2020-2021 Student Handbook

Southwest Baptist University
1600 University Avenue
Bolivar, MO 65613
(417) 328-1855

Dr. Eric Turner, President
Dr. Rob Harris, Vice President for Student Development
Welcome to the Bearcat Family!

Southwest Baptist University is a Christ-centered, caring academic community preparing students to be servant leaders in a global society, and we aim to equip you to be salt and light, prepared with a depth of academic and professional content for your respective calling and career, empowered to fulfill the imperative of the Great Commission with passion and compassion. We have an extremely talented group of faculty and staff who live out their faith, both in and out of the classroom, dedicated to providing you with a biblical worldview education.

To accomplish this, our University is committed to the following core values:

- Christian Distinctiveness
- Baptist Heritage
- Compassion and Care for the SBU Family
- Academic Excellence
- Social and Spiritual Development
- Personal Wellness

You have made a wise choice to enroll at SBU. May the Lord bless you in your becoming part of the great tradition of Southwest Baptist University.

Sincerely,

Dr. Eric A. Turner
President
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# 2020-2021 Academic Calendar

## Fall Semester 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Last day to add online undergraduate courses for the first 4, 8, and 16-week sessions</td>
</tr>
<tr>
<td>13</td>
<td>Faculty work day in offices</td>
</tr>
<tr>
<td>14</td>
<td>Move-In Day for new students</td>
</tr>
<tr>
<td>14-16</td>
<td>Welcome Week for new students</td>
</tr>
<tr>
<td>16</td>
<td>Returning students arrive</td>
</tr>
<tr>
<td>17</td>
<td>Fall classes begin (8 a.m.) – including online courses</td>
</tr>
<tr>
<td>17</td>
<td>Last day to add online graduate courses for the first 4, 8, and 16-week sessions</td>
</tr>
<tr>
<td>19</td>
<td>Formal Convocation – 10 a.m.</td>
</tr>
<tr>
<td>20</td>
<td>Last day for adding seated or hybrid classes for the first 8-week session</td>
</tr>
<tr>
<td>20</td>
<td>Undergraduate &amp; Graduate deadline for December Intent to Graduate Forms</td>
</tr>
<tr>
<td>25</td>
<td>Last day for adding seated or hybrid classes for fall semester</td>
</tr>
<tr>
<td>27</td>
<td>Fall Employee Picnic, 5:30 p.m., McClelland Dining Facility, Bolivar</td>
</tr>
<tr>
<td>28</td>
<td>Last day for adding classes for international students and students returning from active military duty</td>
</tr>
<tr>
<td>September 7</td>
<td>Labor Day – Classes in session</td>
</tr>
<tr>
<td>15</td>
<td>Last day to withdraw from course for first 8-week session without academic penalty</td>
</tr>
<tr>
<td>15</td>
<td>Midterm grades due for first 8-week session undergraduate courses – 12 p.m.</td>
</tr>
<tr>
<td>22</td>
<td>Five-week grades due for 16-week general education and graduation req. courses</td>
</tr>
<tr>
<td>26</td>
<td>Fall Preview Day (Admissions event)</td>
</tr>
<tr>
<td>October 1-30</td>
<td>General Education Assessment window for any student graduating Fall 2020 or Spring 2021</td>
</tr>
<tr>
<td>2-3</td>
<td>Homecoming</td>
</tr>
<tr>
<td>7</td>
<td>Last day to add online undergraduate courses for the second 8-week session</td>
</tr>
<tr>
<td>7</td>
<td>Last day of classes/final examinations for first 8-week session</td>
</tr>
<tr>
<td>8</td>
<td>Fall Break – Classes in session</td>
</tr>
<tr>
<td>12</td>
<td>Classes begin for second 8-week session</td>
</tr>
<tr>
<td>12</td>
<td>Last day to add online graduate courses for the second 8-week session</td>
</tr>
<tr>
<td>12</td>
<td>Monday @ Southwest (Admissions event)</td>
</tr>
<tr>
<td>13</td>
<td>Final grades due for first 8-week session undergraduate courses</td>
</tr>
<tr>
<td>13</td>
<td>Midterm grades due for fall semester – 12 p.m.</td>
</tr>
<tr>
<td>14-November 13</td>
<td>Enrollment for Winterfest and Spring classes</td>
</tr>
<tr>
<td>15</td>
<td>Last day for adding seated/hybrid classes for second 8-week session</td>
</tr>
<tr>
<td>23</td>
<td>Last day to withdraw from classes without academic penalty</td>
</tr>
<tr>
<td>November 5</td>
<td>Scholarship Appreciation Day</td>
</tr>
<tr>
<td>7</td>
<td>Fall Preview Day (Admissions event)</td>
</tr>
<tr>
<td>9</td>
<td>Last day to withdraw from courses from second 8-week session without academic penalty</td>
</tr>
<tr>
<td>10</td>
<td>Midterm grades due for second 8-week session undergraduate courses – 12 p.m.</td>
</tr>
<tr>
<td>12</td>
<td>All OLIS work turned into instructor for November graduation</td>
</tr>
<tr>
<td>20</td>
<td>Undergraduate Degree Commencement – 7 p.m.</td>
</tr>
<tr>
<td>23</td>
<td>Thanksgiving Break begins</td>
</tr>
<tr>
<td>30</td>
<td>Classes resume on-line</td>
</tr>
<tr>
<td>December 1</td>
<td>Employee Christmas Banquet, 6 p.m., Mellers Dining Commons, Bolivar</td>
</tr>
<tr>
<td>5</td>
<td>Scholars Day (Admissions event)</td>
</tr>
<tr>
<td>7</td>
<td>Last day of classes</td>
</tr>
</tbody>
</table>

## WinterFest 2021

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 14</td>
<td>Last day to add WinterFest online courses</td>
</tr>
<tr>
<td>18</td>
<td>WinterFest online courses begin</td>
</tr>
<tr>
<td>January 2</td>
<td>WinterFest seated/hybrid courses begin – 8 a.m.</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>--------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>2</td>
<td>Classes are in session (Saturday)</td>
</tr>
<tr>
<td>4</td>
<td>Last day for adding WinterFest seated/hybrid classes</td>
</tr>
<tr>
<td>9</td>
<td>Classes are in session (Saturday)</td>
</tr>
<tr>
<td>13</td>
<td>Last day to withdraw from WinterFest classes without academic penalty</td>
</tr>
<tr>
<td>16</td>
<td>Classes are in session (Saturday)</td>
</tr>
<tr>
<td>18</td>
<td>Monday @ Southwest (Admissions event)</td>
</tr>
<tr>
<td>19</td>
<td>Final Examinations; Last day of WinterFest classes (including online courses)</td>
</tr>
</tbody>
</table>

**Spring 2021**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 15</td>
<td>Last day to add online undergraduate courses for the first 4, 8, and 16-week sessions</td>
</tr>
<tr>
<td>17</td>
<td>Returning students arrive</td>
</tr>
<tr>
<td>17-19</td>
<td>Winter Welcome for new students</td>
</tr>
<tr>
<td>18</td>
<td>Teacher's Camp II</td>
</tr>
<tr>
<td>18</td>
<td>Monday @ Southwest (Admissions event)</td>
</tr>
<tr>
<td>19</td>
<td>Department Chair Workshop – 10 a.m.</td>
</tr>
<tr>
<td>20</td>
<td>Spring classes begin (8 a.m.), including online courses</td>
</tr>
<tr>
<td>20</td>
<td>Last day to add online graduate courses for the first 4, 8, and 16-week sessions</td>
</tr>
<tr>
<td>21</td>
<td>WinterFest grades due – 4 p.m.</td>
</tr>
<tr>
<td>25</td>
<td>Last day for adding seated or hybrid classes for first 8-week session</td>
</tr>
<tr>
<td>28</td>
<td>Last day for adding seated or hybrid classes for spring semester</td>
</tr>
<tr>
<td>February 2</td>
<td>Last day for adding classes for international students and students returning from active military duty</td>
</tr>
<tr>
<td>4</td>
<td>Transfer Visit Day (Admissions event)</td>
</tr>
<tr>
<td>6</td>
<td>Scholars Day (Admissions event)</td>
</tr>
<tr>
<td>10</td>
<td>Undergraduate and Graduate deadline for May Intent to Graduate forms</td>
</tr>
<tr>
<td>15</td>
<td>SBU Premier (Admissions event)</td>
</tr>
<tr>
<td>16</td>
<td>Midterm grades due for first 8-week session undergraduate courses – 12 p.m.</td>
</tr>
<tr>
<td>17</td>
<td>Last day to withdraw from course for first 8-week session without academic penalty</td>
</tr>
<tr>
<td>23</td>
<td>Five-week grades due for 16-week general education and graduation req. courses</td>
</tr>
<tr>
<td>March 1-31</td>
<td>General Education Assessment window for any student graduating Spring 2021</td>
</tr>
<tr>
<td>1</td>
<td>Founders Day chapel</td>
</tr>
<tr>
<td>3-4</td>
<td>Enrollment for Summer and Fall classes</td>
</tr>
<tr>
<td>5-6</td>
<td>Bearcat Days (Admissions event)</td>
</tr>
<tr>
<td>8</td>
<td>Transfer Visit Day (Admissions event)</td>
</tr>
<tr>
<td>12</td>
<td>Last day of classes/final examinations for first 8-week session</td>
</tr>
<tr>
<td>15</td>
<td>Spring Vacation begins</td>
</tr>
<tr>
<td>17</td>
<td>Last day to add online undergraduate courses for the second 8-week sessions</td>
</tr>
<tr>
<td>22</td>
<td>Classes resume (8 a.m.); classes begin for second 8-week session</td>
</tr>
<tr>
<td>22</td>
<td>Last day to add online graduate courses for the second 8-week session</td>
</tr>
<tr>
<td>23</td>
<td>Final grades due for first 8-week session</td>
</tr>
</tbody>
</table>

**Summer 2021**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 1</td>
<td>First 4 and 8-week sessions begin, including online courses</td>
</tr>
<tr>
<td>1</td>
<td>Last day to add online graduate courses for first 4 and 8-week sessions</td>
</tr>
<tr>
<td>2</td>
<td>Last day for adding seated and hybrid classes for first 4-week session</td>
</tr>
<tr>
<td>4</td>
<td>Last day for adding seated and hybrid classes for first 8-week session</td>
</tr>
<tr>
<td>5</td>
<td>Summer Orientation (Admissions event)</td>
</tr>
<tr>
<td>15</td>
<td>Last day to withdraw from first 4-week session without academic penalty</td>
</tr>
<tr>
<td>19</td>
<td>Summer Orientation (Admissions event)</td>
</tr>
<tr>
<td>23</td>
<td>Last day to add online undergraduate courses for second 4-week summer session</td>
</tr>
<tr>
<td>24</td>
<td>First 4-week session ends; final examinations, including online courses</td>
</tr>
<tr>
<td>28</td>
<td>SBU Summer Showcase (Admissions event)</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>-------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>28</td>
<td>Second 4-week session begins, including online courses</td>
</tr>
<tr>
<td>28</td>
<td>Last day to add online graduate courses for the second 4-week session</td>
</tr>
<tr>
<td>29</td>
<td>Last day to add seated and hybrid classes for second 4-week session</td>
</tr>
<tr>
<td>July 5</td>
<td>Independence Day – no classes</td>
</tr>
<tr>
<td>6</td>
<td>Last day to withdraw from 8-week session classes without academic penalty</td>
</tr>
<tr>
<td>10</td>
<td>Graduate deadline for Summer Intent to Graduate forms</td>
</tr>
<tr>
<td>13</td>
<td>Last day to withdraw from second 4-week session classes without academic penalty</td>
</tr>
<tr>
<td>15</td>
<td>Transfer Visit Day (Admissions event)</td>
</tr>
<tr>
<td>22</td>
<td>Second 4-week and 8-week sessions end – final examinations, including online courses</td>
</tr>
<tr>
<td>27</td>
<td>All final grades due (including OLIS grades) – 4 p.m.</td>
</tr>
<tr>
<td>August 6</td>
<td>Transfer Visit Day (Admissions event)</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

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

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

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

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

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

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

Statement on Marriage and Family
PRINCIPLE: God’s idea for marriage is a lifelong covenant between one man and one woman. Scripture views marriage as a witness to the permanent relationship between Christ and His Church and the family as God’s first institution.

EXPECTATION: The University has a concern over the increasing pressure being placed by external and internal forces on the institution of marriage. It recognizes the struggle of those within the University family who strive to keep their marriages stable under these pressures. Nevertheless, members of the University community should not enter into divorce except under the most severe circumstances and then only after pursuing all possible options, including counseling, and after considering the impact of divorce on their families, their personal lives, and their professional responsibilities at SBU.

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

EXPECTATION: The University expects behavior from all members of the University family that demonstrates the highest standard of respect for people and property and that exemplifies the Christian commitment to loving one another. Certain behaviors are not acceptable according to this ethical standard. These include sexual harassment, disrupting the rights of others to pursue appropriate University activities, depriving individuals of the use of their property or depriving the University of the use of its property.
Student Development & Student Life
Dr. Rob Harris, Vice President for Student Development
Mrs. Michelle Martin, Student Life Coordinator
(417) 328-1885

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

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

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

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

Student Development oversees Student Leadership and Engagement, Student Activities, Housing and Residence Life, Health Services, and Safety and Security. The Office of Student Life is responsible for student conduct and discipline, student crisis management, student grievances, and other policies and procedures as noted in the Southwest Baptist University Student Handbook.

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

Campus Communications
University officials utilize the University’s information portal (https://mysbu.SBUniv.edu), campus e-mail addresses, and campus mail to communicate pertinent information. Students are accountable to any and all information sent through these communication channels.

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

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

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

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

**Use of University Facilities**

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

**Solicitation**

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

**Identification Card**

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

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

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

**Goodson Student Union**

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

**Fine Arts**

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

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

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

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

The Department of Communication Arts maintains an active program of participation in intercollegiate debate and forensics. Membership on the traveling groups is achieved by performance. Activities include participation in tournaments on other college campuses each season. Achievements in this area qualify students for membership in Pi Kappa Delta, the national debate and forensics honorary fraternity.
Student Activities
Dr. Nathan Penland, Director of Student Leadership and Engagement
(417) 328-1828

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

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

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

Campus Communications
University officials utilize the University’s information portal (https://mysbu.SBUniv.edu), campus e-mail addresses, and campus mail to communicate pertinent information. Students are accountable to any and all information sent through these communication channels.

Formation of New Organizations
The Director of Student Activities shall review and register new organizations and submit them to the Student Association. The Student Association shall then issue a charter to each campus student organization whose principles are in accordance with the SA Operations Manual and in agreement with the mission and objectives of Southwest Baptist University as interpreted by the Director of Student Activities. Students may submit for approval the formation of new organizations by obtaining, completing, and returning a standard application form. All clubs and organizations must have an SBU staff or faculty sponsor.

