



Southwest Baptist UNIVERSITY

2022-2023 Student Handbook

(Last Updated 03.07.2023)

Southwest Baptist University
1600 University Avenue
Bolivar, MO 65613
(417) 328-1885

Richard J. Melson, Ph.D., President

Mr. Kevin Marcum, Interim Associate Vice President for Student Development

President's Welcome

Welcome to the Bearcat Family!

Our mission at Southwest Baptist University is to prepare you to be servant leaders who impact the world for Jesus Christ.

To accomplish this mission, we are 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

Our amazing faculty, staff, and administration are committed to living out these values together. We are determined to create a vibrant, Christ-centered community where you will thrive as you pursue the Lord's calling on your life. And we are thrilled to be part of that journey with you. We believe that the best days are ahead for you and for Southwest Baptist University. May God bless you and equip you to be a blessing during your time with us.

For His Glory and our joy,

A handwritten signature in black ink that reads "Rick Melson". The signature is written in a cursive, flowing style.

Rick Melson, Ph.D.
President

Table of Contents

President's Welcome	2
Table of Contents	3
2022-2023 Academic Calendar	4
The University	7
Principles & Expectations	7
Student Development & Life	9
Student Activities	11
Residence Life	12
Health Services	20
University Chapel and Discipleship Ministries	22
The Center for Global Connections	24
SBU Global	26
Counseling Services	27
Meyer Wellness and Sports Center	29
Intercollegiate Athletics	30
Opportunities in Fine Arts and Related Areas	31
University Success Programs	33
Student Guidelines & Expectations	36
Compliance Policies	44
Academic Guidelines	66
University Libraries	71
Information & Technology Services (ITS)	74
Food Services	75
SBU Alumni Association	77
Department of Safety and Security	78

2022-2023 Academic Calendar

Fall Semester 2022

Date	Event
August 1	New Faculty Workshop
3	Teacher's Camp, 10 a.m. - 4 p.m.
5	Teacher's Camp Zoom check-in
8	Teacher's Camp 8 a.m. - noon
13	Adjunct Faculty Orientation (Mountain View & Salem)
15	Division Head Workshop - 1 p.m.
17	Faculty/Staff Workshop (a.m.); Faculty Workshop (p.m.)
17	Last day to add online undergraduate courses for the first 4, 8, and 16-week sessions
18	Faculty workday in offices
18-21	Welcome Weekend for new students
18	Move-In Day for new students
18	Faculty help students move into dorms (a.m.)
21	Returning students arrive
22	Fall classes begin (8 a.m.) - including online courses.
22	Last day to add online graduate courses for the first 4, 8, and 16-week sessions
24	Formal Convocation - 10 a.m.
25	Last day for adding seated or hybrid classes for the first 8-week session
30	Last day for adding seated or hybrid classes for fall semester
September 1	Fall Employee Picnic, 5:30 p.m., McClelland Dining Facility, Bolivar
2	Last day for adding classes for international students and students returning from active military duty
5	Labor Day - no classes
10	Undergraduate and Graduate deadline for December Intent to Graduate forms
15	Online @ Southwest (Admissions event)
20	Last day to withdraw from course for first 8-week session without academic penalty
20	Midterm grades due for first 8-week session undergraduate courses - 12 p.m.
27	Five-week grades due for 16-week general education and graduation req. courses
24	Fall Preview Day (Admissions event)
October 3-31	General Education Assessment window for any student graduation Fall 2022 or Spring 2023
7-8	Homecoming
11	Academic Honors Night
12	Last day to add online undergraduate courses for the second 8-week session
12	Last day of classes/final examinations for first 8-week session
13	Fall Break begins
17	Classes resume (8 a.m.); classes begin for second 8-week session
17	Last day to add online graduate courses for the second 8-week session
18	Final grades due for first 8-week session undergraduate courses
18	Midterm grades due for fall semester - 12 p.m.
19-November 18	Enrollment for Winterfest and Spring classes
October 20	Last day for adding seated/hybrid classes for second 8-week session
21-22	Fall Bearcat Days (Admissions event)
28	Last day to withdraw from classes without academic penalty
November 3	Scholarship Appreciation Day
November 5	Online @ Southwest (Admissions event)
12	Fall Preview Day (Admissions event)
14	Last day to withdraw from courses from second 8-week session without academic penalty

Date	Event
15	Midterm grades due for second 8-week session undergraduate courses – 12 p.m.
21	Thanksgiving Break begins
28	Classes resume (8 a.m.)
29	Employee Christmas Banquet, 6 p.m., Mellers Dining Commons, Bolivar
December 1	All OLIS work turned into instructor for December graduation
3	Scholars Day (Admissions event)
12	Last day of classes
13-16	Final Examinations
16	Commencement Ceremonies
20	All final grades due (including OLIS grades) – 12 p.m.

WinterFest 2023

Date	Event
December 19	Last day to add WinterFest online courses
26	WinterFest online courses begin
January 3	WinterFest seated/hybrid courses begin – 8 a.m.
4	Last day for adding WinterFest seated/hybrid classes
12	Online @ Southwest (Admissions event)
16	Last day to withdraw from WinterFest classes without academic penalty
20	Final Examinations; Last day of WinterFest classes (including online courses)

Spring 2023

Date	Event
January 16	Last day to add online undergraduate courses for the first 4, 8, and 16-week sessions
22	Returning students arrive
23	Teacher's Camp II
24	Division Head Workshop – 1 p.m.
24	WinterFest grades due – 12 p.m.
25	Spring classes begin (8 a.m.), including online courses
25	Last day to add online graduate courses for the first 4, 8, and 16-week sessions
30	Last day for adding seated or hybrid classes for first 8-week session
February 2	Last day for adding seated or hybrid classes for spring semester
3	Last day for adding classes for international students and students returning from active military duty
4	Scholars Day (Admissions event)
10	Undergraduate and Graduate deadline for May Intent to Graduate forms
20	SBU Showcase (Admissions event)
February 21	Midterm grades due for first 8-week session undergraduate courses – 12 p.m.
22	Last day to withdraw from course for first 8-week session without academic penalty
28	Five-week grades due for 16- week general education and graduation req. courses
March 1-31	General Education Assessment window for any student graduating Spring 2023
3-4	Spring Bearcat Days (Admissions event)
6	Founders Day chapel
6	Transfer Visit Day (Admissions event)
13-April 14	Enrollment for Summer and Fall classes
17	Last day of classes/final examinations for first 8-week session
20	Spring Vacation begins
20	Last day to add online undergraduate courses for the second 8-week sessions
27	Classes resume (8 a.m.); classes begin for second 8-week session
27	Last day to add online graduate courses for the second 8-week session
28	Final grades due for first 8-week session
28	Midterm grades due for spring semester undergraduate courses – 12 p.m.

Date	Event
30	Last day for adding seated/hybrid classes for second 8-week session
April 4	Academic Honors Night
7	Last day to withdraw from classes without academic penalty
7	Good Friday – no classes
24	Last day to withdraw from courses for second 8-week session without academic penalty
25	Midterm grades due for second 8-week session – 12 p.m.
May 4	All OLIS work turned in to instructor for May graduation
15	Last day of classes
16-19	Final Examinations
19	Last day of second 8 and 16-week online courses
19-20	Commencement Ceremonies
23	All final grades due (including OLIS grades) – 12 p.m.
28	Junior Preview Day (Admission event)
30	Last day to add online undergraduate courses for first 4 and 8-week summer sessions

Summer 2023

Date	Event
May 31	Last day to add online graduate courses for first 4 and 8 week courses
June 3	Summer Orientation (Admissions event)
5	First 4 and 8-week sessions begin, including online courses
6	Last day for adding seated and hybrid classes for first 4-week session
8	Last day for adding seated and hybrid classes for first 8-week session
16	Last day to withdraw from first 4-week session without academic penalty
June 17	Summer Orientation (Admissions event)
26	SBU Summer Showcase (Admissions event)
29	Last day to add online undergraduate courses for second 4-week summer session
30	Last day to add online graduate courses for the second 4-week session
30	First 4-week session ends, final exams
July 3	Second 4-week session begins, including online courses
3	Last day to withdraw from 8-week session classes without academic penalty
4	Independence Day – no classes
5	June final grades due – 12 p.m.
6	Last day to add seated and hybrid classes for second 4-week session
10	Graduate deadline for Summer Intent to Graduate forms
17	Last day to withdraw from second 4-week session classes without academic penalty
31	Second 4-week and 8-week sessions end – final examinations, including online courses
August 1	All final grades due (including OLIS grades) – 12 p.m.

