes, but is not limited to the following:

1. General office space, including private offices.
2. Computer rooms, classrooms, conference rooms, and library.
3. Storage rooms, supply rooms, copy rooms, and mail room.
4. Common areas, including elevators, stairwells, hallways, lobbies, reception areas, employee lounges, cafeteria, break rooms, and restrooms.
5. Garages, maintenance shops, and mechanical rooms.
6. Hazardous areas containing or in close proximity to flammable liquids, gases, or vapors.
7. Student housing complex rooms.

B. Smoking is permitted outdoors provided tobacco products are disposed of in a receptacle designed for that purpose.

C. The use of smokeless tobacco is a health hazard and is discouraged; all expectorate must be disposed of directly into water-flushed toilet bowls. Use of any other method of disposal (paper cups, soda cans, wastebaskets, jars, etc.) is unsightly and unsanitary and, therefore, expressly prohibited.

II. Responsibility

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

III. Compliance

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

IV. Employee/Student Assistance

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

SEXUAL HARASSMENT POLICY

Missouri Western State University is committed to the principles of equal opportunity and does not discriminate on the basis of race, age, sex, national origin, or handicap. The U.S.
Equal Employment Opportunity Commission has issued guidelines which treat sexual harassment as illegal sex discrimination and a violation of Title VII of the Civil Rights Act of 1964. The university supports the intent of these guidelines: it is the policy of Missouri Western State University that no member of the campus community may sexually harass another individual.

The following definition has been adapted from the EEOC Guidelines on Discrimination because of sex to encompass both employees and students:

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

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

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

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

All approved clubs are encouraged to use the conference rooms in the Blum Union for their meetings and activities. These rooms are scheduled through the Scheduling Services Office in Spratt Hall 105, 816-271-4210. Student organization events must have the approval of the Center for Student Engagement Director prior to contacting Scheduling Services. A facility reservation form must be submitted to the Scheduling Services Office two weeks prior to the event date.

Use of University Log
Anyone who wishes to purchase and/or sell merchandise such as t-shirts, hats or promotional items that display the Western logo, tagline or wordmark must comply with the Trademark Licensing Program. That means they must purchase products from a licensed vendor, and all artwork must be approved by Campus Printing and Design Services or by the Public Relations and Marketing Office before production of the item begins. If you wish to use the logo or wordmark in printed materials, that must comply with the Graphic Standards Manual and be approved by the Public Relations and Marketing Office or Campus Printing and Design Services. For more information, call 816-271-5651.

USE OF BULLETIN BOARDS - DISTRIBUTION OF LITERATURE

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

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

Clubs and organizations publicizing off-campus activities MUST include on the flyer “NON ALCOHOLIC EVENT”.

The university provides for the distribution of literature by student clubs, organizations, and academic departments.
After authorization, one copy of the material(s) will be retained for the file. Once material is approved for distribution, a stamp of approval must be placed on all materials for distribution. Any organization in violation of the above guidelines may be subject to the judicial process.

**PLACEMENT OF BANNERS AND POSTERS**

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

**SOLICITATION POLICY**

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

**UNIVERSITY EMAIL/PORTAL USE POLICY**

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

The University has determined that use of the MWSU email system and electronic portal is critical to the success of students and employees in daily routines or job performance. Students are expected to check their email accounts and access the MWSU portal at least once per week. Faculty and staff are expected to check their email accounts and access the MWSU portal every 1–2 business days during active work periods.

Typical email communications sent by MWSU include information regarding enrollment, grades, billing, payments, financial aid, and campus activities. Typical information provided by the portal includes personal announcements, campus announcements, messages for targeted audiences, and access to the Banner Self-Service system. It is the responsibility of
students, faculty, and staff to stay informed. Therefore, it is expected that students, faculty, and staff access this electronic communication medium to stay informed of the activities of MWSU and to communicate in a timely manner.

**FINANCIAL AID**

The goal of the Missouri Western State University Financial Aid Office is to provide students and their families with a professional, unbiased approach to making the dream of higher education a reality. Our objectives include helping students attain a higher education by providing eligible students the maximum amount of financial assistance from all available sources, while keeping student loan debt as low as possible.