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

Speakers and Entertainers
Students who wish to invite a speaker or entertainer to campus must first seek approval and sponsorship through a recognized campus organization or the University.
Residence Life
Ms. Landee Nevills, Director of Residence Life, (417) 328-1826
Mrs. Michelle Martin, Student Life Coordinator (417) 328-1885

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

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

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

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

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

Housing Assignments
Housing assignments are made by the Resident Directors, Student Life Coordinator, and Director of Residence Life. To receive a housing assignment, new students must complete the admissions process while returning students must submit a housing change request online through the Residence Life forms located in the portal.

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

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

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

Private Room Option
Private rooms may be available based on housing demands. Private room options are the cost of the dorm room plus an additional fee of one-half the cost of the dorm room. Below is the private room rate for each dorm. Please consult with the Director of Residence Life, Student Life Coordinator, or a Resident Director with inquiries regarding private rooms.

<table>
<thead>
<tr>
<th>Dorm</th>
<th>Room Rate</th>
<th>Private Charge</th>
<th>Total Price Per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beasley, Leslie, Landen, Memorial</td>
<td>$1,700</td>
<td>$850</td>
<td>$2,550</td>
</tr>
<tr>
<td>Woody-Gott</td>
<td>$1,750</td>
<td>$875</td>
<td>$2,625</td>
</tr>
<tr>
<td>Meyer, Plaster</td>
<td>$1,800</td>
<td>$900</td>
<td>$2,700</td>
</tr>
<tr>
<td>Casebolt, Roseman</td>
<td>$2,200</td>
<td>$1,100</td>
<td>$3,300</td>
</tr>
</tbody>
</table>
Cancellation of Housing Reservations
Students who cancel housing reservations before the fifth day of classes during the fall and spring semesters will receive a 90% refund of semester housing charges. Students who cancel housing reservations after the fifth day of classes will not receive a refund of semester housing charges. Cancellations for the summer and January semesters must be made prior to the beginning of those semesters. In addition, apartment/house residents will be required to pay a fee of $300 if they break their lease agreement or terms. The student will be responsible for the reasonable costs of collection, including attorney fees and costs.

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

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

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

Lofts
Lofts must be freestanding (not attached to walls, floor, or ceiling). They may not exceed the floor area of the beds they replace and should include the original framework and mattresses of the beds. All lofts must be constructed with 4x4s and 2x4s or be solidly structured.

Bolts must be used to construct all lofts (nails cannot be used). A minimum of one-third of the room air space must be kept clear. The resident must be able to get out of the loft quickly. The loft must not block windows that open, heaters, or doorways. Lofts must be less than 70 inches in length in Memorial Hall. Lofts may have a solid wood top instead of using the bed frames for these two residence halls.

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

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

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

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

**Emotional Support Animals**

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

Emotional support animals may not be brought into University housing without expressed approval from the Special Services Coordinator and Director of Residence Life. The presence of emotional support animals is approved for University housing only and will not be permitted in other campus buildings (e.g. libraries, academic buildings, classrooms, labs, student center). The residential life setting is an inappropriate environment for very young animals. Generally, dogs and cats must have been owned by the student seeking ESA approval for at least 10 months and be at least 12 months of age before being allowed to live in SBU’s housing facilities.

Adam Shelden, Student Retention Coordinator
Southwest Baptist University
1600 University Avenue
Bolivar, MO 65613
Office Phone: (417) 328-2081
Email: ashelden@sbuniv.edu

**Vacations and Breaks**

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

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

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

**Check-Out**

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

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

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

Residents may be fined for violating one or all of the above. Each violation will incur a $25 fine. Damage to, or loss of, university property will result in a fine and/or charged to the resident according to the actual cost of repair/replacement.
When the person responsible is unknown, the costs of damages may be assessed to roommates, suitemates, and wing or hall residents. At the time of final checkout, the student’s room must be returned to its original condition. Fines may be assessed after check-out by any residence life staff member.

**Campus Apartment**

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

**Care and Upkeep of Campus Apartment**

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

**Off-Campus Housing Policy**

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

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

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

All students wanting to apply for off-campus housing submit the off-campus housing request form via the Residence Life forms on the portal. Applications submitted by current students living in on-campus housing must be filed by November 1 (if applying for the Spring and/or January Semesters) or April 1 (if applying for the Fall and/or Summer Semesters). Fall and Spring Semester applications received after the aforementioned filing dates will be assessed a $100 late filing/processing fee.

**Commuter Student Housing Policy**

To be eligible for commuter status, a student must meet off-campus housing requirements, live with their parents, grandparents, or approved legal guardian who must live within a 30-mile radius of SBU’s Bolivar campus. Appeals to the aforementioned policy will be considered by the Vice President for Student Development on a case-by-case basis.

All students wanting to apply for commuter housing must submit the Commuter Request form via the Residence Life forms located in the portal. Once a commuter form is approved, the commuter status will remain with the student unless the students’ parent or legal guardian moves residencies, or the student wishes to change his or her status to off-campus once he or she meets the off-campus requirements. Questions about commuter and off-campus can go through the Student Life Coordinator.

Commuter applications submitted by current students already living in SBU on-campus housing must be filed by November 1 (if applying for the Spring and/or January Semesters) or April 1 (if applying for the Fall and/or Summer Semesters) of the semester in which the student is applying. Fall and Spring Semester applications received after the aforementioned filing dates will be assessed a $100 late filing/processing fee with late January and Summer (June and July) Semester applications to be assessed a $50 late filing/processing fee.
Quiet Hours
Quiet hours for all on campus housing facilities (including apartments/houses) are Sunday-Thursday 10 p.m. to 10 a.m. and Friday-Saturday 12 p.m. to 12 a.m. Students are expected to abide by these hours unless otherwise stipulated by their Resident Director. When quiet hours are not in effect, residents must still refrain from making excessive noise, especially when asked to do so by a student or staff member. Students must refrain from making excessive noise (with electrified musical or other instruments) that would cause a disturbance to persons in neighboring premises. All stereos must be kept inside and speakers must be kept out of window areas, etc.

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

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

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

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

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

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

Overnight Guests
Residents of all on campus housing (including apartments) may be permitted to have overnight guests of the same gender for a maximum of two consecutive nights, provided that all roommates and the Resident Director give advance approval. All overnight guests must be registered with the Resident Director. Persons under 16 years of age may not be overnight guests at any time without the written permission of the Resident Director. The hosting resident will be responsible for the conduct of guests at all times and must be present with the guest at all times. Hosting overnight guests of the opposite gender will result in a disciplinary referral to the Office of Student Life. Guests staying beyond two consecutive nights will need to be approved by the Resident Director and are subject to a $20 per night per diem.
Response to Residence Hall Staff Members
Residents are expected to respond appropriately to the reasonable requests of all University staff including Safety and Security, Resident Directors, Resident Assistants and Desk Assistants. Failure to do so will result in referral for formal University disciplinary action.

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

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

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

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

Curfew hours are:
Sunday – Thursday — 12 a.m. (midnight) to 6 a.m.
Friday – Saturday — 2 a.m. to 6 a.m.

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

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

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

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

Curfew Violations
At the beginning of each semester, individuals on curfew will be given four misses for curfew. Students who knowingly fail to sign in, or knowingly fail to receive a late pass, will be subject to a possible fine or community service. Repeated circumventing of curfew will result in a violation referral to the Director of Residence Life.
Selling & Canvassing
To protect the privacy of students, and to provide them with maximum security, the following policy shall govern solicitation: door-to-door solicitation is prohibited for all groups and individuals (official university business excepted). All posters, which must be stamped, or sales promotions; e.g., coupons, must be approved by the Office of Student Life. Recognized organizations or individuals wishing to make products available to students must acquire approval from the Office of Student Life.

Campus Communications
University officials utilize the University's information portal (https://mysbu.SBUniv.edu), campus e-mail addresses, and campus mail to communicate pertinent information. Students are accountable to any and all information sent through these communication channels.

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

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

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

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

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

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

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

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

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

The employee conducting the room search should have a written description that includes the following information:

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

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

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

**Missing Student Notification Policy**

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

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

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

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

A complete viewing of the institution’s Missing Student Policies and Procedures can be seen at [www.SBUniv.edu/safety](http://www.SBUniv.edu/safety).
Jane & Ken Meyer Wellness and Sports Center
Mr. Brad Beckham, Director of Wellness Center
(417) 328-1411

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

Membership
Admission to the Wellness Center is based on an active Wellness Center Membership and possession of a valid SBU identification card. Student membership is paid through the student service fee, assessed at the beginning of each school term. Faculty, Staff and SBU retired employee memberships are available through the SBU benefits package. Memberships are available to student spouses, alumni, and community members by contacting the Wellness Center office at (417) 328-1411.

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

Campus Communications
University officials utilize the University's information portal (https://mysbu.SBUniv.edu), campus e-mail addresses, and campus mail to communicate pertinent information. Students are accountable to any and all information sent through these communication channels.

Intramural Sports
The intramural sports program presents opportunities for students to deepen relationships and stay physically active throughout the year. A number of sports are offered including flag football, sand and indoor volleyball, basketball, soccer, dodge ball, and a variety of eSports. Students of all skill levels are encouraged to participate. Questions concerning Intramurals can be directed to Brad Beckham, Director of Wellness Center at bbeckham@SBUniv.edu.
University Ministries
Dr. Matt Kimbrough, Assistant Provost for Spiritual Formation
Kurt Caddy, Director of University Ministries
(417) 328-1902

Spiritual Life Ministries
Spiritual life ministries on campus are the responsibility of the Director of University Ministries. A variety of ministry opportunities are offered through the Community Life + Worship (CLW) program, The Center for Global Connections, discipleship, mentoring programs and various other student ministries.

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

CLW Graduation Requirements
Degree-seeking students on the Bolivar campus are required to complete the Community Life & Worship (CLW) program. For each semester of full-time enrollment on the Bolivar campus, students are required to earn 25 CLW points per semester, for a maximum of eight semesters. CLW points can be earned from a variety of options within five major categories: chapel, small groups, mission team participation, community service, and areas of special interest. Chapel services are held on Mondays and Wednesdays from 10:00-10:50 (with minor variations at times). No other required student meetings are held during chapel. Each student is responsible for selecting CLW options that will meet the requirement.

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

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

SMALL GROUPS: Our Community Sharing Life Together
Students will have the option of participating in a small group study led by SBU faculty, staff and SBU students. All small groups must be approved by the Office of Student Life at the beginning of the semester.

MISSION PARTICIPATION: Our Community Being Sent Out
Students can receive 10 CLW points for being an active participant on a team sponsored by the Center for Global Connections.

SERVING THE COMMUNITY: Our Community Blessing the Community
Students can receive CLW points for volunteering with predetermined, local, not-for-profit ministries within the Bolivar area. One (1) CLW point can be earned for every two (2) hours volunteered. Online CLW opportunities can be seen at: https://www.SBUniv.edu/_resources/documents/clw-handbook.pdf

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

Campus Communications
University officials utilize the University’s information portal (https://mysbu.SBUniv.edu), campus e-mail addresses, and campus mail to communicate pertinent information. Students are accountable to any and all information sent through these communication channels.
**CLW Special Considerations**

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

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

**Earning CLW Attendance Points**

Students will need to scan their ID card at the Pike Auditorium exits after attending Chapel services. Other CLW options will use the Presence website located on the MySBU Student Portal. Students who attend CLW events will need to have their ID with them. IDs will be scanned at CLW events and CLW credit will automatically be added to the student’s account. The Presence website will provide students with an up-to-date credit count. All public CLW opportunities will also be available on the Presence website.

**Chapel Respect and Honor**

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

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

Students who choose not to comply by chapel behavior guidelines will be subject to disciplinary action which may include, but is not limited to, not receiving a chapel attendance point. Several times each year the chapel hour is designated for a formal chapel in which the faculty process and recess in their academic regalia. While appropriate and polite behavior is expected during all chapel services, protocol mandates the following actions be taken during formal chapel services such as Formal Convocation, Honors Chapel, and Founders Day:

- Students should not be seated in the aisles during services that observe processional and recessional activities
- The chapel audience will stand when the processional begins and shall remain standing until motioned to be seated by the chapel moderator
- The chapel audience will remain attentive and polite throughout the entire service
- The chapel audience will stand for the recessional and must remain standing and at their seats until the faculty and platform guest(s) have recessed
Health Services
Mrs. Joyce Schmelze, RN, BSN, Director of Health Services
Mrs. Amberly Martino, Health Office Assistant
SBU’s Killian Health Center
(417) 328-1888

Southwest Baptist University (SBU) Killian Health Center, located at 803 S. Pike Street, is open from 8:00 a.m. to 4:00 p.m., Monday through Friday, during fall and spring semesters. Appointments begin at 9:00 am. Office hours are limited during Winterfest and Summer Session.

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

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

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

Electronic Medical Record
Killian Health Center has partnered with Magnus Health SMR (Student Medical Record), a leading provider of electronic student health record software to store your Electronic Medical Record.

As an enrolled student, you must update your medical data history and submit immunization documentation and Tuberculosis screening questionnaire through Magnus no later than August 15, 2019.

If you have any difficulties navigating the Magnus system, please contact customer support at Magnus Health SMR by phone at (877) 461-6831 or by email at service@magnushealthport

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

Required Immunizations
- DPT (Diphtheria, Pertussis and Tetanus) childhood series
- Polio childhood series
- MMR (Measles, Mumps and Rubella) series, two doses for students born after 1956
- Tdap (Tetanus, Diphtheria and Pertussis)
- Meningitis, two doses required if first does is given prior to age 16
- Hepatitis B, three dose series

Recommended Immunizations
- Varicella (chicken pox), two dose series
- Hepatitis A, two dose series
- HPV (Human Papillomavirus)
- Annual influenza, one dose
Tuberculosis Screening Questionnaire
Missouri Senate Bill 197 requires new or transfer students attending any college or university in the State of Missouri be screened for Tuberculosis (TB). The screening must follow the Center for Disease Control protocols that screen individuals based upon their time outside the United States, and their possible exposure to TB, or those who are likely to have come in contact with someone who has TB. The legislation requires colleges and universities to place a hold on a student’s registration if they do not complete the Tuberculosis screening within their first semester at a Missouri college or university. The TB Screening Questionnaire can be submitted through Magnus Student Electronic Medical Record. You may access your Magnus Health SMR account beginning June 15, 2019 through the MySBU portal.

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

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

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

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

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

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

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

This training program can be found at [www.asklistenrefer.org](http://www.asklistenrefer.org). Showing an interest and helping others affirms their validity and worth. Often, listening and providing encouragement is exactly what is needed. When one senses that this is not enough, referral to Counseling Services is a viable option. Please see above Counseling Services information.
University Success Programs
Dana Steward, Assistant Provost for Teaching and Learning
(417) 328-1425

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

Ed and Theo Clark University Success Center
Dana Steward, Assistant Provost for Teaching and Learning
(417) 328-1425

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

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

The USC faculty is responsible for advising all first-year students and transfer students who are undecided on their major or who have completed less than two full-time semesters at another institution (or institutions). Students are typically assigned an advisor in their major during the second semester they attend SBU. The USC is located in Mabee Chapel.

