Evangel University Student Handbook

2015-2016

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Office of Student Development

This resource for Evangel students is to help you to live well in this community. An EU education can prepare you to ask tough questions, wrestle with difficult issues, foster a deep relationship with God, and gain a better understanding of yourself and the world around you.

As an Evangel University student, you are responsible for reviewing and following college policies and standards.

This Handbook supersedes and replaces all previous versions of the Evangel University Student Handbook.

Policies and procedures may be updated and/or modified at any time without prior notice. New or modified policies are effective immediately upon publication online unless otherwise noted. Students will be informed by campus email of changes that may occur during the school year.

A MESSAGE FROM THE PRESIDENT

Welcome to Evangel University where we are committed to helping you discover your vocational calling and equipping you for a life of significant service! We are committed to providing a Christ-centered living and learning community where you will have many opportunities to grow spiritually, intellectually, emotionally, and physically.

The faculty, staff, administration, and your fellow student leaders are all here to support you in your journey of discerning God's calling on your life. Your success as a university student will be determined to a great extent by the choices you make both in your academic pursuits and your pursuits beyond the classroom. Know that the entire Evangel community is here to support you and cheer you on in your journey.

In His service,

Dr. Carol Taylor

A MESSAGE FROM THE VICE PRESIDENT FOR STUDENT DEVELOPMENT

Evangel is a community that values the integration of faith, living, and learning. We want to help you discover who you are in Christ and to identify, develop, and refine those unique strengths you have to offer the world through your personal and vocational callings. You will find incredible opportunities are available and so I encourage to choose well. Keep your feet moving forward and look for the opportunities that guide your growth into the person that God has created you to be!

Much like any community, Evangel supports particular policies, procedures, and actions that facilitate healthy living among its members. These boundaries are guided by our commitment to uphold biblical principles of conduct, our Assemblies of God denominational perspective, and practices that promote considerate community interaction. As such, EU students are responsible for knowing and abiding by the standards; however, if that is your only guide, you will have missed the point. We seek to nurture an environment where our lives reflect Christ.

May our ultimate guide be to operate from the inside out, with love from a *pure heart*, *good conscience*, and *sincere faith* (1 Timothy 1:4-6), so that we may reflect *kingdom living*, as described in Matthew's gospel (5:48): "Live out your God-created identity. Live generously and graciously toward others, the way God lives toward you".

Blessings to you dear student,

Dr. Sheri Phillips

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I. UNDERSTANDING EVANGEL UNIVERSITY

Our Distinction. You are now one of 20,000+ people worldwide who have chosen an Evangel education and are literally changing the world! With over 100 academic programs, Evangel is the national university of the Assemblies of God and offers associate of arts, baccalaureate, master's, and doctoral degrees. We are accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, National Council for the Accreditation of Teacher Education, National Association of Schools of Music, Council for Social Work Education, and Association of Theological Schools (ATS) in the United States and Canada. With a rich heritage from three amazing institutions, Assemblies of God Theological Seminary, Central Bible College, and Evangel University, we are a tribute to those who have gone before us and testament of God's faithfulness and grace for what lies ahead. We love God and we come together to prepare our lives for service to Him.

Evangel University is a comprehensive Christian university committed to excellence in educating and equipping students to become Spirit-empowered servants of God who impact the church and society globally.

The Division of Student Development partners with students navigating purposeful discovery in a living learning community with care-focused programs, activities, and services to engage a Christ-centered life.

II. DIRECTORY OF SERVICES

A. SERVICE LOCATIONS

Key: FA = Barnett Fine Arts Center; R = Riggs Administration Building; SU = Cantrell Student Union; TR = Trask Hall; ZM = Zimmerman Hall

Service	Location	417-865-2815, ext.
Academic Advising	Your faculty advisor's office	
Academic Support	ZM 218	8273
Activities Board (Student Activities)	SU 204F	7382
Admissions	R 203	7205
Adult Studies Office	ZM 201	8269
Alumni Services	R 301	7333
Art Department	FA, 2nd floor	8640
Athletic Info/Tickets	Ashcroft Center	7282
Bed & Breakfast Program	R 203B	7432
Behavioral Sciences Department	TR 303	8610
Business & Economics Department	ZM 107	8110
Bookstore, Founders	SU, 1st floor	7343
Cable TV Service, IT	R 106, Help Desk	8368
Career Services	SU 107	7896
Cashier	R 204	7308
Chapel Attendance	Spence Chapel Office	7305
Class Changes	R 104D, Records & Registration	7156
Church Ministries Department	TR 209	8573