The University reserves the right to amend policies and regulations from time to time by authorized persons. Changes will only be made when they are considered to be in the best interest of the University community. Any changes made within a given academic year of the Student Handbook 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 will be the exemplar Christian university, providing a transformative and holistic educational experience.

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

Mr. Kevin Marcum, Interim Associate Vice President for Student Development

Mrs. Mollie Banks, 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 the 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.SBUuniv.edu>), campus e-mail addresses, and campus mail to communicate pertinent information. Students are accountable for 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 @SBUuniv.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-mails 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 SBUuniv.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.

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.

Inclement Weather Policy

During severe weather conditions that could potentially impact the safety of students or employees, SBU will consider closing, initiating a remote learning and working day, or moving to a delayed start schedule. Decisions to implement any of these options will be made as early as possible. Announcements will be made via text and email through the SBU Alert System, the MySBU portal, social media posts (Facebook, Twitter, and Instagram), and local television stations.

Additional information about the delayed start schedule, remote learning plan, and campus services can be seen at

<https://www.SBUniv.edu/weather/>

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 Interim Associate 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 Interim Associate 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 an 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 Chapel 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 Deli Craft, student lounge, game room, student leadership offices, The Marketplace, bookstore, and a missions training room. The Student Union also houses the Offices of Student Life, Student Activities, Residence Life, the Center for Global Connections, and Davis Theater.

Student Activities

(417) 328-1885

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@SBUuniv.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 Office of Student Life.

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.SBUuniv.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.

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. Christina Ruiz, Director of Residence Life (417) 328-1826

Mrs. Mollie Banks, 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 pursuits, 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 assignment and all residence life requests are made through our housing program called eRez. eRez can be accessed through the student portal by clicking on the Residence Life link or through the direct link: <https://SBUUniv.erezlife.com>. All students, incoming and returning, will log into eRez with their SBU username and password in order to access all housing documents. Applications and forms available in eRez include:

- On Campus Housing Application
- Commuter or Off-Campus Application
- Housing Change Requests
- Meal Plan Change Requests
- Early Arrival Forms
- Residence Life Guidelines
- Other forms as needed

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. 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 Student Life Coordinator, or a Resident Director with inquiries regarding private rooms.

Dorm	Room Rate	Private Charge	Total Price Per Semester
Beasley, Leslie, Landen	\$1,700	\$850	\$2,550
Woody-Gott	\$1,750	\$875	\$2,625
Meyer, Plaster	\$1,800	\$900	\$2,700
Casebolt	\$2,200	\$1,100	\$3,300

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 Provider Food Service.

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 may have a solid wood top instead of using the bed frames for this residence hall.

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, and crock-pots. No other kitchen appliances are allowed, including microwaves and toasters.

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 (disabilityservices@SBUuniv.edu or (417) 328-1741).

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 Office 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.

Office of Residence Life
Southwest Baptist University
1600 University Avenue
Bolivar, MO 65613
Office Phone: (417) 328-1885
Email: residencelife@SBUuniv.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 Resident Director or Assistant Resident Director. Apartments 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 Interim Associate 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 eRez. 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 Interim Associate 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 eRez. Once a commuter form is approved, the commuter status will remain with the student unless the student's 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 8 a.m. and Friday-Saturday 12 a.m. to 10 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 the 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. – 10 p.m. 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, Assistant 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 Interim Associate 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.- 10 p.m. 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 Interim Associate 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 ensure 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 of having 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 free misses for curfew. After 5 misses, a fine will be issued. 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 for 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 also not allowed. 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 or required to give official notice to the student of the inspection before its occurrence.

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

Search of Room or Locker

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

When a University official determines there is reasonable suspicion for a search, an official search may be conducted only by authorization of the President, Interim Associate 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 Interim Associate Vice President for Student Development are not available, another executive officer of the University may provide authorization.

The search must be conducted by an 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 rooms, 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 searched 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 the 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 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) 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.

Health Services

Mrs. Amberly Martino, Health Office Assistant
SBU's Killian Health Center
(417) 328-1888

Southwest Baptist University (SBU) Killian Health Center, located inside the Meyer Wellness Center, is open from 8:00 a.m. to 4:00 p.m., Monday through Thursday and 8:00 a.m. to 3:00 p.m. on 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 timelier and more 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 the Friday prior to the first day of class.

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@magnushealthportal.com

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 dose 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
- Covid-19 Vaccine

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.

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 a medical professional 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 Interim Associate Vice President for Student Development upon the recommendation of Health Services. A student with a diagnosed communicable disease is expected to notify Health Services. 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.

University Chapel and Discipleship Ministries

Mr. Stedman Valentine, Campus Pastor and Director of Discipleship
(417) 328-1902

Chapel: The Heart of the SBU Experience

Chapel is an integral part of the SBU experience and central to our life together. Chapel helps to build a sense of community at SBU by providing a shared experience of worship, biblical teaching, community, and prayer.

The first week of each semester will begin with a special Bible or missions conference. Chapel services will be held each Monday and Wednesday from 10:00–10:50 a.m. in Pike Auditorium, which is located inside Mabee Chapel.

Chapel Attendance

Residential Students:

All full-time, degree-seeking undergraduate students on the Bolivar campus are expected to attend Chapel during their time at SBU. Students are required to attend a minimum of 75% of the Chapel services offered during the semester.

Students must scan their student ID card at the Pike Auditorium exits before and after each Chapel service to confirm chapel attendance. Any student who fails to present his ID may sign in and out with a chapel monitor. Any student who has lost their ID should get a replacement through the Department of Safety and Security, located at 803 S. Pike Ave., Bolivar, MO 65613 between the hours of 8 a.m. - 5 p.m. Monday-Friday.

Evening and weekend Chapel services may occasionally be offered for extra credit. Chapel is not a substitute for participation in the life of a local church and students are strongly encouraged to prioritize church membership.

Commuting Students:

All full-time degree-seeking undergraduate students who reside more than 15 miles away from the Bolivar campus are considered commuters. Commuters are encouraged to participate in chapel but are exempt from the attendance requirements. All non-commuting students are expected to meet the chapel attendance requirement.

Graduate, part-time, and high school students are welcome to participate. All students who are not able to gather with us corporately are encouraged to attend virtually at SBUniv.info/youtube.

Chapel Exemptions:

Semester-length chapel exemptions will only be granted to students whose academic program requires an internship, clinical rotation, or student teaching that takes place during the chapel hour. Exceptional circumstances may be considered on a case-by-case basis.

Students requesting exemption must complete and submit the Chapel Exemption Request form during the first two weeks of the semester. Student will receive an email to confirm whether their request is approved or denied.

Chapel Etiquette

We gather at Chapel to be reminded of the goodness of God in a variety of ways. All participants are asked to follow the chapel behavior guidelines listed below:

- Arriving in a timely manner and being seated before we begin
- Engaging as an active listener and participant in worship
- **Refrain** from the use of electronic devices, including computers and phones
- **Refrain** from engaging in personal conversations or other distracting behavior
- **Refrain** from studying or any other reading not directly related to the chapel program
- **Remove** caps during times of prayer

Students who do not observe these guidelines will be subject to disciplinary action which may include, but is not limited to, losing attendance credit for that chapel.