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

Run2Win

Run2Win is a peer mentoring program designed to benefit incoming students who want to ‘run to win’ academically. Students who desire to have additional academic accountability and support should apply for Run2Win in the University Success Center. Each student is assigned an upper classman to be his/her peer mentor. Pairs or groups meet at least once a week. Peer mentors must demonstrate a record of academic success at SBU and a willingness to serve. Students who are interested in serving as a peer mentor may submit an application in the University Success Center.

Disability Services
Adam Shelden, Student Retention Coordinator
417-328-2081

Undergraduate students requiring accommodations for an academic disability, should contact the special services coordinator as soon as possible. Forms and required documentation can be found at https://www.SBUniv.edu/academics/academic-resources/disability-services.php.

For more information, see sections titled “Student with Disabilities” and “Student with Disabilities Appeal Process.”

Career Services
Shonna Fore, Director
(417) 328-1689

Career Services is an academic support program that assists students and alumni in achieving their career goals. Career Services offers assistance in the areas of career assessments, choosing a major, cover letter and resume basics, job searches, mock interviews and the interview process.

More information on services provided is online at http://www.SBUniv.edu/academics/academic-resources/career-services.php.
**Study Abroad**
(417) 328-1689

Students interested in studying abroad should schedule an appointment with the director of external studies. To be eligible for studying abroad, a student must have completed two or more years of university-level study and have a minimum GPA of 2.75. Students should begin the SBU application process at least a semester before they intend to go abroad. For more information, visit: [https://www.SBUniv.edu/academics/academic-resources/study-abroad.php](https://www.SBUniv.edu/academics/academic-resources/study-abroad.php)

**The Gordon & Judy Dutile Honors Program**
Dr. Jodi Meadows, Honors Program Director
(417) 328-1460

The mission of the Gordon & Judy Dutile Honors Program is to support and challenge high ability students by fostering fierce curiosity, intellectual humility, and thriving community.

In order to be eligible for the program, students must have an ACT score of 28 or higher or an SAT score of 1240 or higher and a high school GPA of 3.5 or higher or a transfer GPA of 3.5 or higher. Applicants must complete the Honors Program application, an interview, and a writing component. Students who are accepted into the Honors Program must maintain a cumulative grade-point average of 3.25 and complete components of the program.

Students participating in the Gordon & Judy Dutile Honors Program will enjoy benefits that include:

- Honors-specific courses designed to provide scholastic enrichment and opportunities for practical application and professional development
- Recognition on transcript and at graduation
- Early enrollment for classes
- Special cultural opportunities
- Centralized academic advising with the Honors Program Director and faculty in the major area
- Honors colloquium for the sophomore and junior scholars that provides an opportunity for student presentations, guest speakers, and panel discussions
- Senior Honors Capstone Experience that allows students to complete a project or research in the student’s field of study, including the integration of faith and discipline

The University Honors Program is located in Mabee Chapel.
Student Guidelines & Expectations

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

SBU is a caring University that promotes Christ-like forgiveness, grace, and truth. Students are held responsible for their actions that conflict with the University’s community expectations. SBU utilizes a preponderance of evidence in determining an allegation outcome. When it is determined the allegation is more likely true, discipline issued is intended to serve the following purposes:

- To be redemptive.
- To uphold University guidelines and expectations.
- To promote personal responsibility.
- To be educative in redirecting student behavior.

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

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

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

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

1. Acknowledgment of alleged incident including statement of facts and violation will be submitted to the Vice President for Student Development.
2. Investigation procedures will be initiated as outlined in the Student Handbook.
3. Notice will be provided to the student charged with an alleged violation of student conduct policy. The charged student will be granted a hearing.
4. A written hearing notice will be provided to the student charged with an alleged violation of student conduct policy that explains the alleged violation, date and time of the hearing, and the hearing process.
5. Following the hearing, the charged student will be informed of the outcome, including any imposed sanction(s). At this time, the student will also be informed of the disciplinary appeals option(s) as outlined in the Student Handbook.

Student Infractions Peer Committee (SIPC)

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

**Student Life Judicial Council (SLJC)**

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

**Investigation Procedures**

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

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

**Video Surveillance**

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

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

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

**Law Enforcement**

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

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

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

- The grounds upon which the appeal is based (see Grounds for Appeal)
- The name of each witness supporting the appeal
- The identification of each document which you believe is relevant and supports your appeal

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

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

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

Grounds for Appeal

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

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

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

Appeals Board Procedure

Upon the receipt of an appeal request, the Vice President for Student Development will notify the appropriate parties.

1. A representative of the Office of Student Life will present charges
2. The accused will be given the opportunity to respond
3. Questions by the Board
4. Summation by the representative of the Office of Student Life
5. Discussion and decision by the Board in closed session. (The accused and the representative of the Office of Student Life may not be present.)
6. Notification of the Board’s decision to the student and the Office of Student Life within twenty-four (24) hours of the hearing concerning the committee’s decision

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

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

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

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

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

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

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

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

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

**Disciplinary Notice:** This sanction places the student on official notice to the effect that the violation has become part of the student’s disciplinary records and that any further violation is likely to result in the student being placed on the status of Disciplinary Probation or Dismissal.

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

**Denial of Privilege to Re-enroll:** This sanction places the student on indefinite disciplinary probation, allows for completion of the current semester but prohibits enrollment for subsequent semesters without permission from the Vice President for Student Development.
Suspension: Students on suspension are not permitted to enroll or continue to be enrolled in classes on campus and may be required to remain off campus except when an appointment with a University official has been arranged. Students who are suspended are not permitted to live in University housing.

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

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

Impositions of sanctions that deny a student the privilege to continue or re-enroll at the University will be communicated to the Registrar and noted as part of the student’s transcript for the duration of the dismissal or probation period. Any SBU NCAA varsity athlete who is not allowed to continue their enrollment due to a sanction will be considered suspended or disqualified according to NCAA terminology.

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

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

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

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

1. A written warning will be issued by the Resident assistant
2. A second violation of the same offense will result in referral to the Resident Director. Action may include:
   a. Absolve the student of the charge(s) relevant to the violation(s)
   b. Find the student to be in actual violation resulting in one of the following options (as determined by the Resident Director in consultation with the student):

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i. Community service in the residence hall (one hour equivalent to a $10 fine)
ii. Financial penalty (including restitution, fine, or suspended fine. *Note:* Residence Hall fines may not be issued arbitrarily or automatically and are limited to increments of $5, $10, $20, or $40, depending on the offense).

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

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

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

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

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

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

**Class “C” Violations**

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

- Violation of federal, state, or local laws
- All forms of dishonesty such as plagiarism, cheating and violation of the computing resources policy. The computer resources policy appears in this publication under Information and Technology Services or on the MySBU Portal.
  - Plagiarism: (1) Using the ideas or writings of another as one’s own; (2) Appropriating passages or ideas from another and using them as one’s own, as defined in the *American Heritage Dictionary of the English Language, New College Edition* published by Houghton-Mifflin, 1980. Examples of plagiarism include, but are not limited to:
    - Using ideas, words or phrases, and/or wholesale scripts from another’s work without proper citation.
    - Submitting the same work in two courses without the written permission of each instructor.
    - Note: Additional examples of plagiarism may be found in the textbooks for English Composition I and II.
  - Cheating: (1) To deceive by trickery; (2) To mislead; (3) To practice fraud; and/or (4) To act dishonestly, as defined in the *American Heritage Dictionary of the English Language, New College Edition* published by Houghton-Mifflin, 1980. Examples of cheating include, but are not limited to:
    - Collaborating without authorization.
    - Presenting work done by another as one’s own, either in part or in whole.
    - Altering a paper or other instrument after the grade has been assigned for the purpose of misrepresenting the student's performance.
    - Enlisting another person to take one’s evaluation procedure.
    - Using prohibited sources of information for examinations or other testing procedures.
    - Knowingly providing any unauthorized assistance to other students.
    - Falsifying or changing information concerning academic achievement.
    - Facilitating any act that promotes academic dishonesty including the withholding of information concerning the academic dishonest conduct of another.
  - Forgery, alteration or fraudulent misuse of any university document or instrument of identification; fraudulent misrepresentation relevant to any transaction with the University (including, but not limited to knowingly furnishing false information to university personnel, withholding material information from the University, and writing bad checks); misrepresenting the truth before a hearing of the University; or making a false statement to a university official. Note: This violation also applies to any student who attempts to maintain a residence in campus housing while knowingly disregarding class attendance requirements and students living off campus in violation of the residency requirement.
  - Intentional disruption or obstruction of any official university function
• Physical, social media, and/or psychological hazing, harassment, stalking, bullying, or other abuse of any person on or off the university campus (including, but not limited to, verbal abuse, physical or sexual assault, and other physical altercations)
• Harassment of any kind directed toward another student, faculty, or staff member
• Obstructive or disruptive behavior that seriously hinders the normal university performance of another student, faculty, or staff member
• Failure to comply with the directions, instructions, or disciplinary sanctions issued from a university official acting in performance of position-related duties including, but not limited to, failure to comply with an official summons from the president or the Vice President for Student Development
• Theft of any kind from students, faculty, staff, or persons outside the university community, including seizing, receiving, or concealing property with knowledge that it has been stolen
• Intentional possession or use of hazardous materials on campus, including materials which may be used in the construction of explosive devices
• Possession or use of firearms (or any type of deadly weapon) on campus
• Shooting off fireworks on campus
• Starting a fire on university property without permission from a duly authorized university official. Both the Office of Student Life and the physical plant office must be made aware of scheduled events involving a bonfire planned by a student organization.
• No person shall take part in a false fire alarm or tamper with, damage, or misuse fire safety equipment.
• The unauthorized use of keys and the unauthorized entry into, presence in, or use of university facilities
• Sale or possession of property (including textbooks) without the owner’s permission
• Vandalism or any intentional damage to or destruction of property on or off campus
• Financial delinquency to the university
• Violation of the University alcohol policy (see complete policy statement and sanctions elsewhere in this handbook)
• Violation of the University policy on illegal drugs (see complete policy statement and sanctions elsewhere in this handbook)
• Moral impropriety, including sexual misconduct that is inconsistent with the “Principles and Expectations” of the University as stated in the university catalog

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

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

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

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

Definitions

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

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

(a) 'Assault', purposely or knowingly placing or attempting to place another in fear of physical harm;
(b) 'Battery', purposely or knowingly causing physical harm to another with or without a deadly weapon;
(c) 'Coercion', compelling another by force or threat of force to engage in conduct from which the latter has a right to abstain or to abstain from conduct in which the person has a right to engage;
(d) 'Harassment', engaging in a purposeful or knowing course of conduct involving more than one incident that alarms or causes distress to an adult or child and serves no legitimate purpose. The course of conduct must be such as would cause a reasonable adult or child to suffer substantial emotional distress and must actually cause substantial emotional distress to the petitioner or child. Such conduct might include, but is not limited to:

- Following another about in a public place or places;
- Peering in the window or lingering outside the residence of another; but does not include constitutionally protected activity;
- 'Sexual assault', causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, duress, or without that person's consent;
- 'Unlawful imprisonment', holding, confining, detaining or abducting another person against that person's will; (455.010 RSMO):

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

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

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

- Engaging in conversation that would divert the concern
- Using a distraction to deter the situation
- Asking another bystander(s) to assist you in disrupting the issue
- Telling University personnel
(f) Calling 911

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

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

Consent — SBU’s Principles & Expectations apply to employees and students. All members of the University family should abstain from un biblical sexual practices and behavior that may lead to a violation of God’s standards on sexual activities. If sexual activity occurs outside the covenant of marriage, “Consent” means an affirmative, unambiguous, and voluntary agreement to engage in sexual activity. Consent requires a mutual understanding communicated that endorses an agreement to be sexually active at that given time. Consent to some form of sexual activity should not be interpreted as consent to other forms of sexual activity. Without consent, any sexual activity will be considered unwanted and without consent. Sexual activity will be considered non-consensual if the victim was unable to communicate consent due to coercion, incapacitation, physical abuse, or any other item causing impaired judgment.

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

a) It is given by a person who lacks the mental capacity to authorize the conduct charged to constitute the offense and such mental incapacity is manifest or known to the actor; or

b) It is given by a person who by reason of youth, mental disease or defect, or intoxication, is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense; or

c) It is induced by force, duress or deception.

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

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

(i) The length of the relationship.

(ii) The type of relationship.

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

Domestic violence — Abuse or stalking committed by a family or household member, as such terms are defined in this section (455.010 RSMO). The State of Missouri does not define domestic or dating violence. However, the State of Missouri does define assault (455.010(1) RSMo), and has interchangeably used domestic or dating violence when referencing a situation whereby a person purposely, knowingly, or recklessly caused fear or physical harm to another person within the same family or with another person in which an intimate or romantic relationship existed.

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

Family or household member — Spouses, former spouses, any person related by blood or marriage, persons who are presently residing together or have resided together in the past, any person who is or has been in a continuing social relationship of a romantic or intimate nature with the victim, and anyone who has a child in common regardless of whether they have been married or have resided together at any time (455.010 RSMO).

Full order of protection — An order of protection issued after a hearing on the record where the respondent has received notice of the proceedings and has had an opportunity to be heard (455.010 RSMO).
Order of protection — Either an ex parte order of protection or a full order of protection (455.010 RSMO).

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

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

Respondent — A respondent is anyone in which a sexual misconduct or discrimination allegation report has been filed against. The family or household member alleged to have committed an act of domestic violence, or person alleged to have committed an act of stalking or sexual assault, against whom a verified petition has been filed or a person served on behalf of a child pursuant to section 455.503 (455.010 RSMO).

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

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

Gender discrimination occurs when a person, due to their biological sex of being male or female are treated unequal. Gender discrimination also includes the unequal or unfavorable treatment of a person due to social behavior such as the nonconformance of biological roles.

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

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

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

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

Policy and Procedures for Reporting Domestic Violence, Dating Violence, Sexual Assault, Rape, Stalking and Sexual Harrassment

Policy

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

SBU prohibits quid pro quo harassment, any unwelcome conduct that a reasonable person would find so severe, pervasive and objectively offensive that it denies a person equal educational access, and any domestic violence, dating violence, sexual assault, rape, acquaintance rape, stalking, and sexual harassment. Any student who believes he or she has been a victim of any of these inappropriate actions is encouraged to report the incident to any member of the Title IX committee or the Vice President for Student Development and Title IX Coordinator, Dr. Robert Harris.

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

Any SBU personnel with any knowledge of sexual misconduct or any the above stated items should report all complaints to the Title IX Coordinator, Title IX Committee Member, Director of Human Resources, or Director of Safety and Security.

SBU students are encouraged to report incidents of quid pro quo harassment, any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access, and any domestic violence, dating violence, sexual assault, rape, acquaintance rape, stalking, and sexual harassment whether the incident happened to them or a fellow student.