CLEP Test Info.	R 104D, Records & Registration	7156
Clubs/Organizations	SU 204A	7318
Communication Department	TR 105	8411
Community Life Department	SU 203	7317
Commuter Services	SU 205	7938
Computer Services, IT	R 102, Help Desk	8368
Conduct, Community Accountability	SU 203, Community Life	7317
Counseling Services	SU 106, Wellness Center	7222
Disability Services	ZM 218, Academic Support	8273
Education Department	T 201B	8548
Employment: Work/Study (on campus)	R 202F, Financial Aid	7514
Employment, Student: Off campus	SU 107, Career Services	7896
ESGA President	SU 204E	7318
Events and Conference Services	R 304B, Student Development	7981
Financial Aid Information	R 204A	7514
Fitness Center	Mabee Center	7100
Food Services	SU, Crusader Hall	7252
Graduation Papers	R 104D, Records & Registration	7156
Graduate Studies Office	ZM 201	8269
Health Services	SU-106, Wellness Center	7280
Housing Information	R 302C, Student Development	7335
Humanities Department	TR 312	8640
ID/Proximity Access Cards	R 208, Public Safety	7000
Information Technologies	R 106, Help Desk	8368
Instructional Resource Center	ZM 204	8239
Intercultural and Global Missions Studies	TR 208	8573
International Students (& Missionary Kids)	SU-203, Community Life	7938
Intramural Sports	Mabee Center	7276
Kinesiology Department	Ashcroft Center	7387
Lost & Found	R 208, Public Safety	7000
Mail Services	R 201	7240
Maintenance or Repair	Physical Plant (FIXR)	3497
Music Department	FA, 1st floor	7211
President's Office	R 314	7200
Print Services	R 201	7239
Provost's Office	R315, Academic Affairs	7306
Public Relations	R 301D, Institutional Advancement	7430
Public Safety	R 208	7000
Radio request line (KECC)	T 103	7625
Science & Technology Department	ZM 312	8313
Seminary	AGTS	417-268-1000
Sign/Poster Approval	R 304D, Student Development	7316
Social Sciences Department	ZM 208	8213
Student Activities	SU 204A	7318
Student Development Division	Riggs 304D	Ext 7316

Student Ministries	SU 204C, CROSSwalk	7319
Student Senate	SU 204	7289
TV Station (ECTV)	TR 117	8410
Telephone Service (landline)	R 106, Help Desk	8368
Theatre Department	FA 149	7167
Theology Department	TR 214	8510
Transcripts	R 104, Records & Registration	7460
Transfer Credits	R 104, Records & Registration	7203
Tutoring	ZM 218, Academic Support Center	8273
Vehicle Registration	R 208, Public Safety	7000
Withdrawal from the University	R 304D, Student Development	7316
Write Place	TR 202	8545
Yearbook (Excalibur)	TR 304	8630

B. CAMPUS SERVICES AND HELPFUL INFORMATION

Academic Support: Want help with study strategies, tutoring, academic accommodations, or time management? These people are great and are there to help you get on track for a successful semester!

Adopt-A-Student program: Would you like connections with a local Christian family to experience a home-away-from-home? Go to your student portal, click on "CONNECT", "ADOPT ME" and complete a short profile. Melinda, in the Community Life office, will match you with a person/family to "adopt" you for the year!

Anonymous Reporting: Anonymous reports can be made by victims and/or third parties using online reporting posted at https://www.evangel.edu/offices/student-development/public-safety/ . Anonymous reports may prompt a need for the institution to investigate; however, the university may be limited in the investigation and outcome of such reports.

Assistance Animals: The University recognizes that assistance animals may be an effective accommodation for certain qualified students with disabilities. The term "assistance animal" is the overarching term that refers to both service animals as well as support animals. Therefore, an assistance animal is an animal that either (1) works, provides assistance, or performs tasks for the benefit of a person with a disability; or (2) provides emotional or other type of support that alleviates one or more identified symptoms or effects of a person's disability. For detailed information on assistance animals, refer to the Assistance Animal Policy.

ATM: If you want money (and you have money in your debit account), just go to the ATM inside the southeast entrance to the Cantrell Student Union. The ATM, furnished by the Assemblies of God Credit Union, is available for students, faculty, and staff.

Bookstore: Just in case you wondered, you do need to get (and read) your textbooks! Founders Bookstore serves Evangel and upon request, the helpful folks at the bookstore will pre-package your textbooks for pick-up prior to the start of each semester (they also price match Amazon's prices—just ask them). They are open 8:30 a.m. - 5 p.m. weekdays and 10 a.m. - 2 p.m. Saturdays. Special hours are posted during registration, vacations, and summer, because they are just that nice.

Campus Radio Station KECC and Television Station ECTV: We have some really talented students who run our radio and TV stations. KECC and ECTV are labs for the communications/broadcast program at Evangel. They are located in Trask Hall, 1st floor, northwest.