Chapel Credit and Discipline

Students failing to attend 75% of chapels in a given semester will be placed on ***chapel notice*** for the following semester. If the student missed four or fewer chapels, he or she must meet the attendance requirement and make up the missed chapels. If the student missed more than four chapels, he or she must meet the attendance requirement, make up four chapels, ***and either*** complete a book report (assigned by the campus pastor) ***or*** pay a \$20 fine for each additional chapel missed the previous semester.

Students who fail to meet the attendance requirement while on ***chapel notice*** will be placed on ***chapel probation*** for the following semester. While on probation, he or she must meet the attendance requirement, make up four chapels, complete a book report (assigned by the campus pastor) ***and*** pay a \$20 fine for each chapel not made up.

Students who fail to meet the attendance requirement in the semester after being placed on chapel probation will be suspended (see 2022 – 2023 Student Handbook, 39).

Any student who scans in or out for another student will forfeit the chapel credit for both students. Both students will also be fined \$25. Any student who scans in, leaves the auditorium for the duration of chapel, and then comes back to scan out will lose credit for that chapel and be fined \$25.

Students should check their chapel attendance weekly through their mySBU self-service portal.

Discipleship

At SBU, we are not only committed to training students in truth that they may become wiser but also instructing them in righteousness that they may become holier. Both occur in an environment dedicated to discipleship.

We aim to encourage every student to love the Lord with all his heart, mind, and soul, and love his neighbor as himself. This is something we pray and labor for. We equip our staff and faculty, we train our Resident Directors and Resident Assistants, and we offer our students a variety of discipleship programs. Any student who desires to grow in his or her faith in Jesus Christ at SBU will experience no shortage of opportunities to do so.

The primary (but not only) opportunity for discipleship at SBU comes through the SBU D-Groups. These SBU D-Groups are student-led and overseen by Stedman Valentine, the Campus Pastor and Director of Discipleship. For more information, Stedman at (417)328-1902 or Svalentine@SBUuniv.edu.

Campus Communications

University officials utilize the University's information portal (<https://mysbu.SBUuniv.edu>), campus e-mail addresses, text messages, and campus mail to communicate pertinent information. Students are accountable for any and all information sent through these channels.

Amendments

All amendments in this section were updated January 23, 2023 and published by M. Banks.

The Center for Global Connections

Mrs. Diana Gallamore, Director of the Center for Global Connections and Travel Stewardship (417) 328-1905

Mrs. Marketa Garrison, Center for Global Connections Logistical Coordinator (417) 328-1903

Southwest Baptist University's Center for Global Connections (CGC) coordinates local, domestic, and international ministry projects, providing students an opportunity to experience diverse cultures, serve others, and share the Good News of the Gospel. The CGC is dedicated to representing Christ globally by equipping the SBU community to live on mission and providing strategic educational experiences to be holistically transformed.

The Center for Global Connections Mission

The Center for Global Connections' purpose is to provide a framework and strategy to increase mission awareness, education, and participation on campus while developing students to live a missional lifestyle.

The Center for Global Connections Vision

The vision for the Center for Global Connections is to make God's name known among the nations by providing awareness, education, training, and mission outreaches in order that the campus can be an instrument of God's redemptive plan for all peoples.

Global Projects

Among Christian Universities in our nation, Southwest Baptist University ranks among the top regarding mobilizing students on short-term missions. Not only is SBU set apart by the number of mission projects offered to the student body but also by the weekly training and Intercultural Studies course credit SBU students receive.

The SBU Center for Global Connections offers evangelistic mission projects for student participation. SBU teams volunteer locally during the academic year and domestically and internationally during the specific school breaks from courses (Winter, Spring Break, and Summer). As SBU students volunteer, they go with the intent of sharing the gospel and being a blessing to others. The impact on the students and their development is often greater than the outcome of the actual missionary endeavor, leading some SBU students to desire longer-term service as student missionaries. The evangelistic outreaches develop and mature students in all areas: educationally, spiritually, socially, physically, and emotionally, which assists in fulfilling SBU's commitment to prepare students to be servant leaders in a global society.

The CGC provides access to a wide variety of mission projects in a cross-cultural context. Types of ministry projects students can participate in while at SBU include:

- Village ministry
- Disaster Relief
- Inner-city ministry
- Storying the gospel
- Outdoor ministry
- Children/Youth/Orphanage ministry
- Teach English/Connecting with International College Students
- Refugee/Immigrant Relief Assistance
- Medical mission
- Assisting with individuals coming out of prison/domestic violence
- Eldercare service
- First American reservation work
- Church planting

For further information on specific CGC mission projects, please refer to the Center for Global Connections project page: www.SBUUniv.edu/campus-life/spiritual-life/opportunities.php

Global Connections Week

Each semester the CGC conducts a weeklong mission's emphasis to promote the CGC mission projects. Special mission chapels include student missionary testimonies, introductions of upcoming mission projects, worship, and mission focused messages. Mission awareness events are presented through the emphasis week which could include missional movies, or spiritual, missional, and cultural educational activities.

Global Fest

Global Fest is a semester event conducted by the Center for Global Connections during Global Connections Week to assist in emphasizing the importance of missions on the campus and promoting future mission projects in which students can be involved. The global festival has something for everyone: students, faculty/staff, community members and families. This is a signature semester event designed to expose students to a variety of cultures, exhibits, foods, dress, and opportunities to further explore a mission project.

Mission Awareness Events

Throughout the year, the Center for Global Connections will present a variety of mission awareness events for the purpose of expanding students' perspectives of missions and culture.

Leadership Development

II Timothy 2:1-2 (NASB) "You therefore, my son, be strong in the grace that is in Christ Jesus. The things which you have heard from me in the presence of many witnesses, entrust these to faithful men who will be able to teach others also."

The Center for Global Connections focuses on developing leadership, including student leaders. The CGC is unique among universities in allowing some CGC teams to be led by SBU students. All CGC leaders are required to participate in leadership training/events, as well as meet with CGC staff on a regular basis to prepare and discuss the team training. The aim of the CGC is to work in consensus with team leaders throughout the formation, training, and on-field portion of the mission.

Academic Credit and Training for Mission Projects

Among Christian universities in our nation, Southwest Baptist University ranks among the top regarding mobilizing students on short-term missions. Not only are we set apart by the number of mission projects we offer to our student body but also by the weekly training and Intercultural Studies course credit our students receive.

Student mission projects are a co-curricular educational experience. Students are exposed to other cultures and learn to communicate and serve in cross-cultural situations. Students gain a stronger biblical worldview from the pre-training to prepare for the mission and return from their experience with greater world awareness.

Students participating in a CGC mission are enrolled in a course that fulfills an Intercultural Studies academic credit. This is a requirement of any student who wishes to participate in a CGC ministry team. The semester prior to serving on a mission, students are required to attend weekly team meetings for training and preparation. Each mission has required curriculum. The content of the curriculum and training includes spiritual preparation, evangelistic training, team building, safety/security training, and cross-cultural preparation, along with preparation that is unique to each mission.

SBU Global

SBU Global is an effort to broaden the global footprint of Southwest Baptist University by:

- Creating a campus environment that welcomes and encourages the development of global students, including Third Culture Kids (TCKs), international students, and cross-cultural students from within the United States
- Encouraging cultural understanding and receptivity among faculty, staff, students, and the broader SBU community
- Providing opportunities for cross-cultural learning through short-term faculty-led study trips, mission trips, study abroad opportunities, and on-campus majors that blend global training with other academic disciplines

There are a number of opportunities available for cross-cultural engagement through SBU Global.