The Missouri Western State University Financial Aid Office belongs to the National Association of Student Financial Aid Administrators (NASFAA). We adhere to a code of ethics requiring us to be “committed to removing financial barriers for those who wish to pursue postsecondary learning.” In adhering to this code of ethics, our student aid professionals make every effort to seek and recommend the best alternatives for our students.

This section provides basic information related to application procedures, federal regulations, eligibility requirements, cost of education and Western policies. Additional information regarding these, and other topics, is available online at [https://www.missouriwestern.edu/finaid/](https://www.missouriwestern.edu/finaid/)

- Estimated cost of attending Western (information and calculators).
- Sources of federal, state, institutional and private assistance.
- Financial Aid application procedures.
- Western and affiliated scholarship application procedures.
- Student and parent loan information.
- Financial aid forms.
- Services available to veterans.
- The rights and responsibilities of students receiving financial assistance.
- Statistical information concerning the types of financial assistance received by Western students.
- Policies and other information concerning the administration of financial assistance at Western.

**COMMUNICATION TO STUDENTS**

The Office of Financial Aid communicates with enrolled and prospective students via the student’s Western email and Goldlink accounts. As a general rule, financial aid notices will
not be sent by postal mail. Students are responsible for monitoring their status online through Goldlink and for ALL communications sent to their Western email account.

**HOW TO APPLY FOR FINANCIAL AID**

1. Apply for a PIN from the Department of Education. The PIN (Personal Identification Number) allows students and parents to electronically sign the Free Application for Federal Student Aid (FAFSA). Both the student and parent (if applicable) must request a PIN online at [www.pin.ed.gov](http://www.pin.ed.gov).

2. Complete the Free Application for Federal Student Aid (FAFSA). FAFSA applications are available after January 1st each year. Students may complete the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Be sure to indicate Missouri Western (school code 002490) as a college choice when completing the application.

3. Apply for Western Competitive Graduate Scholarships. Graduate students are not eligible for the same scholarships as undergraduates. Please use the Graduate School Scholarship application form.

   http://academic.missouriwestern.edu/graduate/wiki/images/0/09/Scholarship_application.pdf

**MARCH 15TH PRIORITY DEADLINE**

The FAFSA should be submitted no later than the second week of February to ensure the March 15th priority deadline is met. Applications will continue to be accepted after March 1st. However, program funding may be limited.

**FILE REVIEW (VERIFICATION)**

The federal Central Processing System (CPS) selects approximately 30% of all FAFSA filers for the verification review process. Missouri Western may also select additional filers for review to ensure accuracy and consistency. During the review process, the Financial Aid Office will verify all mandatory items identified by the U.S. Department of Education. In addition, the Financial Aid Office may verify discretionary items.

Students who are selected for verification by either CPS or by Missouri Western will be notified via their Western email account and will see all required documents listed on Goldlink.

Applicants whose FAFSA information requires correction will have those corrections electronically processed by the Financial Aid Office. The corrections will generate an updated Student Aid Report (SAR) which will be sent to the student by the federal Central Processing System (CPS). The student's Expected Family Contribution (EFC) may change based on corrections made.
If conflicting information is discovered after aid is awarded or disbursed, the Financial Aid Office must resolve the conflicting information and the student will be required to repay aid received in excess of his/her eligibility. All conflicts must be resolved regardless of whether the student was selected for verification. If it is determined that a student has received funds for which he or she is not eligible, the student must repay the amount to Missouri Western.

**STUDENT ELIGIBILITY**

To be eligible for financial assistance, a student must:

- be accepted for admission and enroll as a degree-seeking student in an eligible program;
- be a U.S. citizen or national, U.S. permanent resident, citizen of the freely Associated States or other eligible non-citizen;
- have a valid Social Security Number;
- be registered for Selective Service (if applicable);
- not be in default on a federal loan or owe an overpayment of federal grant funds; and
- be making Satisfactory Academic Progress.