Career Services: Need a job? This is the place to go for help. All students and alumni are eligible to access services. Resources include: career-related workshops, individual career counseling, career and strengths assessments, career fairs, on-campus recruitment opportunities, student job service, resume writing assistance, graduate school assistance and a variety of career resources.

Cashier: More chances to get money! Aren't we thoughtful? Of course, you can always make payments to us, as well as get checks cashed ($200 daily limit), if you still do that kind of thing, at the cashier's window. The window is located in Riggs Hall, 204. It is open from 8:30 a.m.-3:30 p.m. weekdays except during chapel.

Chapel: Reflecting its importance to spiritual growth, chapel attendance is required (33 each semester) for all full time, traditional, undergraduate students. Evangel offers many opportunities in larger and smaller venues: university chapels are generally held Tuesday, Thursday, and Friday mornings at 10:00 in Spence Chapel; smaller university chapels are hosted by the School of Theology and Church Ministry (STCM) on Mondays at 10:00 am in Seymour Chapel at the Seminary. Check *The Hub* for opportunities and attendance logs. Weekly residence hall devotions and discipleship activities are posted in the respective residence halls. See the complete statement on the Chapel Program. The main chapel is open for prayer daily during times when it is not otherwise in use, as is the small chapel in Riggs Hall (308). Each residence hall also has a prayer chapel.

Churches in the area: Springfield is not just the home of Springfield Cashew Chicken (yeah, you really need to try it though), we also have over 400 churches, with 62 Assemblies of God congregations. While it may not be exactly like the one back home, give it a chance and get involved. Find a church where to grow and serve.

Class Cancellation Notification: Believe it or not, Evangel actually cancels classes when the weather is really bad. To verify classes are canceled due to severe weather and/or snow, check the EU website, the Department of Public Safety Facebook page or call (417) 865-2815, ext. 7669 (S-N-O-W).

Course Commons: Evangel uses Canvas as its online learning management system (LMS) for coursework. It is accessible through Course Commons. Log in using your Evangel username and password.

Community Life: This staff focuses on your experience and education outside of the classroom. Your residence director (RD), resident assistant (RA), commuter coordinator (CC) and activities director (AD) are all part of the Community Life team. This team wants to know you, encourage you, and empower you as you find your place on this campus and beyond. They are also a lot of fun, so you will want to get to know them!

Computer Labs, Internet, and Intranet access: Don't panic if you didn't bring your own MAC or PC, we have eight main computer labs. Residence halls each have a mini computer lab, off of the second floor lobbies, open 24/7. If you do have a computer, wireless is available throughout the campus (but don't use it during class unless your professor assigns it!). If you need help accessing your student portal or have other IT problems, you can submit a HelpDesk ticket. The IT Community website is at for information.

Counseling Services: College life can be stressful and we all need a little help now and then. Our center is staffed by licensed professional counselors, providing confidential Christ-centered counseling. To make appointments, call 417-865-2815, ext. 7222 or visit the Wellness Center from 9 a.m. - 5 p.m. weekdays. Some evening appointments are available. Services are free to enrolled students, paying General Student Fees. Counseling services offered on campus are limited and intended only for short-term care.

Disability Services: The Academic Support Center provides services to students with documented disabilities, under federal laws (Section 504 of the 1973 Rehabilitation Act, 1990 Americans with Disabilities Act). Contact the Disability Services Coordinator (ext. 8273 or ZM 218) for special needs related to academic life or the Housing Director (ext. 7335 or Riggs 304) for special housing or dietary needs.

E-Mail Communication System: Add your Evangel email to your cell phone for daily access to important stuff. University e-mail is the official means of daily communication between faculty, staff, and students.

Emergency Medical Assistance on Campus: For serious/life threatening illness or injury, call 911 (not 9-911) on a campus phone or 417-865-2815, ext. 7000, the university's Public Safety Department. They will direct EMS personnel to the exact location of the emergency. This is really important when seconds and minutes count! They can also contact other trained personnel to respond until the ambulance arrives.

Event Planning and Facility Reservations: You will find great hospitality when you contact our event planning people! Club leaders, your advisor will help to reserve rooms and book an event. Since rooms are typically scheduled first-come-first-serve online, requests should be made at least one week prior to event. Depending on the event, there may be logistical and/or food charges. **Note:** If you are organizing an event on campus and plan to have food, you must work with Aladdin (417-865-2815, ext. 7425), as the University contracts with them for food service. Any exceptions must have formal approval from the Food Services Director.