For more information on the following opportunities contact Dr. Kelly Malone, Director of Global Education (kmalone@SBUiv.edu, 417-328-1733) or visit the SBU Global Center in the Jim Mellers Center.

SBU Global Center

The Global Center provides office space for SBU Global staff, who assist students, faculty, and staff on a wide range of issues. The Global Center also has a gathering space for students to study and converse. Small gatherings for sharing fun, fellowship, and information are hosted in the Global Center as well.

Friendship Families

The Friendship Families program provides a “home away from home” experience for international students who are attending SBU-Bolivar. Global students who would like to build a relationship with a local family are matched with a host family who wants to learn from them and love them as sojourners in our community. The SBU Global Office matches families with international students from around the world. Friendship families have the opportunity to learn about another country or culture without leaving home and at the same time, families provide support and encouragement to a student who is far from home. Families may be families with children, married couples, or single individuals.

Mu Kappa

Mu Kappa is a national organization for students with international and cross-cultural experience. It is primarily for MKs (missionary kids) and other TCKs (third-culture kids), but other students with cross-cultural experiences are also invited to participate in activities. For more information about the SBU chapter of Mu Kappa contact Dr. Kelly Malone (kmalone@SBUiv.edu) or the SBU Global Center.

Transportation Services for Global Students

SBU Global seeks to provide local transportation assistance for international students and TCKs. This includes periodic trips to Springfield for shopping and recreation as well as transportation to and from the airport in Springfield and Kansas City. For information and assistance contact the SBU Global Center.

Study Abroad

Southwest Baptist University partners with a number of organizations to provide study abroad opportunities for a summer, a semester, or even a full school year. Students interested in studying abroad should schedule an appointment with the Director of Global Education. 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. It is recommended that students interested in a semester abroad begin conversations with Global Education at the beginning of their sophomore year. Students should begin the SBU application process no later than a semester before they intend to go abroad. For more information, visit <https://www.SBUiv.edu/academics/global/study-abroad.php>.

Fulbright Student Program

The Fulbright U.S. Student Program provides grants for individually designed study/research projects or for English Teaching Assistant Programs. A candidate will submit a Statement of Grant Purpose defining activities to take place during one academic year in a participating country outside the U.S. Participants in the Fulbright programs must be U.S. citizens who have recently completed a bachelor's degree. Admission to the Fulbright program is highly competitive. If

you are interested, please contact Dr. Malone at kmalone@SBUuniv.edu. Additional information is available at <https://fulbrightscholars.org/>.

Global Majors

SBU Global provides support for majors that prepare students for global leadership and service. At present these include:

- Intercultural Studies (Courts Redford Division of Christian Ministries)
- Christian Ministry with Concentration in Cross-Cultural Ministry (Courts Redford Division of Christian Ministries)
- International Business (Robert W. Plaster College of Business)
- Global Education, Elementary and Middle School (Division of Education)

Counseling Services

Pam Wharton, Coordinator of Counseling Services, (417) 328-1729

Students at Southwest Baptist University have available to them one part-time and one full-time Licensed Mental Health Professional to assist with personal and emotional issues. This service is provided without direct cost to students. The counseling offices are located within the Behavioral Sciences Division on the second floor of the Gott Education Center. To make an appointment to see a counselor, students should go to the Behavioral Science Department to fill out an intake form. Or, the counseling intake form can also be found on the SBU Website (Click on Campus Life—Health and Safety—scroll down to Counseling Services). Once the completed counseling intake form is received, an email will be sent containing an appointment time (between, before, or after classes).

You may visit or call the Behavior Sciences Office at (417) 328-1736 with any questions.

Pam Wharton, M.A., LPC; Coordinator of Counseling Services
(800) 526-5859; (417) 328-1729; pwharton@SBUuniv.edu

Bill Walkup, M.S., L.C.S.W.; Licensed Clinical Social Worker; Assistant Professor of Psychology
(800) 526-5859; (417) 328-1731; bwalkup@SBUuniv.edu

In case of an emergency, call Safety and Security at (417) 328-8733.

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 or a link is provided on the SBU Website under Counseling Services. 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 the Counseling Services information above.

Talk Campus

- Southwest Baptist University values and prioritizes the mental wellbeing of our students. Our current students also have free access to the TalkCampus app, which provides 24/7 peer-to-peer mental health support. There is a link to download the TalkCampus app on the SBU Website under Counseling Services.

Meyer Wellness and Sports Center

Clark Sheehy, Director of Athletics

(417) 328-1412

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.SBUiv.edu/campus-life/student-activities/campus-recreation/facilities.php>

Campus Communications

University officials utilize the University's information portal (<https://mysbu.SBUiv.edu>), campus e-mail addresses, and campus mail to communicate pertinent information. Students are accountable for 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, dodgeball, and a variety of eSports. Students of all skill levels are encouraged to participate.

Intercollegiate Athletics

Clark Sheehy, Director of Athletics
(417) 328-1412

Varsity sports are an important part of University Life. SBU is NCAA Division II and is a member of the Great Lakes Valley Conference. There are eight varsity men's teams and nine varsity female teams which account for approximately 400 student-athletes. Team and facility information, as well as schedules, can be found at www.sbubearcats.com

Mission Statement

SBU Athletics helps student-athletes become leaders by providing a great experience academically, athletically, relationally, socially, and spiritually.

Student-Athlete Advisory Committee (SAAC)

The Student-Athlete Advisory Committee is a student-athlete organization focusing on four key components: community service, personal and professional development, NCAA compliance, and marketing and social media for teams and the athletic department. Representatives are selected by their coaches and teammates and collaborate throughout the year with other departments on campus. One of the main goals of SAAC is to integrate student-athletes within the student body of SBU and be good stewards inside and outside of competition. Student-athletes are encouraged to speak with their coach or SAAC representatives if they have questions or concerns about Bearcat athletics.

Fellowship of Christian Athletes (FCA)

Fellowship of Christian Athletes is open to the SBU student body and meets weekly at the Football Fieldhouse. FCA leaders plan and promote the sharing of the gospel through their sports while also bringing together athletes and non-athletes on campus. Meetings include guest speakers, devotionals, and games that bring out friendly competition among all attendees. Questions about FCA can be directed to Kelsey Keizer, head women's basketball coach, at kkeizer@SBUuniv.edu

Opportunities in Fine Arts and Related Areas

Many opportunities are provided to observe and participate in the fine arts and related areas here at Southwest Baptist University.

Music

Numerous choral groups and instrumental ensembles provide experience in public performance and credit in the area of Music. Performances are given in the Casebolt Music Center, in Chapel, at special events on the campus, such as the Festival of Christmas, at conventions, on road tours, and for other occasions. These performances are free and open to all students and the public.

Choral and Vocal Studies

Chamber Singers – Auditioned from the larger Chorale to form a small chamber vocal ensemble each semester.

Chorale – The premiere choral ensemble of the university and is selectively auditioned. Chorale performs concerts on campus and has performed extensively across the state, the country, and the world.

Higher Ground – Contemporary Christian worship ensemble that tours throughout the entire academic year leading worship, Disciple Now and many mission projects. Comprised of both vocalists and instrumentalists.

Opera Theatre — Open to all students by audition. Singers develop performance skills relative to operatic and/or music theatre. Music theatre shows are performed in collaboration with the SBU Theatre program.

University Singers — This non-auditioned choral ensemble is open to students, faculty, staff, and community singers.

Instrumental Studies

Brass Ensembles — SBU offers various brass groups in both the fall and spring semesters. Participation is open to all interested brass instrumentalists.

Chamber Orchestra — comprised of music and non-music majors who play string instruments. Concerts on campus.

Jazz Ensemble — Open to all students by audition, the group performs repertoire for the classic big-band instrumentation: saxophones, trumpets, trombones, piano, bass, guitar and drums. Concerts on campus.