**ENROLLMENT REQUIREMENTS**

- For financial aid purposes, a student's enrollment status will be determined at the end of the official add/drop period each semester.
- Only classes that count toward a degree or certificate may be used in calculating financial aid eligibility. Audited classes and most continuing education classes do not count toward a degree or certificate, and may not be used in calculating eligibility for financial aid.
- Financial assistance may be prorated or cancelled if the student is enrolled in less than 8 graduate credit hours (full-time) at the end of the official add/drop period.
- Only Missouri Western credit hours will be included when determining a student’s enrollment status for Western scholarships.
- Students must enroll in a minimum of five graduate credit hours (half-time) to be eligible for student loan funds.
- Financial assistance will be recalculated for students who do not begin attendance, withdraw, are administratively withdrawn or stop attending and receive a failing or incomplete grade in all courses during a term.

Students who are enrolled at more than one college or university at the same time may receive financial aid from only one of the institutions, not both. Contact the Office of Financial Aid for more information.
**FINANCIAL AID AWARDS**

Students may view and accept offered awards on Goldlink beginning April 15th each year. Regulations require students to report any external sources of monetary assistance that are not reflected on the award notification.

Financial aid awards are based on the student’s demonstrated financial need, enrollment status, achievement, and other criteria. It is the student’s responsibility to notify the Financial Aid Office when there is a change in enrollment status, or if there is a change in family, or financial situation that may affect eligibility to receive financial assistance.

Financial aid awards may be reduced or canceled if aid received from ALL sources causes the student to exceed unmet need or cost of attendance or if the student does not meet eligibility criteria. Adjustments made to financial aid awards or in a student’s eligibility to receive financial assistance will be posted on Goldlink.

**DISBURSEMENT OF FINANCIAL AID**

Financial aid funds will be released to student accounts in two equal disbursements and will first be applied to outstanding charges for tuition, fees, room, board, and other University expenses. Remaining funds will be issued to the student. By Federal regulation, excess funds MUST be used for educational expenses.

If a student's aid package includes PLUS loan funds, credit balance checks will be made payable to the student or parent and will be mailed to the parent’s home address.

The Financial Aid Office will disburse funds each Friday beginning the 2nd Friday of each semester. Students who elect to receive credit balance refunds by direct deposit, should allow five (5) additional business days for the transfer of funds to a personal bank account. Students who have not elected direct deposit, should allow ten (10) additional business days for the check to be mailed to the student's permanent address of record.

**FINANCIAL AID ADVANCE TO PURCHASE BOOKS AND SUPPLIES**

If a student is scheduled to receive more financial assistance than their current charges, Western will transfer up to $750 of pending financial assistance to the student's ID card. These funds may be used to purchase books and supplies at the campus bookstore located in the Blum Student Union. The actual amount used will be charged to the student's account and deducted from pending financial aid. Eligible students will receive notification and instructions via their Western email account 10 days prior to the start of each semester. Only the amount of actual purchases will be deducted from the student's excess financial aid. Any unused funds will be issued to the student in the form of a credit balance refund. A student may elect to opt out simply by not presenting his or her ID at the campus bookstore.
**PENALTIES FOR DRUG LAW VIOLATIONS**

Federal law provides that a student who has been convicted of an offense under any federal or state law involving the possession or sale of a controlled substance during a period of enrollment for which the student was receiving financial aid shall not be eligible to receive any federal or institutional grant, loan, or work assistance during the period beginning on the date of such conviction and ending after the interval specified in the following table. If convicted of an offense involving:

- **Possession of a Controlled Substance Ineligibility Period**
  - First Offense - 1 year
  - Second Offense - 2 years
  - Third Offense - Indefinite

- **Sale of a Controlled Substance Ineligibility Period**
  - First Offense - 2 years
  - Second Offense - Indefinite

A student whose eligibility has been suspended based on a conviction for possession or sale of a controlled substance may resume eligibility before the end of the ineligibility period if:

- **A.** the student satisfactorily completes a drug rehabilitation program that:
  1. complies with the criteria prescribed in the federal regulations; and
  2. includes two unannounced drug tests;

- **B.** the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with the criteria prescribed in the federal regulations; or

- **C.** the conviction is reversed, set aside, or otherwise rendered nugatory.