Amnesty is provided for any SBU student who has become a victim or witness to any of the above stated sexual misconduct items or has experienced an alcohol related emergency. Students in this situation may not be sanctioned if the reporting student has indeed violated the University’s Alcohol Policy (see Student Handbook).

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

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

Reporting a Complaint

SBU has a dedicated Title IX Committee comprised of one coordinator and six committee members to ensure Title IX compliance and care for individuals who are complainants or respondents.

Any student who believes he or she has been a victim or has knowledge of an incident of sex discrimination, quid pro quo harassment, any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access, and any domestic violence, dating violence, sexual assault, rape, acquaintance rape, stalking, and sexual harassment is encouraged to report the incident to official University personnel.

Title IX Coordinator:
Dr. Robert Harris, Vice President for Student Development, Goodson Student Union, (417) 328-1827, rharris@SBUniv.edu

Members of the Title IX Committee:

- Landee Nevills, Director of Residence Life, Goodson Student Union, (417) 325-1826, lnevills@SBUniv.edu
- Ashley Dinwiddie, Director of Donor Relations, Sells Administrative Center, (417) 328-1835, adinwiddie@SBUniv.edu
- Dr. Allison Langford, Vice President for Strategic Planning and Initiatives, Sells Administrative Center, (417) 328-1601, alangford@SBUniv.edu
- Gina Whitehead, Associate Director of Athletics, Meyer Wellness and Sports Center, (417) 328-1793, gwhitehead@SBUniv.edu
In addition, individuals with complaints of quid pro quo harassment, any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access, and any domestic violence, dating violence, sexual assault, rape, acquaintance rape, stalking, and sexual harassment have the right to file a formal complaint with the United States Department of Education Office of Civil Rights (OCR). The Missouri OCR office address is following:

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

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

Complaint Process
SBU is committed to investigating and determining a resolution for all reported incidents, especially those pertaining to quid pro quo harassment, any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access, and any domestic violence, dating violence, sexual assault, rape, acquaintance rape, stalking, and sexual harassment (see definition of sexual harassment in the SBU Student Handbook and Employee Handbook). An incident may be reported to a Title IX Committee member or directly to the Title IX Coordinator. Such a report may be made at any time (including during non-business hours) by using the telephone number, electronic address, or by mail to the office address listed for the Title IX Coordinator. An incident reported to one of the University officials will prompt the Title IX Coordinator to proceed with the following established process.

I. To Whom This Process Applies

This process pertains to alleged conduct relevant to Title IX committed by any individual affiliated with Southwest Baptist University when:

(1) the conduct is considered sexual harassment as defined by Title IX
(2) the conduct occurs on Southwest Baptist University premises; and/or
(3) the conduct occurs in the context of a Southwest Baptist University employment, education, or research program or activity in the United States

Conduct meets the qualification of sexual harassment according to Title IX if:

- An employee of SBU conditions aid, benefit, or service of the institution on an individual’s participation in unwelcome sexual conduct — known as quid pro quo harassment.
- One experiences unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the institution’s education program or activity
- One experiences sexual assault, dating violence, domestic violence, or stalking

Any individual, regardless of affiliation with Southwest Baptist University, may file a complaint.

II. Initial Assessment
When the Title IX Coordinator becomes aware directly by a potential complainant or a third party of an incident which may involve sexual harassment as defined above, an initial assessment meeting will be conducted to gain a basic understanding of the nature and circumstances of the report. At this meeting, the complainant alleging the incident will be provided with information about resources, procedural options, and an opportunity to discuss the University’s policies.

A reasonable assessment of the safety of the individual and of the campus community will be made by the Title IX Coordinator and/or members of the Title IX Committee. The team will consider the interest of the complainant and the complainant’s expressed preference for the manner of resolution. Where possible and as warranted by the facts and circumstances, the University will seek action consistent with the complainant’s request.

III. Filing a Complaint

If the potential complainant wishes to proceed with a resolution process, they will submit a written Formal Complaint to the Title IX Coordinator. Formal Complaints may be submitted in person, by mail, or electronically, provided they contain a signature from the complainant. Upon receipt of a Complaint, the Title IX Coordinator will be responsible for making the following determinations:

1. Is the conduct considered sexual harassment as defined by Title IX? And

2. Did the conduct occur on Southwest Baptist University premises? and/or

3. Did the conduct occur in the context of a Southwest Baptist University employment, education, research program or activity in the United States?

If the answer to question 1 and/or 2 or 3 is no, the Title IX Office does not have the authority to resolve the Complaint and the potential complainant will be referred to the appropriate resources.

If the answer to both questions 1 and 2 and/or 3 is affirmative, the Title IX Office has the authority to investigate and resolve the Complaint.

IV. Standard of Evidence

In all stages of the process, SBU will apply the preponderance of the evidence standard (more likely than not) when determining whether the University policy has been violated.

V. Advisors

Complainants and respondents are entitled to be accompanied and assisted by an advisor of their choosing at both formal and informal meetings, investigation interviews and, if applicable, a subsequent Title IX Council panel hearing. A list of advisors is available to the parties, subject to their availability. There is no requirement that an advisor be chosen from this list or be an individual from the SBU community. Complainants and respondents may choose to have an attorney serve as their advisor, but accommodations, including scheduling of interviews or hearings will not be made for any advisors, including attorneys, if they unduly delay the process.

VI. Informal Resolution Process

In recognition that a wide spectrum of behaviors can constitute violations of University policies, the Title IX Office may resolve reports informally and appropriately, based on the circumstances reported and requested by either the complainant or respondent with both parties agreeing to an Informal Resolution process. Informal resolutions generally are pursued when the complainant, having been fully informed of all available options, has explicitly made that choice. An informal resolution process is voluntary, and a complainant can ask to end the informal resolution process at any time before its completion. If an informal resolution process is ended by request, any information obtained may be used in a subsequent formal resolution process and hearing. Once a complaint has been resolved through an informal resolution process, the matter will be closed, and a formal grievance is no longer an option.

VII. Formal Resolution Process
A formal resolution process will occur when (a) a report of a violation of the policy is made and the complainant seeks a formal resolution; or (b) the Title IX Office determines that a formal resolution process is necessary after considering the safety of the broader campus community. In the situation when there is a serious threat to the University community, but the potential complainant cannot or does not wish to proceed with the formal process, the Title IX coordinator or their designee, may assume the role of a complainant.

**A. Formal Resolution Process Brief Overview**

1. A written and signed Formal Complaint is submitted to the Title IX Office and the respondent receives notice of the allegations.
2. An investigator is appointed by the Title IX Coordinator.
3. The investigation is conducted, witnesses are interviewed, information is gathered, and an initial investigation report is prepared and shared with both parties.
4. Within ten (10) business days following receipt of the investigation report, both parties may provide a written response.
5. The investigation report is finalized and shared with the parties and the Title IX Coordinator.
6. The Title IX Coordinator appoints a Decision Maker to conduct a formal hearing.
7. The parties may submit a written statement and question for cross-examination to be considered by the Decision Maker.
8. The Title IX Coordinator provides the Decision Maker with the investigation report and any written statements from the parties.
9. Parties may appear before the Decision Maker to make an oral statement and to provide cross-examination of witnesses and the complainant and respondent.
10. The Decision Maker decides which questions are relevant during the context of the cross-examination stage of the hearing.
11. The Decision Maker will convene to deliberate and render a decision, regarding whether the respondent has violated the University policy.
12. If there is a finding of responsibility for any violations, the Decision Maker will deliberate as to an appropriate sanction.
13. The Title IX Coordinator will prepare a written decision and rationale within five (5) business days, which will be shared simultaneously with the parties.

**B. Investigation**

The Title IX Coordinator will notify the respondent of the complaint in writing. The Title IX Coordinator will appoint an investigator(s) to the matter. The role of the investigator(s) will be to gather additional information through interviews of the complainant, respondent, and witnesses and synthesize the information in a report that will be provided to the Title IX Coordinator as well as the Decision Maker appointed to oversee the live hearing. The investigator(s) has/have the discretion to determine the relevance of any witness or other evidence and may exclude information in preparing the investigation report if the information is irrelevant, immaterial, or more prejudicial than informative.

**i. Witnesses**

Both the complainant and respondent are permitted to provide names of potential witnesses to the investigator. The investigator will determine which of those potential witnesses, or other persons, may have relevant information about the alleged conduct and may request statements, either orally or in writing. Witnesses may include individuals outside the SBU community.

Witness statements should not be character evaluations, as all parties will be presumed to have good character. In addition, how individuals present themselves in other contexts (e.g., friendly, kind, and well-liked) has little probative value in evaluating whether the alleged conduct occurred. Moreover, the sexual history of the parties will not generally be deemed relevant, as described below.

**ii. Additional Evidence**

Both the complainant and the respondent are permitted to provide other relevant evidence to the investigator. Evidence includes any facts or information presented in support of an assertion and may include text messages,
email exchanges, timelines, receipts, photographs, video footage, etc. Any documentation shared by the complainant or the respondent with the investigator will be provided to the other party. The investigator may also consider additional documents, items or other relevant information.

Information that does not directly relate to the facts at issue, but instead reflects upon the reputation, personality, qualities, or habits of an individual is character evidence and is not relevant to the determination of whether there is a policy violation.

**Pattern Evidence**: Evidence of an occurrence or occurrences of prohibited conduct so distinctive and so closely resembling either party’s version of the alleged encounter as to tend to prove a material fact may be considered. Where there is evidence of a pattern of similar prohibited conduct, either before or after the conduct in question, regardless of whether there has been a prior finding of a policy violation, this information may be deemed relevant to the determination of policy violation or assigning of a sanction. Instances will be rare, and the determination of relevance will be based on an assessment of whether the previous or subsequent incident was substantially like the conduct cited in the report or indicates a pattern of behavior and substantial conformity with that pattern.

**Prior Sexual History of the Parties**: An individual’s character or reputation with respect to other sexual activity is not relevant and will not be considered as evidence. Similarly, an individual’s prior or subsequent sexual activity is typically not relevant and will only be considered as evidence under limited circumstances. For example, prior sexual history may be relevant to explain the presence of a physical injury or to help resolve other questions raised by the report. The investigator will determine the relevance of this information and both parties will be informed if evidence of prior sexual history is deemed relevant.

**Prior Sexual History Between the Parties**: Even in the context of a relationship, consent to one sexual act does not, by itself, constitute consent to another sexual act, and consent on one occasion does not, by itself, constitute consent on a subsequent occasion. Where the parties have a prior sexual relationship, and the existence of consent is at issue, the sexual history between the parties may be relevant to help understand the manner and nature of communications between the parties and the context of the relationship, which may have bearing on whether consent was sought and given during the incident in question. However, this does not assume that the prior sexual history was consensual, and this should be a factor in considering relevance.

**C. Investigation Report**

The investigator will produce a written report that contains the relevant information and facts learned during the investigation and may include direct observations and reasonable inferences drawn from the facts and any consistencies or inconsistencies between the various sources of information. The investigator may exclude statements of personal opinion by witnesses and statements as to general reputation for any character trait, including honesty. The investigator will not make a finding or recommended finding of responsibility. The investigator's report will include credibility assessments based on their experience with the complainant, respondent, and witnesses, as well as the evidence provided.

The investigation report will be shared with the Title IX Coordinator, as well as the complainant and the respondent to review before it is finalized. Within ten (10) business days, the complainant and respondent may offer additional comment, clarify information previously shared, suggest additional witnesses, or identify any other relevant information or evidence to assure the thoroughness and sufficiency of the investigation. When the report is finalized, it will be delivered to both parties and the Title IX Coordinator. The complainant and respondent may only share the investigation report for the purpose of receiving counsel or advice related to the University process.

**D. Hearing Process and Deliberations**

The Decision Maker will receive the complaint, notice to parties, and investigation report in advance of the hearing. Complainants and respondents may submit a written statement to the Decision Maker, as well as any potential questions for cross-examination which must be submitted to the Title IX Coordinator twenty-four (24) hours before the hearing.

i. **Prior to the hearing**
a. Each party may have an advisor present with them throughout the hearing process who can ask questions on behalf of the party, and who may cross-examine witnesses.
b. The university will provide an advisor for either the complainant or the respondent if the party does not bring one, and an advisor agreement will be shared to each party.
c. The Title IX Coordinator will share the hearing guidelines and setup of the hearing with both parties.
d. Witnesses that each party previously identified in the investigation period will be invited to participate in the hearing. **Note: only testimony given during the live hearing will be considered, therefore it is vital that each party and relevant witnesses attend the live hearing when called.**

ii. **During the Hearing**
   a. The Decision Maker ensures that each party has an advisor to representing them. If not, SBU will provide one for the relevant party.
   b. Recording equipment is turned on by SBU personnel. SBU is the only entity allowed to record hearings.
   c. The Decision Maker calls the meeting to order.
   d. The complainant may make an opening statement of no more than 5 minutes (may be made by the advisor on behalf of the party).
   e. The respondent may make an opening statement of no more than 5 minutes (may be made by the advisor on behalf of the party).
   f. Witnesses are individually called and cross-examined by complainant and then by the respondent.
   g. Steps for cross-examination:
      i. Party consults with advisor to determine question.
      1. Parties will not be permitted to ask questions directly.
      2. Questions challenging credibility are allowed (if relevant).
      3. If a party or witness does not appear, or refuses to submit to cross-examination from the other party’s advisor, then the Decision-Maker must exclude any statements given by said party.
      ii. Advisor asks the question – All relevant questions and follow up questions will be posed by the advisor.
      iii. Decision maker determines whether question is relevant.
      iv. If question is deemed relevant, other party answers.
      v. If question is deemed not relevant, decision maker provides reason, and the questioning proceeds with the next question.
   h. After questioning and cross-examination by both parties the complainant may give a closing statement of no more than five (5) minutes.
   i. The respondent may give a closing statement of no more than five (5) minutes.
   j. The Decision Maker begins deliberations as to whether a preponderance of evidence exists to hold the respondent responsible.

iii. **The Sanction and Decision**

Following the Live Hearing if the Decision Maker determines that the respondent is responsible for one or more violations of the University Policy, he or she will then deliberate as to an appropriate sanction. The Decision Maker will be permitted to consider prior policy violations in determining an appropriate sanction.

If the results of the Live Hearing substantiate any part of a complaint filed under this policy, immediate and appropriate corrective and/or disciplinary action will be taken. If the evidence shows that the reported allegation is more likely true than not true, then this type of violation is considered potentially a dismissible offense.

The Decision Maker prepares the written outcome decision and rationale, including a finding of responsibility or non-responsibility, and, if applicable, the sanction and rationale. Within five (5) business days, the report of the Decision Maker will be provided simultaneously to the complainant and the respondent.

**E. The Appeal Process**

The complainant and respondent have the right to appeal final determination of responsibility and/or the resulting sanction based on the limited grounds of

- A procedural irregularity that affected the outcome of the matter.
• New evidence emerges that was not reasonably available at the time the determination was made, and 
  this new evidence may affect the outcome of the matter.
• The Title IX Coordinator, Investigator, of Decision-Maker had a conflict of interest or bias for or against 
  the complainants or respondents generally or the individual complainant or respondent that affected the 
  outcome of the matter.