Pep Band — Select musicians that perform for SBU home football games and men's and women's home basketball games.

Percussion Ensemble — Open to all percussionists and performs a variety of music for the total percussion section — drums, keyboard, metallic and wooden instruments.

Wind Symphony — The university's finest woodwind, brass, and percussion players and open to all students by audition. Concerts on campus and annual tour stops include schools and churches throughout Missouri and surrounding states.

University Band — Open to all SBU students, faculty, staff and community members with previous high school band experience. No audition is required and concerts are performed on campus.

Woodwind Ensembles — A number of woodwind ensembles are active in any given semester; typically, these have included flute quartet, woodwind quintet, clarinet quartet, saxophone quartet, and woodwind trio. Open to all students by audition.

The University also 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.

Art

All students are welcome to participate in art classes. The area of Art provides instruction in the visual and graphic arts and sponsors exhibits of student art. The University Gallery provides students with hands-on opportunities in curating exhibits, hanging shows and displaying their own work. Additionally, the Driskill Art Gallery hosts regional artists throughout each academic year. Exhibits are free and open to students and the public.

Theater

The area of Theater, 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. Student productions have earned national recognition and may be attended by both students and public audiences. Tickets for all SBU Theatre

productions may be purchased in-person at the Box Office (located in the Jester Learning and Performance Center), online using the links listed for each show, or by phone by calling (417) 328-1691.

Communication Arts

The Division of Communication Arts is home to a nationally recognized intercollegiate debate and forensics program. Membership in the traveling group is achieved by performance auditions. Activities include participation in tournaments on other college campuses each season, as well as the on-campus Bob R. Derryberry Tournament. Achievements in this area qualify students for membership in Pi Kappa Delta, the national debate and forensics honorary fraternity.

University Success Programs

Dr. Scotti Moats, Assistant Provost for General Education and Transition
(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, who need 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

Dr. Scotti Moats, Assistant Provost for General Education and Transition
(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

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

Disability Services

disabilityservices@SBUuniv.edu
(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.SBUuniv.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.SBUuniv.edu/academics/academic-resources/career-services.php>

The Gordon & Judy Dutile Honors Program

Dr. Jordan Edwards, Director of the Gordon and Judy Dutile Honors Program

(417) 328-1766

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-dismissible residence hall offenses) will be referred to the Resident Director after one warning.
- Class B offenses (including alleged violations of non-dismissible offenses, which may or may not have taken place inside a residence hall) are generally referred to the Student Infractions Peer Committee but may be sent to the Interim Associate 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 Interim Associate Vice President for Student Development and may be referred to the Student Infractions Peer Committee.

Disciplinary matters involving Springfield, Mt. View, and Salem campus graduate and undergraduate students will be addressed in the above categorical manner by the 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 Interim Associate 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 Interim Associate 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 Interim Associate Vice President for Student Development for official approval and communication.

Student Life Judicial Council (SLJC)

The Student Life Judicial Council will consist of the Interim Associate 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 reported allegation is more likely true than not true, then 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 Interim Associate 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 Interim Associate 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 Interim Associate 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 Interim Associate Vice President for Student Development in writing within five days of the date of the imposed sanction(s). The Interim Associate 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 Interim Associate 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 Interim Associate 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 Interim Associate 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 Interim Associate 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 Interim Associate 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 Interim Associate 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):
 - i. Community service in the residence hall (one hour is 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 Interim Associate 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)
- Failure to meet the Chapel attendance requirement (see Chapel Credit and Discipline within the University Chapel and Discipleship Ministries 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
- 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 Interim Associate 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 is equivalent to a \$10 fine)
 - iv. educative sanction(s)
 - v. disciplinary notice
 - vi. restrictive sanction(s)
3. The Interim Associate 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 Interim Associate 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 Interim Associate 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

Title IX – Sexual Harassment, Discrimination, Violence

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;
- (e) "Sexual assault", causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, duress, or without that person's consent;
- (f) "Unlawful imprisonment", holding, confining, detaining or abducting another person against that person's will; (455.010 RSMO):

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

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:

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

e) On the Bolivar campus, calling SBU Safety and Security (417) 328-1556

f) Calling 911

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

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

Consent — SBU's Principles & Expectations apply to employees and students. All members of the University family should abstain from unbiblical 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 Interim Associate 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 Harassment

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 Title IX Coordinator, Mr. Mark Grabowski.

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 that strives 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: Mark Grabowski, Director of Safety and Security, Title IX Coordinator, (417) 328-1556, mgrabowski@SBUuniv.edu

Current Members of the Title IX Committee can be viewed on our website at SBUuniv.info/titleix.

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 Maxient system, 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. Cross-examination questions are brought by parties' advisors.
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 exam 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 Interim Associate 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, Interim Associate 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 Interim Associate 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 SBU's 504/Special Services Coordinator, 1600 University Avenue, Bolivar, MO, 65613, (417) 328-2081.

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 Interim Associate 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 Interim Associate 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:

Mr. Kevin Marcum, Interim Associate Vice President for Student Development
Southwest Baptist University
1600 University Avenue, Bolivar, MO 65613
Office phone: (417) 328-1885
Email address: kmarcum@SBUuniv.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 physical or academic accommodation need to complete the Disclosure of Disabilities form, which can be accessed online at <https://www.SBUniv.edu/academics/academic-resources/disability-disclosure.php>. If the student wishes to complete the form physically, he/she can obtain a copy from the Special Services Coordinator, located in the University Success Center. 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.

In addition to submitting the Disclosure of Disability form, students must also submit documentation from a professional that outlines the nature of the disability. The documentation is used to help determine appropriate accommodations. The documentation 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 appropriate documentation will be provided reasonable accommodations, which will allow the students equal access to learning and/or facilities.

For academic accommodations, the Special Services Coordinator will contact the student by email or phone as documentation is received. Once appropriate academic accommodations are determined, the Special Services Coordinator will email the student a draft of the accommodations. Students should then correspond with the Special Services Coordinator regarding the accommodations, concluding with the student signing a verification form indicating their understanding of and agreement with the academic accommodations. At the beginning of each term, the student's academic accommodations will be sent to the student's professors, with a copy of the communication also being sent to the student's SBU email. It is the student's responsibility to communicate with their professors regarding implementation of academic accommodations within the classroom.

For physical accommodations, the Interim Associate Vice President for Student Development will review the documentation and communicate with the student regarding appropriate accommodations related to facilities and mobility. Overall, students with properly documented disabilities have the responsibility to: Identify himself or herself to the Special Services Coordinator for academic disabilities and the Interim Associate Vice President for Student Development for mobility disabilities in a timely manner.

- Identify himself or herself in a timely manner, through the completion of the Disclosure of Disability form.
- Submit the required documentation and correspond with the Special Services Coordinator (academic accommodations) or the Interim Associate Vice President for Student Development (physical accommodations) regarding appropriate accommodations.
- For academic accommodations, communicate with the Special Services Coordinator before the start of each academic term, along with maintaining regular communication with the faculty members for each course regarding the implementation of their accommodations
- Develop and utilize self-advocacy skills and motivation to self-reliance and independence

SBU's 504/Special Services Coordinator is
Carol Woods
1600 University Avenue Bolivar, MO 65613
Office Phone: (417) 328-1741
Email: cwoods@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. Troy Bethards, Interim Provost
Southwest Baptist University
1600 University Avenue
Bolivar, MO 65613
(417) 328-1757
Email: tbethards@SBUuniv.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:

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 the 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.