**TREATMENT OF FEDERAL FINANCIAL ASSISTANCE WHEN A STUDENT WITHDRAWS OR STOPS ATTENDING**

Federal regulations specify how Western must determine the amount of Title IV program assistance that a student has earned if he or she officially withdraws or stops attending. The Title IV programs that are governed by this law are the Federal Pell Grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

When a student withdraws or stops attending, the amount of assistance that the student has earned is determined on a prorata basis. For example, if the student has completed 30% of the semester, he or she has earned 30% of the assistance that was scheduled for the period.
Once a student has completed more than 60% of the semester, he or she has earned all scheduled assistance for the period. If the student did not receive all of the assistance that was earned, a post-withdrawal disbursement may be due. Additional information about post-withdrawal disbursements is available online at www.missouriwestern.edu/finaid.

If a student has received unearned Title IV program funds, Western MUST return a portion of the excess that is equal to the student’s institutional charges multiplied by the unearned percentage of funds or the entire amount of excess funds, whichever is less.

If Western is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return may be repaid in accordance with the terms of the promissory note. That is, the student may make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that a student must return is called an overpayment. The maximum amount of a grant overpayment that the student must repay is half of the grant funds he or she received or was scheduled to receive. The student must make arrangements with the Missouri Western Business Office to return unearned grant funds.

The requirements for Title IV program funds when a student withdraws or stops attending are separate from Western's Refund Policy. Therefore, a student may still owe funds to Western to cover unpaid institutional charges. The student will also be responsible for any Title IV program funds that Western was required to return on his or her behalf.

Western's Refund Policy may be found online at www.missouriwestern.edu/businessoffice.

Western's Official Withdrawal Policy may be found online at www.missouriwestern.edu/registrar.

**SATISFACTORY ACADEMIC PROGRESS**

Federal regulations require institutions to establish reasonable standards to ensure that recipients of Title IV financial aid are making satisfactory academic progress toward completion of a degree program. These standards must establish the maximum timeframe for degree completion and include minimum standards for rate of completion (pace) and cumulative GPA.

Satisfactory academic progress (SAP) will be evaluated at the end of each semester based on each of the standards outlined below. A student who fails to meet satisfactory academic progress standards will lose eligibility for federal financial assistance the following semester. Federal financial assistance consists of the Federal Pell Grant, Federal Work-

**COMPLETION RATE (PACE)**

The pace at which a student must progress through an educational program to ensure completion within the maximum timeframe. Pace is calculated by dividing the cumulative number of hours successfully completed by the cumulative number of hours attempted.

**Requirement**

Students must successfully complete 70% of all courses attempted to remain eligible for federal financial assistance.

**Regaining Eligibility**

A graduate student who loses financial aid eligibility based on GPA must receive grades sufficient to increase his or her cumulative GPA to the required 3.0.

The student will be required to use his or her own financial resources until he or she is again meeting Satisfactory Academic Progress standards.

**MAXIMUM TIMEFRAME**

The maximum timeframe allowed for completion of a degree program should not exceed 150% of the published length of the program measured in hours attempted.

Although students approaching the maximum time frame will be notified of their status, it is the student’s responsibility to ensure that his or her degree program is completed within the maximum number of attempted hours.

If it is determined that a student cannot complete his or her program of study within this timeframe, he or she will become ineligible for federal financial assistance.

**Requirement**

A student pursuing a master’s degree must complete his or her program within 52 attempted hours.

**Regaining Eligibility**

A student who has exceeded the maximum timeframe for degree completion is no longer eligible to receive federal financial assistance.

The student will be required to use his or her own financial resources to cover the cost of education.
**MINIMUM CUMULATIVE GPA**

The calculation of cumulative GPA will include grades earned from all coursework, including transfer coursework that is accepted toward the student’s educational program as well as any remedial coursework.

**Requirement**

Students must maintain a minimum cumulative GPA of 2.00 (3.00 if pursuing a master’s degree) to remain eligible for federal financial assistance.

**Regaining Eligibility**

A student who loses financial aid eligibility based GPA must receive grades sufficient to increase his or her cumulative GPA to the required 2.00 (3.00 if pursuing a master’s degree). The student will be required to use his or her own financial resources until he or she is again meeting Satisfactory Academic Progress standards.

**ATTEMPTED AND COMPLETED HOURS**

Attempted Hours consist of any hours the student is enrolled in at the end of the official add/drop period including those hours that are earned, withdrawn from, audited, repeated, failed, taken as pass/fail or are incomplete. Hours for which the student did not receive financial aid and those waived under an academic renewal policy must be included as attempted hours.