Food Services: If you haven't already gotten to know Todd, you will! He directs all food services on campus and will literally bend over backwards to provide a great food experience for Evangel students and guests! Residence students have three meal plan options (10, 15, or 20 meals weekly). With the 20 meal plan, you get a bonus $75 CrusaderBucks for use in the Joust. Commuter students and those who qualify for a meal plan exemption (student teachers and upper-class nursing students) may purchase a block of 75 or 45 meals.

Evangel University Dining Services offers many dining options to provide for dietary needs, including student specific meal preparation for allergies. We encourage students with special needs to meet with Todd Lanning at 417-865-2815, ext. 7425 or for a consult. If food services is unable to accommodate a disabling dietary condition, see the Meal Plan Accommodation Guidelines.

Food service is not available during Thanksgiving, Christmas and Spring breaks; however, food boxes are made available at a nominal cost during Thanksgiving. The regular schedule dining schedule is:

Crusader Dining Hall Meal Hours			
Meal	**Monday-Friday**	**Saturday**	**Sunday**
Breakfast	7:15 - 8:45 a.m.	not served	8:30 - 9:30 a.m.
Continental Breakfast	8:46 - 10 a.m.	not served	not served
Lunch	11 a.m. - 1:30 p.m.	10:30 a.m. - noon	11:45 a.m. - 1:30 p.m.
Dinner	4:30 - 6:30 p.m. (7 pm during football season)	5 - 6 p.m.	not served

Joust Meals (or snacks) and General Hours			
Meal	**Lunch**	**Dinner**	**General Food Hours**
Monday-Friday	10:30 a.m. - 3:45 p.m.	4 - 7:30 p.m.	9 am – 11 pm
Saturday-Sunday	None	None	4 pm – 11 pm

Scan your valid student ID card as you enter the dining hall or check out at the Joust. Without it, you will have to pay the standard meal rate. ID cards and meal plan benefits are not transferable. Box lunches and dinners are available from the Joust, upon request. Meal trays for ill students are available per request of the Wellness Center, Residence Hall, or Discipleship staff. Here are some tips to keep you in Todd's (and the university's) good graces: only take ice cream that you are eating out of the dining hall; wear shoes & sleeved shirts in all dining facilities; don't waste food, be kind and courteous to others; show respect; throw trash in the receptacles; clean up after yourself; notify a staff member for assistance with cleaning a spill; and smile ☺.

Health Services: Enrolled students, paying General Student Fees, may schedule free appointments with our licensed Family Nurse Practitioner (FNP) who can diagnose and treat most common (non-emergency) health conditions. Nominal fees are charged for immunizations, laboratory tests, medications and some procedures, which are the responsibility of the student--no billing, credit, or insurance claims are filed. The FNP may refer patients to off-campus physicians, specialists, and emergency departments as needed, at the student's (or insurance) expense. In emergencies, students should contact their Residence Director or Public Safety Officer at 417-865-2815, x7000 or call 911 from a campus phone (see *Emergency Medical Assistance on Campus*). This is really important because we can't help if we don't know! Office hours, 8 am-4 pm weekdays.

Insurance: We want you to be protected! There are two types of insurance you should have at Evangel.

- ***Personal Property Liability -*** Personal property is not covered by Evangel University insurance. If you are a residence student, check with your parents to see if their homeowner's insurance covers your room. If it doesn't, then we HIGHLY recommend that you purchase renter's insurance, which is like the best kept secret ever! It is typically very inexpensive but covers damage to personal belongings. For further information, contact the Student Development Office.
- ***Medical/Hospitalization*** - All students should have medical insurance coverage and international students are required to have it. Intercollegiate athletics must have primary accident and health insurance without exception. For further information, contact the Director of Admissions.

International Students: We value the multi-cultural dimension of our Evangel community. The Director of Community Life (SU203) provides supportive services to assist international students and MKs (missionary kids) in acclimating to the University, as well as to the United States. Gina's staff works with MK/International student orientation, facilitating relationships, and presenting campus-wide multicultural events.

Leadership Program: Evangel is committed to developing leaders to positively impact this world for the cause of Christ. Students can get involved in campus, community, national, and global opportunities. The Leadership Program is directed by Dr. Jon Spence, in the Social Sciences Department.

Library: Kendrick Library is on the northeast end of campus. You also can access online professional databases. A copier and scanners are available for student use in the library. Hours are (may be adjusted during breaks, holidays): Mon-Thurs (7:30 am to 11:45 pm); Fri (7:30 am to 4:30 pm); Sat (1 to 5 pm); Sun (8 pm to midnight).