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 is treated unequally. Gender discrimination also includes the unequal or unfavorable treatment of a person due to social behavior such as the nonconformance 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 Interim Associate 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 conditions 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

The Liquor Control Law for the State of Missouri (311 RSMo.) provides that any person under the age of 21 years who purchases, attempts to purchase or has in his/her possession any intoxicating liquor is guilty of a misdemeanor (311.325 RSMo). Anyone who shall procure for, sell, give away or otherwise supply intoxicating liquor to any person under the age of twenty-one years is guilty of a misdemeanor (311.310 RSMo). It is a Class A misdemeanor for a property owner to knowingly allow a person under the age of 21 to drink or possess intoxicating liquor or fail to stop a minor from drinking or possessing liquor. Any subsequent violation is a Class E felony (311.310 RSMo). Anyone 17 - 20 years old that uses a fake ID to obtain alcohol is also guilty of a misdemeanor (311.320 RSMo). Under current Missouri law, a subject under the age of 21 who is visibly intoxicated can be arrested without being in physical possession of the intoxicating beverage. A person who has been convicted of a misdemeanor may be subjected to a fine ranging from \$50.00 to \$1,000.00 and/or imprisonment for up to one year (311.880 RSMo.). Under current Missouri law, a subject under the age of 21 who is visibly intoxicated can be arrested without being in physical possession of the intoxicating beverage (311.325 RSMo).

Driving While Intoxicated (DWI) in Missouri (RSMo. 577)

A person commits the crime of "driving while intoxicated" if he/she operates a motor vehicle while in an intoxicated or drugged condition (577.010.1 RSMo.). A person is in an "intoxicated condition" when he/she is under the influence of alcohol, a controlled substance, or drug, or any combination thereof (577.001 RSMo.). An individual is considered intoxicated with any amount of a controlled substance or other specific drugs in their system.

A person may be subject to receive a DWI when driving with a blood alcohol concentration (BAC) of .08 or higher (577.012 RSMo.); or driving ability is impaired under .08.

First offense: Class B misdemeanor subject to a fine up to \$1,000 and/or 6 months imprisonment (577.010 RSMo.) and must also participate in a Substance Abuse Traffic Offender Program (SATOP) (302.580 RSMo.) Multiple offenses offense: Class A misdemeanor (a fine up to \$1,000 and/or 1-year imprisonment) to Class B felony (5 - 15 years in prison) (see 577.023 RSMo.).

Refusal to Take Blood Alcohol Test

In the state of Missouri, driving a vehicle grants consent to submit to a chemical test for blood alcohol concentration (577.020 RSMo.). Refusal to submit to a test is considered an admission of guilt and may result in forfeiture of license (577.041 RSMo.).

Missouri Abuse and Lose Law (Drivers Under 21)

The BAC limit for drivers under 21 is .02. Penalties include suspension of license 90 days (first offense); 1 year (any subsequent offense). The Abuse and Lose Law also includes the possession or use of alcohol and or drugs while driving or using a fake ID (see 302.400 & 302.425 RSMo.).

Administrative Sanctions (RSMo. 302 specifically 302.500 – 302.540)

Persons arrested for driving while intoxicated, driving with a BAC of .08 or higher, or driving under the influence of drugs (DUID) are processed administratively as well as criminally (302.505 RSMo.). A driver license is suspended or revoked for 90 days for a first offense. Conviction of a second alcohol or drug-related offense, regardless of the length of time between convictions, may result in a 1-year revocation. A second conviction for an alcohol or drug-related offense within a five-year period may result in a 5-year license revocation (302.525 RSMo.). Three or more alcohol or drug conviction will result in a 10-year license revocation (302.060 RSMo.).

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, marijuana remains illegal under federal law. Consistent with federal law, including the Drug Free Schools and Communities Act, the use or possession of marijuana as well as products containing THC (gummies, vape, edibles, etc) is 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.

Amendment

All amendments in this section were updated December 5, 2022 and published by M. Banks.

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: 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 offenses 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).

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. 195.212) - 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 3years - 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 195.242) - E felony
- 579.101 Possession or purchase of solvents to aid others in violations (formerly RSMo. 578.260) - 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.578.265) - 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.

Missouri Penalties and Fines for Offenses

Felony Class	Penalties (Years of imprisonment 558.011 RSMo.)	Fines (558.002 RSMo.)
A	10 – 30, or life	-

Felony Class	Penalties (Years of imprisonment 558.011 RSMo.)	Fines (558.002 RSMo.)
B	5 - 15	-
C	3 - 10	Up to \$10,000
D	Up to 7	Up to \$10,000
E	Up to 4	Up to \$10,000
Misdemeanor Class	Penalties (Term of imprisonment 558.011 RSMo.)	Fines (558.002 RSMo.)
A	Up to 1 year	\$2,000
B	Up to 6 months	\$1,000
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)):

Conviction	Imprisonment	Fines
1st	Up to 1 year	\$1,000
2nd (Incl. any previous state)	15 days to 2 years	\$2,500
3 rd (Incl. any previous state)	90 days to 3 years	\$5,000

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:

Citation	Offense	1st	2nd	3rd
20 USC 1091(r)	Possession	1	2	indefinite
20 USC 1091(r)	Distribution/Sale	2	indefinite	
21 USC 862(b)	Trafficking	5	10	indefinite

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 ensuring 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 will need to contact their advisor to procure an online Drop/Add a Class form, 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. Contact Adam Sheldon

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 Interim Associate 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 Interim Associate 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 Interim Associate 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 forward 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 Interim Associate 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 Academic 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 student may be invited to attend the review session. A final decision by the Academic 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 Academic 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 as well as the student will be notified of the decision of the Academic 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:

1. Only the final overall course grade may be appealed.
2. No one may substitute personal judgment for that of the instructor in regard to the quality of the student's work; therefore, evidence must be shown of any deviation from established procedure that adversely affects the student in the assignment of the letter grade for the course. 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.
3. 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.
4. Any grade appeal must be submitted in writing using the Grade Appeal form obtained from the Registrar's Office.
5. The formal appeal begins when the student presents the Grade Appeal form to the instructor for his/her signature.
6. The chain of appeal is:
 - a. 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 division head.
 - b. The division head/program director and dean shall collect information related to the grade appeal and meet separately with the instructor and the student. If the division head/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 division

head/program director does not agree that the grade should be overturned, then they should sign the form and give a copy to the student.

- c. 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 division head 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 Academic Council.

7. The Grade Appeal Panel is to consist of three faculty members selected at random; however, faculty members from the division 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. The chair 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 division 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 division may be called to answer any questions related to the standard operating procedures of that division. 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.

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

8. The recommendation of the Grade Appeal Panel will be forwarded to the Provost for action, with the understanding that there will be no grade change without the explicit recommendation of the Grade Appeal Panel. If the grade is changed, the Provost will complete and sign the Change of Grade form, which will be sent directly to the Registrar.
9. All of the appeal decisions are to be made within 24 hours of the conference or hearing. The results of the grade appeal will be put in writing and sent to the student and the instructor within two school days. The Change of Grade form will be sent directly to the Registrar. The entire grade appeal process should be completed within 60 school days of its initiation, unless they span over summer or Christmas break.
10. An initiated formal appeal that is withdrawn may not be resubmitted.
11. 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. The completed form will be emailed to the Office of the Registrar for processing. 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 through their advisor or 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.SBUniv.edu/academics/academic-resources/registrar/>). Transcript fees are as follows: Official Transcripts in person are \$10.00 for normal delivery; \$35 for overnight delivery. Official Transcripts ordered online are \$15 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 or see if the course is approved by looking at the Course Equivalency Page on the SBU Website. *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. Scotti Moats, Assistant Provost for General Education and Transition
Shellie Austin, Interim Director, University Libraries
(417) 328-1626

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, electronic journals, 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 170 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, faculty librarians have developed research guides to help locate course-specific resources, offer tutorials on library resources and systems, and provide other useful information. Students across all campuses have access to these electronic resources.

Resources

The University Libraries provides access to over 131,000 books, 448,000 e-books, 469,000 microform items, 39,309 multimedia items, and 115,491 online periodicals.