Successful completion is defined as the absence of failing or incomplete grades and voluntary/involuntary withdrawals.

**WARNING PERIOD**

A student who falls below satisfactory academic progress standards for the 1st time may be granted a one (1) semester warning period to improve his or her progress. During the warning period the student may continue to receive federal financial assistance. To be granted a warning period, the student must attend a satisfactory academic progress seminar and sign a warning period acknowledgement.

If the student fails to meet satisfactory academic progress standards at the end of the warning period, he or she will lose eligibility for federal financial aid the following semester.

Students who have exceeded the maximum timeframe for degree completion or have lost eligibility under the standards of a previous satisfactory academic progress policy will not be eligible for a warning period.
SATISFACTORY ACADEMIC PROGRESS APPEAL PROCESS

A student may submit a written appeal to the Satisfactory Academic Progress Committee if documentable extenuating circumstances caused the student to fall below satisfactory academic progress standards or exceed the maximum timeframe allowed for degree completion.

Examples of circumstances that may warrant an appeal include: lengthy hospitalization or illness; death of a parent, spouse or child at a critical time during the semester; lengthy illness of a child or spouse; or other mitigating circumstance.

Appeals must include the following documentation:

- A complete Statement in Support of Appeal found online at www.missouriwestern.edu/finaid/Forms.asp (Form 10);
- A letter of explanation describing how extenuating circumstances resulted in the student’s inability to maintain satisfactory academic progress;
- Sufficient documented evidence that the extenuating circumstance clearly caused the student to fall below the required standards or exceed the maximum timeframe; and satisfactory academic progress at the next evaluation.

Examples of documentation supporting the extenuating circumstance include: medical documentation; notice of death; accident reports; court documentation; or other relevant documentation.

Appeal deadlines for each term should be posted on the financial aid website. Students may also contact the Financial Aid Office for deadline dates. The decision of the University Satisfactory Academic Progress Committee is final.

Probationary Period

A probationary period may be granted only after a student has appealed and has had eligibility for aid reinstated based on the appeal. Students who are granted a one (1) semester probationary period will be required to adhere to an academic plan that, if followed, will ensure the student will complete his or her degree program within the maximum timeframe.

As a general rule, a student on an academic plan will be required to successfully complete all attempted courses with a grade of C or higher and not audit or withdraw from any course. In addition, the student may be required to enroll in only those courses required for completion of his or her degree program and may not be allowed to change his or her major without approval from the Satisfactory Academic Progress Committee. An individual academic plan may also include additional requirements as deemed appropriate by the Satisfactory Academic Progress Committee.
A student on financial aid probation may receive Title IV funds for one semester. At that point, the student must meet satisfactory academic progress standards or the requirements of the established individual academic plan to maintain eligibility for federal financial assistance.

**ADDITIONAL DEGREE PROGRAMS AND DEGREE COMPLETION**

A student, who has exceeded the maximum timeframe and is pursuing an additional graduate degree, after completion of the first graduate program, should appeal to the Satisfactory Academic Progress committee. To be considered, the student should be able to complete his or her degree requirements within 200% of the published length of the program as measured by the student’s overall attempted hours.

A student who has completed all required coursework for his or her degree program but has not yet received the degree, may not receive further financial aid for that program.

**REMEDIAL AND REPEATED COURSEWORK**

Federal financial aid regulations allow students to repeat any coursework previously taken in the program as long as it is not a result of more than one repetition of a previously passed course, or any repetition of a previously passed course due to the student failing other coursework.

Repeating coursework can affect a student’s satisfactory academic progress status in the following manner: the repeated course and the original attempt will be counted in the calculation of overall attempted hours; and the most recent grade received for the course will be included in the calculation of GPA.

**COMMUNICATION OF SATISFACTORY ACADEMIC PROGRESS STATUS**

Although students will be notified in writing should they fall below satisfactory academic progress standards, it is the student’s responsibility to know his or her academic standing in regard to this policy. Failure to receive notification does not dispute or reverse the termination of a student’s eligibility to receive financial assistance. Students are responsible for monitoring their status online through Goldlink and for ALL communications sent to their Western email account.