Mail and Print Services: Located at the west entrance of Riggs Hall and open 9 am-4 pm weekdays. Outgoing mail is picked up at 3 p.m. To send a letter through intra-campus mail, include the student's name, residence hall and/or box number. Student mailboxes are located in the first floor lobby (for residence students) and in the Student Union (for commuter students—go to SU, room 205, for a box). If packages received through EU Post Office appear to be questionable (for campus safety or community moral standards), the University can

require addressee to pick up/open package within appropriate authorities view. Campus mail/print services are for the EU community only.

Posters/Publicity: Signs, fliers, and/or posters need to be approved by Event and Conference Services (Riggs Hall, 304). In general, materials need to stay on the Student Union boards, residence hall board (when approved by RD), or digital signage (not on windows, glass doors or painted surfaces). Exceptions are made for Homecoming, Harvest Fest, Spring Fling and officially designated ESGA election campaign periods.

Pregnant students: Pregnant students may qualify for temporary disability for parking and/or academic accommodations. For parking, contact Department of Public Safety for a temporary parking pass in a designated area. For academic accommodations, contact the Academic Support Center.

Publications: **The Lance,** Evangel's weekly student newspaper, may be found on Fridays in departmental offices, student union, and academic buildings. **The Excalibur** is Evangel's yearbook. Both are part of the Department of Communication. **The Epiphany**, in the Department of Humanities, is an annual literary/art magazine designed and authored by students. These publications provide a variety of opportunities to develop journalistic skills and creative expression. They have consistently won national awards for excellence.

Public Safety: These staff are here to protect you, as well as all property owned or operated by the University. They oversee the access control and fire monitoring systems, vehicle registration, parking/restricted areas enforcement, SHARP training, investigations, and emergencies. An officer will accompany students across campus and provide jump-starting assistance for vehicles, when requested. Public Safety publishes the annual campus crime statistics (Annual Security Report), as required by federal law. Emergency calls requiring response by Springfield authorities (fire, police or ambulance) should be made to Public Safety by calling on-campus 911 (not 9-911). Dispatchers monitor phones, camera system, and emergency systems 24/7.

Records & Registration: Located in Riggs Hall 104; 8 a.m. - 4:30 p.m. weekdays. If you need to add or drop a course, submit graduation requirement materials, request transcripts, learn about CLEP testing, or have questions about registration, the staff is here to help you.

Recreational Facilities: You've read research about fitness and well-being, right? You can get fit, relieve stress, or just have fun using the intramural fields (for soccer, football, etc.) or Mabee Student Fitness Center (side-by-side basketball courts, a jogging track, racquetball courts, aerobics room, and exercise equipment--fixed and free weights, treadmills, and stationary bikes). NOTE: Baseball and softball fields are not for general use.

Reporting Assault or Other Crime: If you have witnessed or been subject to a crime, the Department of Public Safety can assist in providing campus support personnel or local law enforcement responses. For sex-based offenses, students are encouraged to contact the Title IX Coordinator (Dr. Phillips) or Deputy Coordinator (Gina Rentschler) to initiate a report. Evangel University has a zero tolerance policy for sex-based offenses and will not tolerate retaliation (threatened, attempted, or actual) against any individual for making a complaint in good faith. When an allegation of a sex-based offense is brought to an appropriate administrator's attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and community are remedied, including serious sanctions when a responding party is found in violation. Contact the Department of Public Safety at 417-864-2815, ext. 7000.

Suspicious Person or Activity: If you see a person who acts or looks suspicious, DO NOT approach but immediately call the Department of Public Safety (417-864-2815, ext. 7000) and they will investigate.

Spiritual Life Office: Do you need someone to pray with you or provide spiritual counsel? You can meet with Pastor Greg by scheduling an appointment in the chapel office. If you have questions about how to get involved in discipleship, CROSSwalk, or other ministry opportunities, he can help.

StrengthsQuest: Do you know your strengths yet? If you don't, you will! Evangel University is a strengths-based university, offering students an understanding of their unique strengths and how they can use their strengths in academics, relationships, leadership, and career. Each student takes the assessment during their Essential Christianity (BIBL 111) course. Transfer students, not taking this course, can go to Career Services (Cantrell Student Union, Suite 107) to receive an access code and information. The office for Dr. Jon Spence, coordinator for the Strengths and Leadership program, is located in the Social Sciences Department (ZM 208).

Telephone System: The telecom system for Evangel features local telephone service, at no additional cost. If you want to use a land line, bring a phone and plug it in. Contact the HelpDesk at 417-865-2815, ext. 8368.

Vehicle Registration: Any vehicles operated by members of the Evangel community (employees and/or students) must be registered annually with the Department of Public Safety and must correctly display the registration decal within 72 hours. See Motor Vehicle Regulations for full information.

Vending Machines: Are you hungry between classes or late at night? Vending machines are in lobbies of each residence hall, academic, and student union buildings. If you have a problem with a machine, see an Office Assistant (if in a residence hall) or the Business and Finance office (if in other buildings) for a refund.