Faculty Librarians

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

Library Facilities

The University Libraries has resources 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 curriculum lab, a media production lab, 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 and five individual study rooms are available for small group study and may be reserved in advance. . In addition, there are many locations available for individual and group study.

The College of Health Professions Library is located in the Academic Resource Center on the Springfield Campus. The 2,000-square-foot facility houses two computer labs, printing and copying facilities, and multiple study rooms which can be reserved by student groups in two-hour blocks. There are additional study areas in the main space. The library contains books, games, and DVDs, as well as various technology items that can be checked out by students.

Library Hours and Contact Information

Library operating hours vary based on location and time of year. Please see the University Libraries' website (<https://library.SBUniv.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; Collection Development: (417) 328-1626
Circulation/Interlibrary Loan; Front Desk; Reserves: (417) 328-1620
Reference: (417) 328-1631

MOBIUS

SBU is a member of MOBIUS, a statewide consortium of 64 academic libraries, 11 public libraries, 4 special libraries, and the Missouri State Library, serving more than 200 physical branches. 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). Depending on the item, the lending library, and the 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

- 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@SBUuniv.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.SBUuniv.edu/portal/docs/usepolicy.pdf>
- SBU Privacy Policy: <http://www.SBUuniv.edu/privacy-policy.php>

The SBU Campus Store

Debbie Lewis, Manager (417) 328-1530

The SBU Campus Store is conveniently located in the Goodson Student union and provides academic resources and services to Southwest Baptist University and surrounding communities. We work directly with SBU faculty to ensure we have the right materials and supplies ready for you from orientation to graduation.

Dining Services

Southwest Baptist University is proud that Provider Contract Food Service (“Provider”), a company with fresh, regional cuisine and globally inspired menus, provides our campus community with quality food service options. Provider manages the on-campus food service program and campus catering services. Campus Leadership and Provider work closely together to create dining options that meet the needs of the SBU community.

Dining Locations

Students and guests have four different dining options on the campus of SBU:

1. The Marketplace Cafe (formerly Mellers Commons)
2. Deli-Craft & Craft Coffee (formerly Kaldi’s Coffee Shop)
3. Shake Smart (formerly SBU Sports Cafe)
4. Corner Market (adjacent to The Marketplace Cafe) (Coming this Fall)

Meal Plan Guidelines

All students living on campus are required to have a meal plan as part of room and board, without exception. SBU students, faculty, and staff members who wish to purchase, change, or cancel a meal plan may do so by completing a Southwest Baptist University Meal Plan Application, available from the SBU Student Life Center or by downloading it from the MySBU portal. For more information about meal plan orders, please contact the Housing Office at (417) 328-1885.

New Flexible Meal Plans

New this Fall: Block Plans are now available for greater flexibility, and we have increased Bearcat Bucks on traditional Plans. Food that you want, when and where you want it. Unlike the Traditional Plans, all Block Plan meals can be redeemed throughout the semester and are not restricted to a weekly allotment. Meal Swipe Combos are available at all Dining Locations. Meal Swipes can be used to gain entry to The Marketplace and to obtain a Meal Swipe Combo in Deli-Craft & Craft Coffee, Shake Smart and Corner Market. Students may now swipe up to five times a day during the week and three times a day on weekends.

Residential Students are eligible to switch to the 175 Block Plan.

If you pre-selected the 20 Plan + \$75, switching to the Block Plan is a savings of \$50 and adds flexibility.

If you pre-selected the 15 Plan + \$25, switching to the Block Plan is an additional \$20, but adds \$275 in Bearcat Bucks. Commuters are eligible to purchase any of the Commuter Block Plans (see the chart, below).

- Students living in University residence halls must purchase either the 15-meal, 20-meal, or 175 Block meal plan.
- Students living in SBU’s on-campus apartments or houses can purchase any University meal plan and/or declining credit balance (DCB) account.
- SBU off-campus and commuter students can purchase any University meal plan and/or declining credit balance (DCB) account.
- Students, faculty and staff members who are over their meal plan limit may pay cash or use Bearcat Bucks when purchasing meals at The Marketplace Cafe, Deli-Craft & Craft Coffee, or Shake Smart.
- Payment options: All meal plans will be charged to student accounts. Payments can be made online or in the Cashier’s Office.

Traditional Plans offer you the opportunity to redeem the number of meals in a given week. Any unredeemed meals do not carry forward and expire at the end of each week. Bearcat Bucks can be used for snacks and beverages in the Market, Shake Smart, or Deli-craft locations. Bearcat Bucks expire at the end of the semester for which the plan is purchased.

Block Plans provide maximum flexibility to get meals across campus anytime throughout the day to meet busy changing schedules. Meals do not reset weekly. Unredeemed meals expire at the end of the semester for which the plan is purchased. Bearcat Bucks can be used for snacks and beverages in the Market, Shake Smart, or Deli-Craft & Craft Coffee locations. Bearcat Bucks expire at the end of the semester for which the plan is purchased.

Residential Meal Plans (required)	Bearcat Bucks	Price Per Plan	Reset Weekly	Reset Semester
20 Meal Plan	\$75	\$2,445	x	
20 Meal Plan Plus	\$300	\$2,715	x	
175 Block Plan	\$300	\$2,395		x
15 Meal Plan	\$25	\$2,375	x	
15 Meal Plan Plus	\$250	\$2,600	x	
Commuter Block Plans	Bearcat Bucks	Price Per Plan	Reset Weekly	Reset Semester
75 Block Plan anytime (Formerly known as SBB75)	\$75	\$680		x
60 Block Plan anytime	\$60	\$615		x
40 Block Plan anytime	\$50	\$475		x
25 Block Plan anytime	\$25	\$345		x
Points only Plan Commuter only		\$20		

General

1. Students must present their ID cards to obtain a meal at any location. Any student who does not present a proper ID will be denied access to food service until proper ID can be re-established. If you lose your card or it does not work you may go to the Department of Safety and Security located at 803 S. Pike Ave., Bolivar, MO 65613 from 8 a.m. - 5 p.m. Monday-Friday. For more information, call Safety and Security at (417) 328-1556.
2. Students are expected to follow appropriate social etiquette when dining. Any student who demonstrates rude behavior may be denied food service upon the recommendation of the Dining Manager and will be reported to the Vice President of Student Development.
3. Bearcat Bucks may be used to buy meals for guests or used as cash to purchase items at any on-campus eateries.
4. Meal Swipes are intended for the cardholder only and may be used up to 5 times a day M-F and 3 times a day Saturday - Sunday in the following periods:

Meal Swipe Periods 2022/2023		
Period	Mon- Fri (5 Daily)	Sat-Sun (3 daily)
Period 1	7:00-9:55	8:00-11:59
Period 2	9:56-2:04	12:00-3:59
Period 3	2:05-4:55	4:00-7:00
Period 4	4:56-6:55	
Period 5	6:56-9:05	
Total Meal Swipe Opportunities Weekly	25	6

Making Changes to Your Meal Plan

Students, faculty, and staff members who wish to change their meal plans may contact the [Office of Residence Life](#) in the Student Life Center in the Goodson Student Union from 8 a.m. - 5 p.m. Monday-Friday. For more information, please stop by or call the Student Life Center at (417) 328-1885.