Appeals are heard by an Appeal Officer appointed by the Title IX Coordinator. The Appeal Officer may not fulfill 
any other role in the preceding process. The Appeal Officer's responsibility will be strictly limited to determining 
if there was substantial procedural irregularity that materially affected the outcome, new evidence not reasonably 
available at the time of the hearing that may affect the outcome, and/or The Title IX Coordinator, Investigator, of 
Decision-Maker had a conflict of interest or bias for or against the complainants or respondents generally or the 
individual complainant or respondent that affected the outcome of the matter.

If any of these circumstances are found by the Appeal Officer, the appeal will be granted. If the appeal is denied, 
the matter is closed.

If the appeal is granted:

(1) due to a substantial procedural error, the matter will be heard by a new Decision Maker

(2) due to the discovery of new evidence not reasonably available at the time of the initial hearing, the matter will 
    be returned to the same Decision Maker which originally heard the matter for reconsideration in light of the new 
    evidence.

(3) due to The Title IX Coordinator, Investigator, of Decision-Maker having a conflict of interest or bias for or 
    against the complainants or respondents generally or the individual complainant or respondent that affected the 
    outcome of the matter, the relevant parties will be replaced, and the matter will be investigated, heard by the 
    newly appointed individuals.

In the event of a reconsideration, the Appeal Officer will give the Decision Maker instructions regarding the 
 nature and extent of its reconsideration. The Decision Maker will act promptly to reconsider the matter 
 consistent with those instructions. Following reconsideration, the finding of the Decision Maker or the sanction 
 imposed by the Decision Maker will be final and not subject to further appeal.

VIII. Withdrawal of a Complaint

The complainant may request to withdraw a Complaint at any time. The University reserves the right to decide whether 
to approve or deny this request but will strongly consider the complainant's wishes.

IX. Timeframe for Completion of Investigation and Disciplinary Process

The University cannot promise the definitive timeframe of this process, but ordinarily will complete its investigation and 
disciplinary process with utmost expediency. This time period does not include the time for an appeal. The U.S. 
Department of Education has made clear that the length of investigations may vary with the complexity and unique 
factors in each case. Examples of such factors include, without limitation, circumstances in which critical witnesses are 
unavailable or if law enforcement requests the University temporarily halt its investigation for a brief period of time. 
Accordingly, all timeframes set forth in this policy may be altered by the Title IX Program Officer for good cause. The 
University's overarching goal is that all Complaints be investigated in a prompt, fair, and impartial manner.

Sexual Assault Recommended Response

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

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

c. A victim at the Springfield Campus should notify the Springfield Police at (417) 864-1810. In addition, the center director or building coordinator should be notified.

d. A victim at the Mountain View Campus should notify the Mountain View Police at (417) 934-2525. In addition, the center director should be notified.

e. A victim at the Salem Campus should notify the Salem Police at (573) 729-4242. In addition, the center director should be notified.

2. Seek medical assistance [student health center: (417) 328-1888], [Ambulance: (417) 326-7000], [Citizen’s Memorial Hospital Room: (417) 326-0301].

3. Consider the importance of preserving evidence.

4. Seek counseling on or off campus (SBU Counseling Center: #328-1736)

5. Complainant and respondent are encouraged to communicate with their local police. If either party needs assistance with contacting or notifying the police, assistance will be offered. Complainant may decline notifying proper authorities, but are encourage to notify police.

6. Consider pressing charges.

7. University officials will cooperate with local officials.

8. If the accused is a student, university disciplinary measures may also be taken at the appropriate time with both the accused and the accuser informed of the outcome.

9. Consider requesting changes regarding academic and living situations. Changes will be made if requests are received that may be reasonably accommodated. Requests for changes should be addressed to the Vice President for Student Development.

10. The accuser and accused are entitled to the same opportunities to have others present during a disciplinary proceeding.

11. Both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense (the institution’s final determination and any sanction against the accused).

12. Refer to the student guidelines and expectation section of the handbook to learn discipline and sanctions related to sexual assault.

Notice of Non-Discrimination Policy

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

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

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

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

Procedures for Formal Student Complaints and Grievances

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

SBU understands and emphasizes the dignity and equality of all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, and students.
SBU does not discriminate on the basis of race, color, national origin, ancestry, sex, age, disability, or veteran status except to the extent permitted by religious exemptions recognized by law.

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

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

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

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

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

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

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

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

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

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

The University is committed to taking steps, as appropriate, to remedy the effects of and prevent the reoccurrence of issue(s) that created the grievance or discrimination complaint. In addition, the University is committed to correcting the effects of a valid incident and taking reasonable steps to prevent recurrence of words and/or actions that may have initiated a valid complaint.
Any student who wishes to file a written grievance or discrimination complaint should bring the complaint to the attention of SBU’s Vice President for Student Development in the Office of Student Life, who is designated by the University to investigate grievance or discrimination complaint reports. Following is the appropriate contact information:

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

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

**Students with Disabilities**

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

Students requesting accommodation will need to fill out the Disclosure of Disabilities form and return it to the Special Services Coordinator. You may obtain this form online. You may obtain this form online at [https://www.sbuniv.edu/_resources/documents/disclosure-of-disability.pdf](https://www.sbuniv.edu/_resources/documents/disclosure-of-disability.pdf), or from your admission’s representative.

Accommodations will only be implemented after the student’s needs are determined. After you return your form, please make an appointment or call the Special Services Coordinator to discuss your needs. The Special Services Coordinator must visit with you by phone or appointment before accommodations can be determined. Students with appropriate documentation will be provided reasonable accommodations to give students equal access.

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

Students with properly documented disabilities have the responsibility to:

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

SBU’s 504/Special Services Coordinator is Adam Shelden, Student Retention Coordinator  
Southwest Baptist University  
1600 University Avenue  
Bolivar, MO 65613  
Office Phone: 417-328-2081  
Email: ashelden@sbuniv.edu
Student with Disabilities Appeal Process
If a student is not satisfied with the specified accommodations, he/she may follow an appeals process.

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

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

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

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

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

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

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

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

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

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

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

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

Roberta Rasor, Registrar
Southwest Baptist University
1600 University Avenue, Bolivar, MO 65613
(417) 328-1607
Fax: (417) 328-1996

FERPA revisions — Effective Aug. 7, 2000

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

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

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

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

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

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

Gender discrimination occurs when a person, due to their biological sex of being male or female are treated unequal.
Gender discrimination also includes the unequal or unfavorable treatment of a person due to social behavior such as the
nonconformity of gender roles.

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

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

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

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

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

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

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

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

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

**University Alcohol Policy**
Consistent with our Baptist heritage, Southwest Baptist University takes a position of abstinence regarding the use of
alcohol. The student will be subject to disciplinary action if behavior is found to be inconsistent with the stated policy of
the University. The University alcohol policy prohibits consumption, possession, or distribution of alcoholic beverages
on campus and at off campus university sponsored functions or while representing the University. It is unacceptable for
any student to put him or herself or others in harm's way while under the influence of alcohol and/or violate established
legal standards. Students in such condition are encouraged to seek help from university officials but are still subject to
disciplinary action.
University Sanctions for Alcohol Policy Violation
(Board of Trustees approved and adopted on October 19, 2009)

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

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

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

Local, State and Federal Legal Sanctions for Alcohol Offenses
The standards of conduct are developed through the mission and function of the University and are not limited to standards of criminal action. The University will cooperate with any investigation of suspected illegal action by students.

Local Sanctions — Bolivar
The City of Bolivar local ordinances can be found at: http://ecode360.com/BO3244. The ordinances pertaining to prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages can be found in sections 225, 230, and 343.

The penalty for ordinance violations within the City of Bolivar “shall be punished by a fine not exceeding five hundred dollars ($500.00) or by imprisonment in the City or County Jail not exceeding ninety (90) days, or by both such fine and imprisonment.” Section 100.220.A.

Specific ordinances pertaining to alcohol and intoxication include:

- Section 225.720.B.4-6 Disorderly Conduct and Definitions
- Section 225.1870 Drinking Alcoholic Beverages in Public
- Section 230.010 Possession of Alcoholic beverages

State Sanctions
Missouri Statutes prohibit the following acts:

- Purchase or possession by a minor. Any person under 21 years of age, who purchases, attempts to purchase any intoxicating liquor is guilty of a misdemeanor. Section 311.325, R.S.Mo. This offense is punishable by a fine of not less than $50.00 or more than $1000.00, or by imprisonment in the county jail for up to 1 year, or by both jail sentence and fine. Section 311.880, R.S.Mo.
- Supplying intoxicating liquor to any person under 21 years of age. Any person who shall procure for, sell, give away or otherwise supply intoxicating liquor to any person under the age of twenty-one years, or to any intoxicated person or any person appearing to be in a state of intoxication, or to a habitual drunkard, shall be deemed guilty of a misdemeanor. Section 311.310, R.S.Mo.
• Any person under 21 years of age who is convicted of any local or state offense involving the possession of alcohol will be required to complete an approved alcohol related education program. Section 577.525, R.S.Mo. (1990 Supp.).
• Any person under 21 years of age who is convicted of any offense involving the possession or use of alcohol, committed while operating a motor vehicle, or any alcohol related traffic offense, or upon a second conviction of any offense involving the possession or use of alcohol, will lose his or her driver’s license for 1 year. Section 577.500, R.S.Mo. (1990 Suppl.).
• It is a misdemeanor to enter in a drunken or intoxicated condition or to drink or offer to drink intoxicating liquors in a schoolhouse. Section 547.075, R.S.Mo. (1986).

Please refer to RSMo. 311 and 577 for more alcohol related offenses and punishments.

University Policy on Illegal Drugs (Federal)
The purchase or unlawful manufacture, use, possession, dispensing or distribution of illegal narcotics, hallucinogenic, amphetamines, sports enhancement or controlled substances (as defined by Missouri statutes) or controlled medications without a doctor’s prescription or non-prescription hallucinatory drugs (e.g., K2, Spice, or any other product which, when consumed, mimics the effects of cannabis) or hosting gatherings where such substances are used, is prohibited.

While the State of Missouri has declared that marijuana possession or use is no longer a crime, federal law identifies that marijuana remains illegal. Consistent with federal law, including the Drug Free Schools and Communities Act, the use or possession of marijuana will be prohibited for all SBU students on or off campus. Use of marijuana under state medical marijuana laws will not be recognized.

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

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

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

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

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

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

Local, State, and Federal Legal Sanctions for Illegal Drugs

Bolivar Sanctions: The City of Bolivar local ordinances can be found at: http://ecode360.com/BO3244. The ordinances pertaining to prohibiting the manufacture, sale, purchase, transportation, possession, or use of controlled substances and illegal drugs can be found in section 225.

The penalty for ordinance violations within the City of Bolivar “shall be punished by a fine not exceeding five hundred dollars ($500.00) or by imprisonment in the City or County Jail not exceeding ninety (90) days, or by both such fine and imprisonment.” Section 100.220.A.

Specific ordinances pertaining to controlled substances and illegal drugs include:

- Section 225.1800 Possession of Marijuana or Synthetic Cannabinoid
- Section 225.1810 Possession of a Controlled Substance
- Section 225.1830 Unlawful Possession of Drug Paraphernalia
- Section 225.1840 Inhalation or Inducing Others to Inhale Solvent Fumes to Cause Certain Reactions, Prohibited
- Section 225.1850 Inducing, or Possession with Intent to Induce, Symptoms by Use of Solvents and Other Substances, Prohibited
- Section 225.1860 Possession or Purchase of Solvents to Aid Others in Violations, Prohibited
- Section 225.1880 Possession, Etc., of Certain Substances
- Section 225.1890 Unlawful Delivery or Manufacture of Drug Paraphernalia
- Section 225.1900 Possession of an Imitation Controlled Substance
- Section 225.1910 Delivery or Manufacture of an Imitation Controlled Substance

State Sanctions: Beginning January 1, 2017 chapters 195 and 579 RSMo shall be known as the ‘Comprehensive Drug Control Act’.

The manufacturing, possession, sale, and distribution of illicit drugs (i.e. controlled substance or imitation controlled substance) are prohibited by state law. Penalties for first time offense for a drug possession violation can range from a fine of $1,000 to life imprisonment. Other prohibited acts include possession with intent to use drug paraphernalia and advertising the sale of drug paraphernalia. The tables below give information on penalties and fines for specific drug crimes in Missouri (see 195.010 RSMo. for definitions and 195.017 RSMo. for the scheduling information of controlled substances in Missouri).

2018 Missouri Offenses for Drug Violations (RSMo. 579)

- 195.244 Advertisements to promote sale of drug paraphernalia or imitation controlled substances prohibited, penalty. - 6 months, B/misdemeanor
- 579.015 Possession or control of a controlled substance. *Triggers 10g and >35g marijuana any amount of any other controlled substance or synthetic marijuana (formerly RSMo. 195.202) - Up to 1 year or up to 7 years, D, A/misdemeanor or D/Felony
- 579.020 Delivery of a controlled substance (formerly RSMo. 195.221) - Up to 4 – 15 years, E, C, B/Felony
- 579.030 Distribution of a controlled substance near protected location. (formerly RSMo. 195.218) - 10 years – life (30 years), A/Felony
- 579.040* Distribution, delivery, or sale of drug paraphernalia - Up to 1 or 4 years, A/misdemeanor –E/Felony*
• 579.050* Manufacture of an imitation controlled substance - Up to 4 years, E/Felony*
• 579.055 Manufacture of a controlled substance (formerly RSMo. 195.211) - Up to 4 years or 3 years - life (30 years), E, C, B, A/Felony
• 579.065 Trafficking drugs, first degree (formerly RSMo. 195.222) - 5 years – life (30 years), B/A Felony
• 579.068 Trafficking drugs, second degree (formerly RSMo. 195.223) - 3 years – life (30 years), C, B, A/ Felony
• 579.072 Providing materials for production of a controlled substance (formerly RSMo. 195.226) - Up to 4 years, E/Felony
• 579.074 Unlawful use of drug paraphernalia, (formerly RSMo. 195.233) - Up to 1 or 4 years, D, A/misdemeanor – E/Felony
• 579.076 Unlawful delivery or manufacture of drug paraphernalia, (formerly RSMo. 195.235) - Up to 1 or 4 years, A/misdemeanor – E/Felony*
• 579.078 Possession of an imitation controlled substance (formerly RSMo. 195.241) – Up to 1 year, A/misdemeanor
• 579.080 Delivery of an imitation controlled substance (formerly RSMo.578.265) - E felony
• 579.101 Possession or purchase of solvents to aid others in violations (formerly RSMo. 195.202) - Up to 6 months or Up to 4 years B/misdemeanor or E/Felony
• 579.103 Selling or transferring solvents to cause certain symptoms (formerly RSMo. 195.265) - Up to 7 years, D/Felony
• 579.105 Keeping or maintaining a public nuisance (formerly RSMo. 195.202) - Up to 4 years, E/Felony
• 579.110 Possession of methamphetamine precursors (formerly RSMo. 195.420) - Up to 4 years, E/Felony
• 579.170 Prior and persistent drug offenders (added increase in charge) (formerly 195.275). -1 or 2 classes higher than previous offense

Medical Amnesty Law (RSMO 195.205): The medical amnesty law offers protection from criminal liability (arrest, charge, prosecution, and conviction) to a person who calls 911 for a drug or alcohol overdose.