Veterans Center: Evangel is designated by the US Department of Veteran Affairs as a *Yellow Ribbon School*. The center, located inside the west door of the Seminary, provides a full service office (one-stop entry point). A military Chaplain is also available for assistance (completely confidential, and is able to minister to individual and family needs of veterans). Contact Stormy Davis at daviss@evangel.edu or 417-268-1041.

Voter Registration: Students desiring to register to vote in the State of Missouri, Greene County and the City of Springfield may register to vote by contacting the Librarian in the Kendrick Library.

III. STUDENT INVOLVEMENT & LEADERSHIP OPPORTUNITIES

A. EXTRACURRICULAR

CROSSwalk Student Ministries: A student-led organization with seven branches: activities and events, children's ministries, discipleship, impact teams, missions, outreach, and public relations. The CROSSwalk Office is located in Student Union 204C. Each ministry has a team coordinator who would love to assist you in getting involved. These ministry opportunities are the backbone of Evangel!

Activities Board: One branch of the Evangel Student Government Association (ESGA) is the Activities Board (AB). AB (Student Union 204F) creates campus-wide activities for EU students to build school spirit, unity and community. AB is comprised of members at large.

ESGA Senate: As the legislative branch of ESGA, senators (Student Union 204D) are student-leaders (Residence hall/commuter/class presidents, departmental and at-large representatives, and executive officers) who write bills ranging from policy implementation to campus enhancements. They represents student needs and concerns to the Vice President for Student Development and the President's Cabinet.

Hall Government: Each residence hall has a staff of elected and appointed hall officers. These officers are selected in the spring for the following year. The officers work closely with the residence director to promote activities, socials and fund-raising projects and to make recommendations for hall improvements.

Intercollegiate Athletics: Evangel University is a member of the National Association of Intercollegiate Athletics (NAIA). Men's and women's teams compete in basketball, cross-country, golf, track and field, and soccer. Additional women' teams are volleyball, softball, and tennis; men's include football and baseball.

Intramural Sports: For voluntary sports activities, contact the Intramural Coordinator, at417-865-2815, ext. 7276, or your Residence Hall/Commuter Sports Representative.

Music: Students may participate in instrumental and vocal ensembles, including Marching Band, University Band, University Chorus, University Orchestra, University Chorale, Concert Orchestra, Concert Choir, Jazz Ensemble, Handbell Choir, Stained Glass Story, Worship Teams, and other small ensembles. Some groups require auditions and are offered for course credit. Contact the Music Department or CROSSwalk office.

Theatre: The Humanities Department's Theatre Program provides numerous opportunities for acting, directing, designing and constructing sets, and more. Contact Glenda Mohr, 417-865-2815, x7965.

B. DEPARTMENTAL CLUBS, HONORARY SOCIETIES, AND INTEREST GROUPS*

Departmental Clubs

Apologia
Art Club
Cinema Club
Criminal Justice – Theta Alpha Delta
EU Historical Society
EU Nursing Society
National Association for Music Ed.
Psychology Club
Pre-Law Society
Pre-Healthcare Society
Social Work Club
Students for a Sustainable Future
Student Mo State Teacher's Assoc.
EU TESOL Club
World Changers Mission Fellowship

Honor Societies

National
Alpha Chi –honor
Kappa Mu Epsilon –mathematics
Phi Alpha-social work
Sigma Zeta –science/mathematics
Society for Collegiate Journalists
Theta Alpha (Phi Epsilon Kappa) - Kinesiology

Campus
Psi Chi- psychology
Sigma Tau Delta –English
Sigma Alpha Sigma- honor

International
Pi Gamma Mu-social science
Phi Sigma Tau – philosophy

Interest Groups

Archery Club
Christians for Biblical Equality
College Republicans
ENACTUS/Phi Beta Lambda (PBL)
Evangel Outdoor Adventure

Student Media

Crusadermedia.com
EUTV – television station
Epiphany – fine arts magazine
EU Films
Excalibur - yearbook
KECC - radio
Lance - newspaper

*Officially recognized student groups are listed if they meet the annual renewal criteria of the Student Activities Office. Only officially recognized student groups are eligible for ESGA Senate funding and/or to sponsor official alternate chapels.

C. ROLES OF STUDENT OFFICERS AND FACULTY ADVISORS

Student officers and faculty advisors provide leadership within the framework of University policy. The Student Activities Director assists student leaders, faculty advisors, as well as students or faculty who are interested in forming new clubs/organizations. Contact Christy Rowden at SU 204A, 417-865-2815, ext. 7318, or rowdenc@evangel.edu.