**VETERAN’S SERVICES**

Missouri Western State University is approved by the Veterans Administration as a training facility for veterans and eligible persons. The School Certifying Official, located in the Financial Aid Office (Eder Hall, Room 103), coordinates the services to more than 300 veterans, dependents and currently serving service-members attending classes and receiving veteran benefits. Students may obtain the following services from this office: certification of enrollment for educational benefits; referrals for tutorial assistance; referrals for counseling
for financial, personal, vocational, and academic problems; veterans work study job information; information about changes in legislative regulations which affect veterans; and information about MWSU procedures. The School Certifying Official also acts as a direct liaison between Missouri Western State University and the Veterans Administration Regional Office in St. Louis regarding payment of benefits. Additional information is available online at https://www.missouriwestern.edu/finaid/

THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law which sets forth requirements aimed at protecting the privacy of educational records. Education records are defined as those records which directly relate to a student and are maintained by an educational agency or institution or by a party acting on behalf of that institution. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements.

Students have the following inherent rights under FERPA:

1. Control the disclosure of their “education records” to others
2. Inspect and review their “education records”
3. Seek amendment to their “education records”
4. File a complaint with the Department of Education

Once students are enrolled at MWSU, FERPA rights transfer to the student, regardless of the student’s age.

In the absence of an official request, information contained in a student’s records remains confidential between the student and MWSU and will not be released to third parties without the consent of the student, with the following exceptions:

- as directory information;
- to school officials with legitimate education interest;
- to schools which the student is seeking admission;
- to organizations conducting studies of or on behalf of educational institutions;
- to federal, state or local education authorities;
- in connection with the receipt of financial aid;
- to accrediting agencies;
- to comply with a judicial order or subpoena;
- in health or safety emergencies;
- results of a disciplinary hearing to an alleged victim of a crime of violence;
• to parents of students under the legal drinking age if caught possessing or using alcohol or drugs.

Missouri Western State University defines directory information as:

• name;
• mailing address;
• telephone;
• campus e-mail address;
• date of birth (month/day);
• major or field of study;
• dates of attendance;
• enrollment status;
• anticipated graduation date;
• classification;
• degrees awarded;
• honors awarded;
• previous institutions attended;
• participation in activities/sports;
• weight/height of athletes.

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

Request for records inspection should be directed to the official in charge of maintaining the record. The personally identifiable educational records of each student and former student maintained by the university are open for inspection by the student, except in limited cases where privacy, confidentiality, or professional privileges of another person is involved.

The student may challenge an inaccurate record and request a hearing concerning any alleged inaccuracy contained therein. Any challenge must establish by a preponderance that the record is inaccurate. If desired, the student may submit a written explanation of a record's content, which then becomes a part of the record. Additional information regarding FERPA may be obtained from the Office of the Registrar, Eder 102 or the University’s Risk Manager, Popplewell 221.
ACCESS TO PERSONAL INFORMATION

Students may access university and personal information by logging into their Goldlink account from www.missouriwestern.edu. A unique username and password will provide secure entry to view grades, schedule of classes, unofficial transcript, financial statements, address, and other personal and confidential information. Students who lose their password may visit the Goldlink login page for instructions to reset their password. The username and answers to unique and personal security questions will be required in order to receive a new password.

RECORDS MAINTAINED

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

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

- **Academic - Eder Hall 102, Registrar**
- **Admissions - Eder Hall 101, Director of Admissions**
- **Counseling - Eder Hall 209, Director of Counseling**
- **Disciplinary - Blum Union 228, Student Affairs Office**
- **Financial Aid - Eder Hall 103, Director of Financial Aid**
- **Medical - Blum Union 203, Health Services**
- **Placement - Eder Hall 202, Coordinator of Career Development**
- **Residence - Commons, Director of Residential Life**
- **Police - Blum Union 201, Chief of Police**
- **Teacher Education - Murphy Hall 111, Department of Education**
- **Testing - Eder Hall 203, Testing Coordinator**

Not withstanding the above inclusive list, certain records are not available for inspection. These include financial records of parents; confidential letters of recommendation written prior to Jan. 1, 1973; personal records of educational personnel (for example, an instructor’s grade book); employee records; medical or other professional records, except that a student may have a qualified professional examine the records on the student’s behalf. A student may further waive his or her right to inspect records maintained at Western, but the university may not require such a waiver as a condition to attendance at Western.