Crimes from which there is immunity:

• Possession of a controlled substance
• Unlawful possession of drug paraphernalia
• Possession of an imitation of a controlled substance
• Minor use of an altered ID, purchase/possession of liquor by a minor, and sale of liquor to a minor
• Violating a restraining order and or violating probation or parole
• Maintaining a public nuisance

The law does not provide immunity for:

• Delivery, distribution, or manufacturing of a controlled substance, except in regard to minors and alcohol.
• In order to receive immunity, a person must first make the call to 911 for help, in good faith.

*All trafficking and distribution penalties shall be sentenced to be served without probation or parole if the court finds the defendant is a prior or persistent drug offender depending on the charge.

2017 Missouri Penalties and Fines for Offenses

<table>
<thead>
<tr>
<th>Felony Class</th>
<th>Penalties (Years of imprisonment 558.011 RSMo.)</th>
<th>Fines (558.002 RSMo.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>10 - 30, or life</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>5 - 15</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>3 - 10</td>
<td>Up to $10,000</td>
</tr>
<tr>
<td>D</td>
<td>Up to 7</td>
<td>Up to $10,000</td>
</tr>
<tr>
<td>E</td>
<td>Up to 4</td>
<td>Up to $10,000</td>
</tr>
<tr>
<td>Misdemeanor Class</td>
<td>Penalties (Term of imprisonment 558.011 RSMo.)</td>
<td>Fines (558.002 RSMo.)</td>
</tr>
<tr>
<td>A</td>
<td>Up to 1 year</td>
<td>$2,000</td>
</tr>
<tr>
<td>B</td>
<td>Up to 6 month</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

54
Felony Class | Penalties (Years of imprisonment 558.011 RSMo.) | Fines (558.002 RSMo.)
---|---|---
C | Up to 15 days | $750
D | - | $500
Infraction | - | $400

Federal Sanctions: It is a violation of federal law to possess, manufacture, or distribute a controlled substance. Defined by federal statute, controlled substances include, but are not limited to, marijuana, cocaine, PCP, LSD, and other narcotics (See 21 CFR 1308.11 – 21 CFR 1308.15 for Drug Schedule info). The severity of the sanctions imposed for both possession and distribution offenses depend on the type and quantity of drugs, prior convictions, and whether death or serious injury resulted.

Possession: A student or employee found guilty of possessing a controlled substance may be subject to some or all of the following sanctions under criminal federal law:

Fines and/or Penalties for Possession (21 USC 844.(a)):

<table>
<thead>
<tr>
<th>Conviction</th>
<th>Imprisonment</th>
<th>Fines</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Up to 1 year</td>
<td>$1,000</td>
</tr>
<tr>
<td>2nd (Incl. any previous state)</td>
<td>15 days to 2 years</td>
<td>$2,500</td>
</tr>
<tr>
<td>3rd (Incl. any previous state)</td>
<td>90 days to 3 years</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

In addition, any individual who knowingly possesses specific controlled substances (i.e. heroin, cocaine, or their derivatives) may be assessed a civil fine of up to $10,000 (21 USC 844a).

Where a person at least 18 years of age distributes a controlled substance to any person under 21 years of age, or where a person possesses with intent to distribute, distributes or manufactures a controlled substance in or on, or within 100 feet of a public or private elementary, secondary, vocational or public or private college or university, or within 1,000 feet of a playground, youth center, public swimming pools or video arcade facility, the punishment shall be a term of imprisonment of twice the amount of time and a fine of twice the amount above-provided. 21 U.S.C. Sections 845,845a.

Forfeiture of property: Federal law may require the forfeiture of property used to possess or to facilitate possession of a controlled substance, and the forfeiture of vehicles, boats, aircraft or any other conveyances used to transport or conceal a controlled substance (21 USC 881(a)(4)).

Denial of federal benefits: If an individual is convicted on federal or state drug charges for possession, distribution/sale, or trafficking, the federal government may also deny or revoke federal benefits such as grants (i.e. Pell and FSEOG), loans, or work study. A student can receive financial aid prior to the end of the revocation period, if certain rehabilitation requirements are met (see the 20 USC 1091(r), drug eligibility worksheet and studentaid.ed.gov for more info). See table of Revocation below:

<table>
<thead>
<tr>
<th>Citation</th>
<th>Offense</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 USC 1091(r)</td>
<td>Possession</td>
<td>1</td>
<td>2</td>
<td>indefinite</td>
</tr>
<tr>
<td>20 USC 1091(r)</td>
<td>Distribution/Sale</td>
<td>2</td>
<td>indefinite</td>
<td></td>
</tr>
<tr>
<td>21 USC 862(b)</td>
<td>Trafficking</td>
<td>5</td>
<td>10</td>
<td>indefinite</td>
</tr>
</tbody>
</table>

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

Tobacco: Smoked or smokeless tobacco is a health hazard. Long-term health effects include cancer and heart and lung disease. Smoking is considered to be the leading preventable cause of death in the United States.
Amphetamines (speed, uppers): Can cause a feeling of panic and careless behavior. It can be addictive and can cause brain damage when used in large doses.

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

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

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

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

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

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

Designer drugs: Often several hundred times stronger than the drugs being imitated. They can produce severe neurochemical damage to the brain. Symptoms similar to Parkinson's disease, anxiety, depression, and paranoia may result. They may also cause illusions, hallucinations, and impaired perception.

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

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

Academic Guidelines
Students are given the responsibility to be aware of student guidelines and expectations within the Student Handbook and University Catalog. The primary source of academic guidelines and requirements is the University Catalog.

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

- If attendance is used as a part of the student’s grade for the course, the syllabus shall contain an explanation of the rationale for the attendance component of the grade and the consequences of an absence.
- The attendance policy shall conform to the provisions of the Southwest Baptist University Catalog and Student Handbook regarding absences for Illness, Family Emergency, University Sanctioned Event, or Extraordinary Circumstances Beyond the Control of the Student but Deemed Excusable by the Instructor.
- Students shall be allowed to make up each assignment/test missed for one of these reasons with an assignment/test of equal value and equal course content.
- Performance-based, group sensitive, and other such courses dependent upon restrictive performance attendance, restrictive scheduling, and time issues (such as clinical certification requirements) cannot offer separate make-up
assignments and will necessarily maintain more strict policies regarding the attendance component and its effect on the final grade.

- Exceptions to this policy must be approved by the Dean of the appropriate college.

**Reporting Absences:** Students should first attempt to communicate directly with their instructors regarding class absences. The following procedures exist for the purpose of enabling students to obtain official documentation in cases where absences are due to illness, family emergency, or a University-sanctioned activity.

**Illness:** Upon the first day of return to class, the student is required to provide the instructor with written verification of illness by the director of health services or from a practicing doctor or nurse. In the event that a student is absent for three or more days, the student should contact the Office of Student Life (417-328-1885). The Office of Student Life will notify the Office of the Provost. The Office of the Provost will notify the appropriate faculty members.

**Family emergency:** A family emergency consists of a death in the family, a serious illness of a family member, a serious accident involving a family member, or some other family crisis. A student who finds it necessary to be away from campus and absent from class due to a family emergency should contact the Office of Student Life (417-328-1885) who will notify the Office of the Provost. The Office of the Provost will notify the appropriate faculty members.

**University-sanctioned activity:** The student is responsible for insuring that the instructor is notified by the sponsor or coach regarding the activity. The instructor should be notified prior to the class absence, and the student is responsible for all make-up work prescribed by the instructor.

**Weather Policy:** Classes may be canceled but only under extreme conditions. The portal, SBU Alert, SBU website, local radio and TV stations will broadcast pertinent information.

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

**Withdrawing from (Dropping) a Class**
Students may, with the approval of the advisor, discontinue (drop) any class for which they are registered. To do so, students are to procure a Drop/Add a Class form from the Office of the Registrar or their advisor, secure the signature of their advisor and the instructor of the course they are dropping, as well as the last date of attendance, and return the form to the Office of the Registrar. The recorded drop date will be the last date of attendance. Discontinuing a course will affect students' records as follows. Students who officially withdraw from a course before the end of the tenth week of class meetings (before the end of 60% of class meetings for shorter terms) will receive a W (withdraw while passing) grade for the course. After the end of the tenth week of class meetings (after the end of 60% of class meetings for shorter terms), students who withdraw from a course they are failing will receive an F grade for the course. After the end of the tenth week of class meetings (after the end of 60% of class meetings for shorter terms), students who withdraw from a course they are passing will receive a W grade for the course. Discontinued attendance of a class without securing a drop form does not constitute an official drop and will result in students being charged for the course and receiving a grade of F. An incomplete (I) grade is given only if circumstances beyond the student's control prevent completion of required course work during the semester. If the work is not satisfactorily completed within 120 days, the Incomplete (I) converts to an F. Students dropping a course will be charged $75 per dropped class after the change of enrollment period.

**Withdrawing from School**
If a student withdraws from school after the tenth week of classes, a W (withdraw while passing) grade will be assigned in all courses in which the student is passing the course as of the date of withdrawal, and an F grade will be assigned in all courses in which the student is failing as of the date of withdrawal.
**Academic Probation**
The SBU faculty and staff regard satisfactory academic achievement as paramount to success in any other activity in which the student engages during their University career. Students must be in acceptable academic standing in order to represent SBU in extracurricular activities, they must achieve academic standings that are at or above the special guidance level for their class standing. Students on Probation or Dismissal are not allowed to participate in activities representing the University.

Representing the University is defined as “student involvement in public performance activities or services sanctioned by Southwest Baptist University.” Students on Academic Probation should be aware of these restrictions before enrolling in courses which require public performances.

**Reporting Academic Dishonesty**
Dishonesty hurts everyone and it should be a concern for the entire university community. Confronting and reporting academic dishonesty should be done in a manner most appropriate to the circumstances. Acts of dishonesty that occur within the classroom should be reported to the appropriate person (instructor, department chair, dean). All other acts of dishonesty should be reported to the Vice President for Student Development.

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

- Denying or reducing credit for an assignment or examination
- Requiring additional assignments and/or examinations
- Lowering the student’s course grade
- Issuing a failing course grade
- Recommendations for further actions that are recorded on the Academic Infraction Form routed to the Vice President for Student Development

**Academic Appeals Process**

**Academic Dishonesty Appeal Policy**
Once an academic sanction is given by a faculty member, a student has the right to: (1) Accept the decision and consequence or (2) Appeal the decision to the Academic Chair responsible for the subject area. The appeal must arrive within five school days of the date of the imposed sanction. The appeal letter should include supportive information that justifies the reason for the appeal.

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

The Academic Chair may: (1) Reverse the finding and dismiss the case, (2) Confirm the finding and the sanction imposed or (3) Confirm the finding and alter the sanction.

Notification of the Academic Chair's decision will be issued to the faculty member and accused. Upon notification, all documentation will be forwarded to the Academic Chair’s Dean. Upon notification, the student within five days may: (1) Accept the decision of the Academic Chair or (2) Appeal to the Academic Chair’s Dean.

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

A student desiring to appeal the academic standing designation of probation or dismissal should send a letter to the Office of the Provost. The appeal letter must clearly state and explain:

- Any unexpected, unavoidable, or otherwise extenuating circumstances that prevented the student from attaining or maintaining necessary academic progress
- What has been done by the student to prevent further academic difficulties

The Deans Council will review appeals within the last two weeks before each semester begins. Appeal letters for the fall semester must be received at least two weeks prior to the beginning of the semester. The Provost will preside at the review session. The chairperson of the Academic Advisory Committee will provide background information for each student’s appeal. The student may be invited to attend the review session. A final decision by the Deans Council will be made in closed session. The student will be told at the review session when and how he/she will be notified before the first day of classes. The Deans Council may uphold the original decision or rescind the original decision and specify the academic standing placed upon the student. The advisor of the student, the chairperson of the Academic Advisory Committee, and the student will be notified of the decision of the Deans Council.

**Grade Appeal Policy**

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

- Only the final overall course grade may be appealed.
- No one may substitute personal judgment for that of the instructor in regard to the quality of the student’s work; therefore, evidence must be shown of any deviation from established procedure that adversely affects the student in the assignment of the letter grade for the course. Deviation from established procedure is defined as assignment of a grade on a basis other than the student’s performance in the course, assignment of a grade to a student by more stringent or different standards from those that were applied to other students in the course, or the assignment of a grade that does not align with the grading scheme outlined in the syllabus.
- The appeal must be initiated within six weeks of the start of the succeeding regular academic semester (fall or spring) from the end of the course that is being appealed.
- Any grade appeal must be submitted in writing using the Grade Appeal form obtained from the Registrar’s Office.
- The formal appeal begins when the student presents the Grade Appeal form to the instructor for his/her signature.
- The chain of appeal is:
  - The student meets with the instructor to discuss the grade. If agreement cannot be made the course instructor should sign the grade appeal form for the student who will then submit the form to the department chair.
  - The department chair/program director and dean shall collect information related to the grade appeal and meet separately with the instructor and the student. If the department chair/program director and dean are in agreement that the grade should be overturned for the reasons outlined above then they should change the grade and submit the form to have the grade changed immediately to the Registrar. If the department chair/program director does not agree that the grade should be overturned then they should sign the form and give a copy to the student.
  - If the student wishes to pursue the appeal further, they should submit the form to the Provost with a request for a full grade appeal panel.
  - The first two of the above stages should occur within 20 school days (days must occur within a regular semester, fall or spring) of the initiation of the appeal.
  - If the instructor of the course is the department chairperson or program director, the student may elect to initiate the formal appeal directly to the appropriate dean. In unusual cases in which the course is taught by the dean, the student may elect to submit the grade appeal to the Provost who will convene the Grade Appeal Panel.
Any request for a review by the Grade Appeal Panel should be made within 20 school days (within a regular semester) of the most recent appeal decision. This request is made by taking the Grade Appeal form to the Office of the Provost. The Provost will send the form and any related written statements to the Chair of the Academic Advisory Committee.

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

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

The instructor and the student will appear separately before the Grade Appeal Panel to present their cases formally. Additional parties attending the hearing will be limited to those who were witnesses to any pertinent events or can provide first-hand testimony of the essential facts of the case. In addition, a faculty member from the instructor’s department may be called to answer any questions related to the standard operating procedures of that department. At the discretion of the chair, the panel may separately recall either the student or the instructor to clarify any discrepancies in their respective testimonies. In extenuating circumstances, as determined by the current chairperson of the Academic Advisory Committee, previous chairpersons of the Academic Advisory Committee may be called upon to serve on the Grade Appeal Panel.