Student officers are responsible for executing the organizations' visions and programs, planning events, handling finances professionally and responsibly in accordance with University accounting procedures, and contacting the Student Activities Director regarding any questions about organization activities that may arise.

Faculty advisors serve on every recognized Evangel club/organization/interest group and mentor officers. They provide oversight of the planning of the organization's events.

IV. STUDENTS BILL OF RIGHTS

Section 1: The students of this University shall have the right to the Christian exercise of personal liberties.

Section 2: The right of a student to the ethical expression of opinion shall not be denied.

Section 3: The right of students to peaceably assemble shall not be denied.

Section 4: The right to petition the student government and University administration shall not be denied.

Section 5: Neither the residence of a student on this campus may be searched nor property not in sight seized without the authorization of the Vice President for Student Development or the designated representatives. Probable cause is necessary before the authorization of the search of a student's room is granted. A written search and seizure warrant shall be given to the student whose room is to be or has been searched if he/she is not present. Current civil guidelines and restraints shall be followed before any student is searched. This right in this section does not preclude the regular inspection of rooms required by University policy.

Section 6: Upon being accused of any violation of a written University rule, the right of a student to a fair and speedy hearing, to know the accusations against him or her, with due process to be followed, shall not be denied.

Section 7: The rights contained in this article shall be published in the Student Handbook.

V. COMMUNITY LIVING (CODE OF CONDUCT)

As a body of believers, the Evangel community seeks to encourage development of students to understand, develop, and use their unique God-given strengths and abilities. Building community is an integral component of this university and is evident through students, faculty and staff who help one another daily to cultivate, nurture, and practice what we profess. It is the intent of Evangel University that all we do in classroom learning, co-curricular programming, and relationship building reflects the unique mission of this University.

A. MAKING CHOICES

We desire to empower students to exercise spiritual discernment in daily choices that honor God through personal thoughts, actions, and lifestyles. The reality of college life, both on and off campus, is that we make small decisions every day that either move us closer to or farther away from God's guidance. Our goal is to be self-disciplined and to hold each other accountable in our Christian walk. As such, Evangel University reserves the right to provide counsel and/or discipline to students who, in the University's sole judgment, do not follow either the stated policies of student conduct or to the expressed principles and expectations of the University.

B. BIBLICAL FOUNDATIONS

We recognize that there is much we share in common as a community of believers. We also understand that we come from a variety of cultural backgrounds, convictions, and perspectives that influence the way we think about inward convictions and outward behaviors. As a community, Evangel is founded on biblical principles that guide us in ***being the people of God*** so that we may ***do the work of God.***

Being the People of God…

We love God . . . We live our lives to the glory of God, daily conforming ourselves to the image of Christ and recognizing the Lordship of Christ in everything (1 Corinthians 10:31; Colossians 3: 17). Our actions reflect our love and accountability to God (Matt. 22:36-38; 2 Corinthians 5:10).

We love others . . . Following Jesus' example, love guides and determines our relationships with others (Matthew 22:39-40; John 15:12-17).

We live by a different standard . . . Christ calls us to be in the world but not of the world. We don't have to conform to attitudes that run counter to Biblical guidance (Romans 12:1-2; Titus 2:11-14; John 2:15- 17).

We live for Christ . . . We cannot live the Christian life simply on the basis of our own moral character and strength. As we study and obey the Scriptures, allow the Holy Spirit to guide us, and pursue counsel from the people of God, He guides our path (Proverbs 15:22; 2 Timothy 2:22).

Doing the Work of God…

We serve others . . . We serve our neighbors, responding and working to alleviate such pressing worldwide problems as poverty, hunger, human trafficking, disease, illiteracy and racism (Matt. 7:12, James 1:27).

We are accountable to others. . . Christ desires to restore us to Himself and our community. We have a responsibility to each other, thus Christian freedom includes not doing some things to contribute to the good of the larger community and not cause others to stumble with the Lord (1 Cor. 9:19-23, 10:23-11:1).

We respect others . . . Certain actions are expressly prohibited in the Scriptures and are, therefore, wrong. Scripture also guides us to understand that some actions that are matters of individual convictions based on a given situation and we must take care to not condemn one another or ignore our conscience (Rom.s 14:1- 23).

We effectively use our resources . . . The community as a whole and members individually are responsible for intentionally using their abilities, strengths, assets, and opportunities to honor God (Romans 12:3-8).