Guidelines for Changing Meal Plans

- All meal plan cancellation requests must be made through the Student Life Center.
- During fall and spring semesters, meal plan change requests must be submitted by 5 p.m. on the fifth day of classes. Meal plan cancellations also must be filed by 5 p.m. on the fifth day of classes.
- During WinterFest or summer terms, meal plan cancellations must be filed by 5 p.m. on the third day of classes.
- Meal plan cancellation requests will not be accepted after the deadline.
- Cancellation refunds, per the University's room-and-board refund policy, will be based on the following schedule:
 - Prior to the start of classes: 100% refund
 - Before the fifth day of classes (for fall and spring semesters): 90% refund
 - Before the third day of classes (for Winterfest and summer terms): 90% refund
 - Cancellation requests made after deadline: No refund

Meal Plan Ordering Information

SBU students, faculty, and staff members wishing to purchase, change, or cancel a meal plan may do so by completing a Southwest Baptist University Meal Plan Application, available from the SBU Student Life. For more information about meal plan orders, please contact the Student Life Office at (417) 328-1885.

Declining Cash Balance (DCB) Account Order Information

SBU students, faculty, and staff members may purchase a declining cash balance (DCB) account by contacting SBU Student Life. For more information, please contact the Student Life Office at (417) 328-1885.

Special Services

[Special Diet and Menu Options](#)

Special Dietary Needs

The Dining Services Team is committed to working with individuals who have special dietary needs. Students, faculty, and staff who have special dietary needs due to specific medical conditions (including food allergies, diabetes, Chron's disease, celiac disease, chronic kidney disease, high cholesterol, gout, and others) are encouraged to contact Provider's Dietary Coordinator, Cristilyn Wesner at SpecialDiets@providerfoodservice.com

Students under the care of a doctor for dietary reasons may submit a Request for Meal Plan Modification/Exemption form along with the particular dietary needs and a Doctor's Note to the [Office of Residence Life](#) in the Student Life Center in the Goodson Student Union from 8 a.m. - 5 p.m. Monday-Friday. For more information, please stop by or call the Student Life Office at (417) 328-1885.

Requests will be evaluated on a case-by-case basis. Dining Services will meet with you to create a specialized plan for your dietary needs. We work hard to accommodate requests as we are able. Although we take every precaution to protect foods from cross-contamination with allergens, the preparation kitchens are not allergen-free.

Individuals with allergies are expected to let the Manager on duty know so that they can assist with any questions or concerns.

Sick Meal Requests

We request that you do not go to the Marketplace (Mellers Dining Commons) if you are ill. You can request a sick meal in advance from your Resident Director.

Students living in residence halls have additional sick meal options (chicken noodle soup, crackers and Sprite) that can be obtained through the Resident Director.

Catering Services

Catering Services on the campus of SBU are provided by Provider Contract Food Services. Our Catering Team will impress even the most critical guest with our attention to detail and the ability to truly elevate any event. Menus and requests for events are located on SBU Dining Page. Once you have booked your space through the SBU Conference Center by submitting an [event request form](#), then you can go online and submit a Catering request. Provider's Catering Manager Gina Davis, catering@SBUuniv.edu, will reach out to you to discuss the details of your event. Catering events are not confirmed until you receive, sign and return your catering event requisition.

Fall Dining Hours

SBU Dining Hours of Operation Proposed Fall 2022	Mon	Tues	Wed	Thur	Fri	Sat	Sun
THE MARKETPLACE							
Breakfast	7:30-9:00	7:30-9:00	7:30-9:00	7:30-9:00	7:30-9:00		
Brunch						11:00-12:00	10:00-2:00
Lunch	11:00-2:00	11:00-2:00	11:00-2:00	11:00-2:00	11:00-2:00		
Dinner	5:00-7:00	5:00-7:00	5:00-7:00	5:00-7:00	5:00-6:30	5:00-6:30	5:00-6:30
DELICRAFT	10:00-9:00	10:00-9:00	10:00-9:00	10:00-9:00	10:00-8:00	Closed	Closed
CRAFT COFFEE	7:30-9:00p	7:30-9:00p	7:30-9:00p	7:30-9:00p	7:30-8:00p	Closed	Closed
SHAKE SMART	7:30-5:00	7:30-5:00	7:30-5:00	7:30-5:00	7:30-3:00	Closed	Closed
CORNER MARKET Coming Mid Fall	9:00-9:00	9:00-9:00	9:00-9:00	9:00-9:00	9:00-9:00	Closed	Closed

SBU Alumni Association

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 living members. These alumni are represented by a national board of approximately 17 members that meet three times a year and oversee an annual budget. The Alumni Association has an endowed scholarship fund that provides four \$2,000 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, 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 via email at alumni@SBUuniv.edu.

Department of Safety and Security

Mr. Mark Grabowski, Director of Safety and Security
(417) 328-1556

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

The department of safety and security aids in enforcement of federal, state, local statutes and university regulations. Safety and security officers are non-commissioned and are the duly constituted representatives of Southwest Baptist University. While safety and security officers do not make arrests, 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 online 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.

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 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 may 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, the Mountain View Police Department should be notified at (417) 934-2525. The Mountain View Police have been asked to notify the campus director of any reported criminal activity occurring on campus or in the contiguous area.

If an incident occurs on the Salem campus, the Salem Police Department should be notified at (573) 729-4242. The Salem Police have been asked to notify the campus director of any reported criminal activity occurring on campus or in the contiguous area.

If an incident occurs at the Springfield campus, the Springfield Police Department should be notified at (417) 864-1810. The Springfield Police have been asked to notify the campus director of any reported criminal activity occurring on campus or in the contiguous area.

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 Title IX Coordinator (Mark Grabowski, Director of Safety and Security, Title IX Coordinator, (417) 328-1556, mgrabowski@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 Interim Associate Vice President for Student Development or the University's Title IX Coordinator.

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

When the respondent is 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 Interim Associate 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 outlined 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.pchouseofhope.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>
- Information on Safety Planning — <http://www.victimsofcrime.org/our-programs/stalking-resource-center/help-for-victims/stalking-safety-planning>
- Information on Stalking Laws: <http://www.victimsofcrime.org/our-programs/stalking-resource-center/stalking-laws>
- Womenshealth.gov; Office on Women's Health, US Department of Health and Human Services Information on Stalking — <https://www.womenshealth.gov/violence-against-women/types-of-violence/stalking.html>
- Love is Respect — Website: <http://www.loveisrespect.org/>, Phone Hotline: (866) 331-9474, Online Hotline: <http://www.loveisrespect.org/get-help/>
- Bystander Intervention — Website: <http://onestudent.org/>, Video: <https://www.youtube.com/watch?v=lycYPmzisfk>
- SBU Counseling Services — <http://www.SBUniv.edu/campus-life/student-services/counseling.php>
- SBU Student Handbook — <http://www.SBUniv.edu/resources/documents/student-handbook.pdf#search=student%20handbook>

- SBU Health Center — <http://www.SBUiv.edu/campus-life/student-services/health-center.php>, Phone: (417) 328-1888
- SBU Safety and Security — <http://www.SBUiv.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](http://www.joinonelove.org/my_plan_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 school's 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. To view all deputy coordinators, you can visit our website SBUiv.info/titleix

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 tabletop 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 by clicking on the Safety and Security link under Campus Services of MySBU portal. 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 wheelchairs 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 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.
- The permit issued is free replacements are available.
- Permits are the responsibility of the registrant and should be removed prior to the sale of a vehicle. 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 (Gray) — Allows for parking in all general parking areas and the commuter parking lot
- On Campus (White) — 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.
- 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 user's 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

Officers: Richard Worth, Michael Harris, Michael Kelley, Darin Kirksey

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: 911

SBU Safety and Security: (417) 328-1556

Citizens Memorial Hospital Emergency Room: (417) 328-6000

Bolivar Fire Department: (417) 326-5853

Bolivar Police Department: (417) 326-5298

Polk County Sheriff's Department: (417) 777-9020

Counseling Emergency Cell: (417) 399-5175

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) 269-6000

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
- 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.
- 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.
- 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 Johnson Building: 4431 S. Fremont, Springfield, MO 65804
- SBU-Springfield Campus Hutchins Nurse Training Center: 1265 E Lark St, Springfield, MO 65804