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

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

Registrar Procedures

Changing Your Major: Students may change their majors by obtaining the Request for Changing/Adding/Deleting a Major/Minor form from the office of the dean of the college in which the new major resides. The form is signed by both the student and an appropriate faculty member. If approval for the change of major is given, the student takes the request form to the office of the dean of the college in which the new major resides for final approval. Students advised in the University Success Center do not need to complete the Request for Changing/Adding/Deleting a Major/Minor.

Degree Audit (Credit Check): When a student has earned between 70 and 80 hours toward a bachelor’s degree at Southwest Baptist University, he or she must request an official program evaluation at the Registrar’s Office. A student pursuing an associate degree must request a program evaluation between 30 and 35 credit hours. The program evaluation details both the student’s progress and the degree requirements yet to be met.

Transfer Credits (to SBU from another institution): A student must send an Official Transcript from the institution where the credits were taken to the SBU Registrar’s Office. Official Transcripts must be mailed directly from the original institution. Electronic transcripts sent directly from the institution are also accepted as official. Faxed transcripts are not considered official. Note: Dual Credit courses will not be transferred from a high school transcript — they must be received via an Official Transcript directly from the institution where the credits were taken.
Transfer Credits (to another institution from SBU): Transcript Requests must be made in person or on the web via the National Student Clearinghouse (https://www.SBUUniv.edu/academics/academic-resources/registrar/). Transcript fees are as follows: Official Transcripts in person are $8.00 for normal delivery; $35 for overnight delivery. Official Transcripts ordered online are $14.75 for normal delivery; $41.75 for overnight delivery.

Transfer Credits (to another institution without withdrawing from SBU): Students wishing to transfer work from another institution and not withdraw from Southwest Baptist University must obtain 'Permission for a Transfer of Credit' from the Registrar’s Office prior to enrolling in another institution. Note: A past or current tuition balance owed (or defaulted Perkins Loan) will prevent a transcript from being released.

Graduation Information

Graduation Application ( ‘Intent to Graduate’): In order to receive a degree from SBU, a student must file a Graduation Application through their Student Self-Service portal on or before the date listed in the calendar prior to the proposed date of graduation. (Graduation fee must be paid before students are permitted to graduate.)

Commencement Attendance: Students who are eligible to graduate upon satisfactory completion of the final semester’s work are required to participate in the appropriate commencement ceremony, unless absence is approved by the Office of the Provost. The reason for not participating in commencement must be explained in writing to the Provost who will determine if the reason is valid and whether to grant or to deny permission to be excused from commencement.

Walking Early: Students completing graduation requirements in January may participate in the December commencement if they have no more than 6 hours to complete and upon approval by the college dean. Students completing graduation requirements in the summer may participate in the May commencement if they have no more than 12 hours to complete (6 hours in June and 6 hours in July) and upon approval by the college dean. These students need to receive permission to walk early by submitting the Request to Walk Early form to their college dean. Student diplomas will be dated in the completion semester.

Note: Participation in commencement does not necessarily mean a student has earned a degree - only those students who actually complete all requirements will receive a diploma by mail.

Note: A past or current tuition balance owed (or defaulted Perkins Loan) will prevent a diploma and/or transcript from being released.
University Libraries
Dr. Dana Steward, Assistant Provost for General Education and Transition
Dr. Edward Walton, Dean, University Libraries
(417) 328-1619

University Libraries Mission Statement
The University Libraries advances the mission of Southwest Baptist University by building collaborative relationships; nurturing scholarship; providing information access and instruction; encouraging curiosity, exploration, discovery, and knowledge creation; and supporting learning in and beyond the university.

University Libraries Vision Statement
We bring the library to you. The University Libraries integrates dynamic, user-centered services with the teaching, learning, and researching needs of the University community.

University Libraries Core Values
The University Libraries:

- Embraces the University's Christ-centered mission by serving the needs of its constituents and promoting spiritual growth;
- Initiates and nurtures collaborative relationships with its constituents;
- Regards academic excellence as the standard in its instruction, information access, knowledge creation, and operational practices;
- Promotes lifelong learning: educating users on the successful retrieval and ethical use of information; and cultivating critical thinking skills through information literacy instruction;
- Supports scholarly endeavors through the acquisition of information resources and innovative technologies;
- Builds physical and virtual infrastructures, organizing information into accessible, user-friendly collections;
- Acts with integrity and financial responsibility, modeling academic honesty and intellectual freedom; and
- Delivers a user-friendly, welcoming library experience by providing convenient, reliable, and proactive services in a positive learning environment.

Access (Catalog, Databases, Research Guides)
The catalog, subscription databases, and research guides are accessible from the University Libraries' website (https://library.SBUniv.edu). The catalog provides access to the University Libraries' content as well as access to resources from MOBIUS member libraries. The University Libraries subscribes to 147 databases containing e-books, full-text journals, streaming media, and indices. To make finding information across these platforms easier, the SearchEverything box on the Library's homepage enables users to search and retrieve content from multiple databases with one convenient search. Also, each personal librarian has developed research guides to help locate course-specific resources, offer tutorials on library resources and systems, and provide other useful information.

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

Personal Librarians
Personal librarians specialize in helping students and faculty find and use information specific to the disciplines in their College. Feel free to contact your personal librarian directly. Contact information for personal librarians is listed on the University Libraries’ website. In the event that your personal librarian is unavailable, please feel free to ask any of the University Libraries' faculty/staff for help.
**Special Events**
The University Libraries hosts several special events each semester. Normally scheduled events each academic year include Game Night, Meet the Author Series, Murder Mystery, and Finals Weeks Activities. In addition, one or more special events may be planned in partnership with other campus departments.

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

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

The Mountain View Campus Library is located in the Myrtle Glass Learning Center. The Library contains a collection of materials to support academic programs taught at the campus.

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

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

**Library Hours and Contact Information**
Library operating hours vary based on location and time of year. Please see the University Libraries' website (library.subnv.edu) for current hours. Special hours for holidays and non-semester times are posted on the website.

**Contact Information for Harriett K. Hutchens Library**
Administrative Offices: (417) 328-1619
Circulation/Reserves: (417) 328-1620
Collection Development: (417) 328-1625
Interlibrary Loan: (417) 328-1623
Media Services: (417) 328-1627
Technical Services: (417) 328-1631
University Archives: 417) 328-1605

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

**Interlibrary Loan**
Books and periodical articles not owned by SBU and not available through MOBIUS may be requested through Interlibrary Loan (ILL). Some libraries may charge a fee for this service, which the student is responsible for paying. Depending on the item, the lending library, and delivery route, the delivery time will vary between 1-6 weeks.
Borrowing Privileges
Students are required to present their current SBU ID card to check out materials. This applies to reserve items, media materials, and media equipment in the listening and viewing labs, as well as other items which circulate outside of the building.

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

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

Fine Schedule

- 3 or 4 week loan: $0.20 per day ($5.00 max per item)
- 2-hour, 1-day, 3-day, or 7-day loan: $1.00 per day ($20.00 max per item)

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

Lost, Damaged or Non-Returned Materials
Materials that have been lost, irreparably damaged, or are unreturned by the time the maximum fine accrues will be considered lost, and your student account will be charged for the material in the following manner:

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

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

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

Lost or damaged books borrowed from a MOBIUS consortium member will incur a mandatory, minimum $120.00 fee per item. Books lost, damaged, or late that were borrowed through Interlibrary Loan will incur fees established by the lending institution. The University Libraries does not have the authority to alter these fees.
Information & Technology Services (ITS)
David Bolton - Director of Administrative Computing/Chief Technology Officer
(417) 328-1535

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

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

**Contact Information**
Help Desk: (417) 328-1702 or (80) 526-5859, ext. 1702, helpdesk@SBUniv.edu
ITS Offices: (417) 328-1535

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

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

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

**ITS Policies**
Please be familiar with the following Information Technology Policies:

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

Be sure to ask a team member how we can save you up to 50% on your textbooks with our rental program. Be sure to stop by and check out our monthly specials.

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

Store Hours:
Monday-Thursday 9:00 a.m. to 4:30 p.m.
Friday 9:00 a.m. to 3:00 p.m.
Saturday — Bookstore is open for special events.
Food Services
Mr. Kevin Blankenship, Director of Food Service
Mr. Walt Tredway, Assistant Director of Food Service
Mrs. Kandace Tosh, Chef
Ms. Shaylan Carr, Cash Operations Manager
(417) 328-1542

There are three main food venues on campus: Marietta Mellers Dining Commons, Kaldi’s Coffee located in the Student Union, and the Sports Cafe located in the Meyer Sports Center.

Mellers Dining Commons serves 20 meals per week, three a day omitting Saturday breakfast and serving a Saturday morning Brunch. Students residing in the University housing without a separate kitchen for each unit are required to purchase one of the two available meal plan options. Meal plans can be used in the Sports Cafe during breakfast hours. The plans are the maximum number of meals per week and reset each Monday morning. 20 Meal plan (includes $75 cash balance for extra food purchases in any of the food locations) and a 15 meal plan (includes $25 cash balance for extra food purchases in any of the food locations).

Commuter/Apartment student plans are: Declining Cash Balance (DCB): These funds do not expire, are non-refundable and are purchased through the Dining Commons office. A different option includes Super Bearcat Bucks (SBB). This is a meal plan that allows the student 75 meals in the dining commons or Sports Cafe (breakfast only). This plan includes $60 cash balance for extra food purchases in any of the above food locations. This plan is purchased through the housing office in Student Life. They expire at the end of each term and are non-refundable. Meals purchased individually cost $6.50 for breakfast, $7.50 for lunch and $7.75 for dinner plus tax.

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

Hours of Service for Fall and Spring Semesters
Monday – Thursday: 7:00 a.m. to 7:00 p.m.
Friday: 7:00 a.m. to 6:30 p.m.
Hot Breakfast: 7:00 a.m. to 10:00 a.m.
Continental Breakfast: 10:00 a.m. to 10:50 a.m.
Lunch: 10:50 a.m. to 4:45 p.m. (2:00 p.m. to 4:45 p.m. limited offerings)
Dinner: 4:45 p.m. to Close

Saturday:
Brunch: 11:00 a.m. to 12:00 p.m.
Dinner: 5:00 p.m. to 6:30 p.m.

Sunday:
Continental Breakfast 8:00 a.m. to 9:00 a.m.
Lunch: 11:45 a.m. to 1:15 p.m.
Dinner: 5:00 p.m. to 6:30 p.m.

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

Green and Go Containers
Fresh Ideas offers ‘green and go’ containers for students on the go. Eco-friendly containers can be purchased for a one-time fee of $5. Students can purchase a container, fill with their choice of food items, and return it afterwards for a clean and sanitized container or a token that can be redeemed for their next ‘to-go’ container. Containers can be purchased at Mellers with cash or Bearcat Bucks. Students may also purchase Fresh Ideas cups for $6 and can refill them in the Dining Commons...however, due to COVID-19, patrons will not be allowed refillable cups in the dining room at this time.
**Identification Card**

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

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

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

Fresh Ideas also offers an app, FreshX, that can be downloaded and used in place of their card at all locations. Students can check their balance, mobile order items from Kaldi’s and not even have to get their phone out. We will be helping students at the beginning of the semester set this up if they wish for help. Otherwise, information is available.
The Alumni Association is composed of all SBU alumni (graduates and former students who have attended at least one semester), and the total membership of the Association is more than 38,000 members. These alumni are represented by a national board of approximately 21 members that meet three times a year and oversee an annual budget. The Alumni Association has an endowed scholarship fund that provides four $2000 scholarships to children of alumni who are students at SBU. The Association also invests annually in campus projects and events such as: Welcome Week, Homecoming, annual class events, and provides graduation gifts for seniors.

The Alumni Association seeks to keep alumni involved with their alma mater. Through alumni regional events, convention receptions, alumni directories, the SBU Life magazine, alumni emails, and special on-campus events, alumni are encouraged to stay informed and to participate in the life of Southwest Baptist University. For more information about the Alumni Association, please contact Holly Bridge at (417) 328-1806 or via email at alumni@SBUniv.edu.
The staff of the department of safety and security consists of the director, associate director, assistant director, department secretary, three full-time patrol officers, and student safety officers. Officers are available 365 days a year.

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

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

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

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

If an incident occurs on the Mountain View campus it should be reported to the Mountain View Police Department at (417) 934-2525. The Mountain View Police will notify the center director of any reported criminal activity occurring on campus or in the contiguous area. The daily incident log will be maintained by the center director.

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

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

Reporting Domestic Violence, Dating Violence, Sexual Assault, Stalking, Sexual Harassment
SBU prohibits domestic violence, dating violence, sexual assault, rape, acquaintance rape, stalking, and sexual harassment. Any student who believes he or she has been a victim of any of these inappropriate actions is encouraged to report the incident to any Deputy Title IX Coordinator (see following list) or the Vice President for Student Development.
and Interim Title IX Coordinator (Dr. Robert Harris, Vice President for Student Development, Goodson Student Union, (417) 328-1827, rharris@SBUniv.edu)

Any SBU personnel with any knowledge of the above stated items should report all complaints to an Interim Title IX Coordinator, Deputy Title IX Coordinator, Director of Human Services, or Director of Safety and Security.

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

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

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

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

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

Procedures:

1. SBU’s Interim Title IX Coordinator will be notified of reported incident and determine if the alleged incident is a Title IX issue. If the alleged incident is determined to be an alleged Title IX incident, then an initial investigation plan will be developed, which will identify investigators, possible interim measures, and include the identification of alleged policies violated.
2. Collect contact information of the complainant (victim) and respondent (accused) and determine constituency status (student or employee).
3. Complainant and respondent have the right to have a support person of choice attend and to support them through the investigation, resolution, and, if necessary, appeal processes.
4. Investigator(s) will contact the complainant and, if possible, attempt to meet with the complainant.
5. Complainant will be given or sent a copy of the Victim's Rights and Options.
6. The University is allowed to use audible recording devices during interview sessions.
7. Where applicable, a “No Contact” directive may be issued or making alternative living, class-placement, or workplace arrangements may occur prior to any determination of an investigation outcome.
8. Counseling services will be offered to both complainant and respondent.
9. If the complainant desires an official investigation, the following is required:
   a. Complainant’s and respondent’s name;
   b. Complainant’s contact information and, if possible, respondent’s contact information;
   c. Description and details — Provide as much information regarding the incident(s) that is leading to the basis for the allegation;
      i. Who — Name of person(s) directly responsible for alleged actions leading to the sexual harassment/violence/assault complaint;
      ii. What — Describe the incident;
      iii. When — Date(s), and time(s) of the incident(s);
      iv. Where — Location(s) of the incident(s);
   d. Evidence — Preserve evidence and provide any items (clothing, documentation) that supports the allegation (text messages, emails, social media);
   e. Witnesses — Submit names and contact information of witnesses to the allegation;
   f. Any additional supportive information.
10. Investigator will contact the respondent and schedule a meeting to notify the respondent of allegation. The respondent will be required to identify if they are the causation of the allegation.
11. Complainant and respondent are encouraged to communicate with their local police. If either party needs assistance with contacting or notifying the police, assistance will be offered. The complainant and respondent, however, has the freedom to decline notifying proper authorities.

12. The complainant, where applicable, is encouraged to see a health care provider.

13. Complainant and respondent will be told the standard of proof (preponderance of the evidence) the University uses when investigating reported incidents.

14. A summary of respective personal testimony will be shown to the complainant and respondent prior to a preliminary finding as means to verify the testimony given.

15. The investigator will write a summary report and allow both the complainant and respondent to read the report before submitting it to the Interim Title IX Coordinator.

16. Interim Title IX Coordinator will make a final outcome decision of a Title IX violation utilizing the University's standard of proof (preponderance of the evidence).

17. When the respondent is an SBU student and the Interim Title IX Coordinator deemed that the allegation is more likely true than not true, the final outcome and investigative information will be given to the Student Life Judicial Council to determine sanctions.

18. Notify respondent and complainant of finding outcome.

19. The complainant and respondent will be notified in writing of the investigation outcome and any disciplinary action.

20. When the outcome merits disciplinary action, the complainant and respondent independently have the right to appeal the disciplinary action given.

21. The University’s Director of Safety and Security will be informed of reported incident.

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

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

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

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

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

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

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

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

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

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

General Information

Physical issues surrounding the complaint: It is extremely important that you preserve evidence as it may be necessary to prove the complaint you are making or needed to obtain a protection order or prosecute a crime. In the case of physical violence, including sexual violence/assault, domestic violence, and dating violence, you should go directly to the emergency room and should not bathe, urinate, douche, brush teeth, drink liquids, or change clothes until after you are examined and, if necessary, a rape examination is completed.

Once you have made a complaint, you have several options, including, but not limited to:

- Contacting parents or a relative
- Seeking legal advice
- Seeking personal counseling
- Pursuing legal action against the perpetrator
- Pursuing disciplinary action
- Requesting that no further action be taken

If requested, the Title IX Deputy Coordinator or designee will assist you in contacting SBU’s Safety and Security or local law enforcement regarding the incident. You may decline to notify such authorities.

If you have obtained a temporary restraining order or other no contact order against the alleged perpetrator from a criminal, civil, or tribal court, please provide such information to the Title IX Deputy Coordinator or designee. The University will take all reasonable and legal action to implement the order.

Institutional Expectations and Procedures

SBU’s Guidelines and Expectations, which includes investigation procedures, are found in the University’s Student and Employee Handbook. Investigation procedures regarding sexual harassment and sexual violence/assault policies are used for complaints of sexual violence/assault, domestic violence, dating violence, and stalking. These procedures include:

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

**Interim Measures:** At any time during the investigation, the Title IX Deputy Coordinator or designee may impose interim remedies or protections for the parties or witnesses. These may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative living, class-placement, or workplace arrangements.

**Sanctions:** If there is a finding that a violation has occurred, sanctions may include: no-contact orders, classroom reassignment, the provision of counseling or other support services, training, and referral of the perpetrator for discipline to be imposed pursuant to applicable procedures depending on the alleged perpetrator’s status as an employee, student, faculty member, or third-party.

**Confidentiality**

If you request confidentiality or ask that a complaint not be investigated, the University will take reasonable steps to investigate and respond to the complaint consistent with the request. However, the University’s ability to respond may be limited in such cases, and the University may not be able to grant such a request when the accused poses a continuing threat to the University community.

If you wish to discuss an incident with complete confidentiality, you can contact a Designated Counselor who will maintain confidentiality and not forward the report for investigation without your consent (unless required to do so by law).

For counseling, request a confidential counseling appointment with a licensed counselor from: Counseling Services Center, Gott Education Center, (417) 328-1736.

**Options for Changing your Current Situation**

Pending final outcome of an investigation, you may be allowed to change your academic, living, transportation, or work situation if options to do so are reasonably available. Upon your request, the University will work with you on such changes. This may occur regardless of whether you choose to make a complaint to campus security or local law enforcement.

**Resources Available**

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

- Bolivar Police Department — (417) 326-5298, 624 South Albany Avenue, Bolivar, MO 65613
- 911
- House of Hope, Bolivar — (417) 777-8137, Hotline: (417) 399-6744, Website: http://www.phouseofhope.org
- Harmony House, Springfield — (417) 837-7700, Hotline: (800) 831-6863
- Joyful Heart Foundation — Website: http://www.joyfulheartfoundation.org
- National Domestic Violence Hotline — Website: http://www.thehotline.org/, Phone Hotline: (800) 799-SAFE (7233)
- RAINN (Rape, Abuse, and Incest National Network) — Website: http://www.rainn.org/get-help/national-sexual-assault-hotline, Phone Hotline: (800) 656-HOPE (4673), Online Hotline: https://ohl.rainn.org/online/
- National Suicide Prevention Hotline — Website: http://www.suicidepreventionlifeline.org, Phone Hotline: (800) 273-TALK (8255)
- Stalking Resource Center, National Center for Victims of Crime — Website: http://www.victimsofcrime.org/our-programs/stalking-resource-center
• Love is Respect — Website: http://www.loveisrespect.org/, Phone Hotline: (866) 331-9474, Online Hotline: http://www.loveisrespect.org/get-help/contact-us/chat-with-us
• Bystander Intervention — Website: http://onestudent.org/, Video: https://www.youtube.com/watch?v=IycYPmzisflk
• SBU Counseling Services — http://www.sbuniv.edu/campus-life/student-services/counseling.php
• SBU Health Center — http://www.sbuniv.edu/campus-life/student-services/health-center.php, Phone: (417) 328-1888
• SBU Safety and Security — http://www.sbuniv.edu/safety/, Phone: (417) 328-1556
• Citizens Memorial Hospital, Bolivar — Website: http://citizensmemorial.com/index.html, Phone: (417) 326-6000
• National Dating Abuse Helpline — Website: http://www.loveisrespect.org/
• National Coalition of Anti-Violence Programs — Website: https://avp.org/get-help/
• One Love Danger Assessment App — Website: http://www.joinonelove.org/my_plan_app

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

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

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

• Interim Title IX Coordinator: Dr. Robert Harris, Vice President for Student Development, Goodson Student Union, (417) 328-1827, rharris@SBUniv.edu
• Deputy Title IX Coordinator for Students: Landee Nevills, Director of Residence Life, Goodson Student Union, (417) 325-1826, lvnevills@SBUniv.edu
• Deputy Title IX Coordinator for Staff: Ashley Dinwiddie, Director of Donor Relations, Sells Administrative Center, (417) 328-1835, adwindddie@SBUniv.edu
• Deputy Title IX Coordinator for Faculty: Dr. Allison Langford, Vice President for Strategic Planning & Initiatives, Sells Administrative Center, (417) 328-1601, alangford@SBUniv.edu
• Deputy Title IX Coordinator for Athletics: Gina Whitehead, Associate Director of Athletics, Meyer Wellness and Sports Center, (417) 328-1793, gwhitehead@SBUniv.edu
• Deputy Title IX Coordinator for Safety and Security: Mark Grabowski, Director of Safety and Security, Hammons Center, (417) 328-1556, mgrawbowski@SBUniv.edu

Emergency Preparedness and Notification
Sign Up for SBU Alert: Through the SBU Alert emergency notification system, you will receive emergency safety and weather notifications delivered via text messaging or email. Students will be able to access their SBU Alert account (through Rave Mobile Safety) by clicking on the SBU Alert link in the Applications tab of MySBU portal.

If you are a parent of an enrolled student and want to receive alert messages, please ask your student to add your email address and/or cell phone number to his or her account. For more information, please contact the SBU help desk at (417) 328-1702.
The University conducts regular fire and tornado drills in all campus dorms, as well as table top exercises and panel discussions of many other emergencies.

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

**Motor Vehicle Regulations**

**General Information:**

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

**Permit Information:**

- Each member of the university community who operates a vehicle on campus is required to register that vehicle, once per academic year, with the Department of Safety and Security. It is the personal responsibility of the owner to notify the Department of Safety and Security of any corrections that need to be made concerning vehicles registered in their name.
- The registration of a vehicle in no way guarantees that a parking space convenient for the individual will be provided. The responsibility for finding a legal parking space rests with the vehicle operator.
- Lost or stolen permits should be reported to the Department of Safety and Security immediately.
- The first permit issued is free, additional permits and replacements are $20 unless the permit is faulty.
- Permits are the responsibility of the registrant and must be removed prior to the sale of a vehicle or the termination of a student’s enrollment at the university. Permits are non-transferable to any other person.
- Permits should be displayed in the vehicle’s rear window on the driver’s side. A permit may be displayed in the front driver’s side windshield if the vehicle has tinted windows.

**Classes of Permits:**

- Faculty/Staff (Purple) — Allows for parking in reserved Faculty/Staff parking spaces
- Commuter (Green) — Allows for parking in all general parking areas and the commuter parking lot
- On Campus (Red) — Allows for parking in all non-reserved parking spaces
- Temporary Permits — Issued as needed to regular permit holders, visitors, or guests when special conditions require
- Visitor — Issued to persons who frequent the campus but are not students or employees of the university

**General Regulations:**

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

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

Permit Violations:
No Current Permit displayed — $30
Failure to Register — $30
Use of counterfeit or falsified permit — $30
Use of stolen or falsely obtained permit — $50

Parking Violations:
Parking in Reserved Space — $30
Parking in Restricted Lot — $30
Parking in a grassy or unmarked area — $30
Double Parking / Obstructing Traffic — $30
Parking in Fire Lane — $50
Parking in Disabled without disabled hangtag or plate — $50
Fraudulent Use of Disabled Space — $50

Moving Violations:
Careless and Imprudent driving — $30
Speeding — $30
Failure to stop at stop sign — $30
Moving barricades / Going beyond the limits of barricades — $30
Operating a vehicle on areas other than streets or roadways — $30

Miscellaneous Violations:
Mutilation or discarding of a ticket — $30 (in addition to original ticket)
Excessive Noise — $30

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

If a student feels that a protest against a ticket is justified, an appeal with a full explanation may be submitted to the Department of Safety and Security at the Hammons Building.

All appeals must be submitted within 10 working days following the ticketed offense. Appeals will not be accepted after the 10 day period and charges will be final.

All ticket appeals are reviewed by the Student Ticket Appeals Committee. Ruling of this committee is final and no further appeals will be accepted.

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

**Bicycle Regulations**

- Bicycles improperly parked for a period of 24 hours may be impounded. Bicycles parked legally at an academic building for a continuous period of 2 weeks will be considered abandoned and may be impounded. Note: Locking devices may be cut and removed as necessary during impounding. Impounded bicycles may be claimed and released for a fine of $10.00. Bicycles not claimed by September 1 of each year will be disposed of.
- There are to be no wheeled vehicles in the academic buildings. This includes skateboards, roller skates, roller blades, unicycles, bicycles, hoverboards, and scooters.
- Bicycles shall yield the right of way to pedestrians at all times.
- Bicycles are to be parked in or immediately adjacent to the bicycle racks provided. Bikes are not to be parked in grass, sidewalks, and academic buildings. Bikes may be stored in a dorm room.
- Bicycles may not be secured to any property other than designated bicycle racks.

**Crime Prevention Tips**

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

**ID Cards**

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

**Locksmith**

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

**Department Contact Information**

Director: Mark Grabowski
Associate Director: Zeke Clawson
Assistant Director: Emily Raymond
Department Secretary: Janell Nelson
Officers: Jared Vaughn, Richard Worth, Joe Rhoads
Officer on Duty (24/7/365): (417) 328-8733

Office Information
Hammons Center
520 W. Aldrich Rd.
Bolivar, MO 65613
Office Phone: (417) 328-1556
Fax: (417) 328-2034
Website: www.SBUniv.edu/safety
Email: safety@SBUniv.edu

Important Phone Numbers (Bolivar Campus)
Emergency 911 (prank calls will be prosecuted): 911
SBU Safety and Security: (417) 328-1556
Citizens Memorial Hospital Emergency Room: (417) 328-6437
Bolivar Fire Department: (417) 326-3252
Bolivar Police Department: (417) 326-5298
Polk County Sheriff’s Department: (417) 326-7684
Counseling Emergency Cell: (417) 399-3175

Important Phone Numbers (Mountain View, Salem, Springfield Campuses)
Mountain View Police: (417) 934-2525
Mercy Hospital (Mountain View): (417) 934-7000
Salem Police: (573) 729-4242
Salem Hospital: (573) 729-6626
Springfield Police: (417)864-1810
Mercy Hospital (Springfield): (417) 820-2000
Cox Hospital (Springfield): (417) 269-4646

SBU Address Assignments for 911 Service
- Beasley Hall: 234 W South St
- Casebolt Apts: 614 S. Clark Ave.
- Casebolt Music Center: 1364 S. Pike Ave.
- Cribbs Athletic Facility: 1951 W Jones St
- Davis Physical Therapy: 2103 S Springfield Ave
- Jane & Ken Meyer Sports & Wellness Center: 1260 S. Pike Ave.
- Goodson Student Union Building: 1460 S. Pike Ave.
- Gott Education Center: 138 W. Estep Dr.
- Grounds Building: 1270 S Lillian Ave
- Hammons Center for Facilities Excellence: 520 W. Aldrich Rd.
- Health Center: 803 S. Pike Ave.
- Ingman Hall: 271 W. Austin St.
- Jim Mellers Conference Center: 300 W. Estep Dr.
- Landen Hall: 1520 S. Pike Ave.
- Leslie Hall: 1026 S. Pike Ave
- Mabee Chapel: 200 W. Andersen Dr.
- Maintenance Building: 1270 S. Lillian Ave.
- Maupin Hall: 235 W. Austin St.
- McClelland Dining Commons: 1700 E. Andersen Dr.
- Memorial Hall: 806 S. Clark Ave.
- Meyer Hall: 1715 University Dr.
- Plaster Athletics Center: 1111 S. Pike Ave
- Plaster Football Stadium: 1401 S. Pike Ave.
- Plaster Lodge: 1730 University Dr.
- Roseman Apartments: 1860 & 1870 Maple Tree Ln.
- Sells Administration Building: 1600 University Ave.
- Taylor Free Enterprise Building: 100 W. Estep Dr.
- University Library & Jester: 651 E. Andersen
- Wheeler Science Building: 301 E. Andersen
- Woody/Gott Hall: 105 E. Aldrich Rd.
- SBU-Mountain View Campus: 124 S Oak St, Mountain View, MO 65548
- SBU-Salem Campus: 501 S Grand, Salem, MO 65560
- SBU-Springfield Campus: 4431 S. Fremont, Springfield, MO 65804
- SBU Nurse Training Center: 1265 E Lark St, Springfield, MO 65804