C. COMMUNITY COVENANT

Responsibilities of Membership in the Evangel Community:

As the Assemblies of God national university of arts, sciences and professions, Evangel's commitment to the integration of faith, learning and life attracts students from a wide variety of Christian religious backgrounds. We treasure this diversity as we educate and equip students to become Spirit-empowered servants of God who impact the church and society globally. Joining together, we build on our common belief in the Lordship of Christ and in our desire to holistically serve Him mind, body, and soul. Further, we support the distinctive mission of our heritage to proclaim the good news of Christ, worship God, disciple believers, and show compassion. These beliefs, alignment with our parent organization regarding interpretation of Scripture, as well as a focus on healthy and safe living, provide a framework for the spiritual and behavioral expectations at Evangel University. All members willingly choose to become a part of this community, and upon making that choice, commit to growth as they purposefully and intentionally live to love God and serve others. For the duration of their tenure at Evangel, students pledge to abide by the following community standards:

1. **Demonstrate personal, social, academic, and professional integrity**; avoiding destructive behaviors such as lying, plagiarism, cheating, slander, profanity, intimidation, fighting, violence, abuse, gambling, hazing, violations of local, federal, and/or state law, etc.

2. **Maintain a healthy lifestyle**; abstaining from the possession or use of: alcoholic beverages, tobacco and/or smoking products, narcotic and/or hallucinogenic drugs (outside of a legal prescription), marijuana, paraphernalia, etc., as well as refraining from attendance at bars, nightclubs, and/or lounges.

3. **Uphold standards of sexual purity and humility**; maintaining modest appearance standards; not engaging in sexual activity prior to or outside of marriage—as recognized in the biblical covenant between a man and woman, or any behaviors whereby personal desire, satisfaction, and/or dominance (such as pornography, lust, exhibitionism, sexting, sexually-explicit dancing, etc.) supersede care for others and service to God.

4. **Strive to grow in personal relationship with Jesus Christ**; prioritizing a private prayer and devotional life, attending and participating in church, and involvement in ministry/service opportunities. For traditional undergraduate students, part of spiritual formation is also addressed through chapel attendance and biblical studies coursework.

We understand that our standards may be contrary to other worldviews and we do not seek to antagonize or disrespect those whose views differ from our interpretation. Likewise, we expect that all members will be able to live within these standards. Activism against or disregard of these community standards is a violation of that commitment. Students who engage in behavior that conflicts with the community standards are subject to discipline sanctions. For further information on policies and procedures, see the Student Handbook.

We seek to care for all persons in ways that convey respect, concern, support, and accountability and pray that Evangel can be a place of healing, mentoring, guidance, and restoration. We further expect this community of believers to extend grace and care as we strive to honor God in all that we do and say. Feel free to contact the Undergraduate Admissions Office or the Office of Student Development for any questions.

D. BEHAVIORAL STANDARDS AND COMMUNITY IDEALS:

This section provides details of the community covenant and responsibilities within in the Evangel community:

1. DEMONSTRATE PERSONAL, SOCIAL, ACADEMIC, AND PROFESSIONAL INTEGRITY

- **Academic Honesty:** Students are expected to maintain high levels of academic honesty as people of Christ. By virtue of your integrity, you signify that all work submitted is your original work completed by you. Submitting someone else' work as your own (without proper citations, identifying particular research), or otherwise cheating is dishonest and is not congruent with a Christian life.
- **Conflict Resolution:** We believe in following Biblical direction in all things. If you have concern about the behavior of another member of the Evangel community, ideally you will be able to go to that person for resolution. If that is not possible or has not resolved the situation, then we encourage you to talk with your Resident Assistant, Resident Director, or Commuter Coordinator. If the matter is not resolved satisfactorily within a reasonable period of time, then contact the Director of Community Life.
- **Conduct Unbecoming of an Evangel Student**: We have high expectations for our students and believe that you have high expectations for yourselves. Students involved in behavior that reflects negatively on their Christian character or on the university are subject to discipline that guides towards redemption, whenever possible.
- **Courtesy Hours on Campus**: We want to be considerate of others and their need for study/sleep. Evangel recognizes "courtesy hours" from 9 a.m.-11 p.m. "Quiet hours" are in effect on the alternate hours.
- **Complying with Sanctions or a Directive**: Students are expected to immediately and fully comply with a legitimate directive from an EU official (including administrators, faculty, staff and RAs), as well as community/state law enforcement personnel.
- **Gambling**: Students are not to participate in any activity in which money or other consideration is required for participation, with the prize acquired mainly on the basis of chance and with risk to the gambler.
- **Harassment, Intimidation (or Stalking) or Bullying**: The University prohibits any gesture, image, written, verbal or physical act (including electronic communications) that (a) is motivated by any actual or perceived characteristic such as race, color, ethnicity, religion, gender, or mental or physical disability; and that (b) is understood by a reasonable person to have the effect of mentally or physically harming a student, damaging the student's property, or placing the student in reasonable fear of harm to his person or damage to his property; or that (c) has the effect of insulting or demeaning any student or group of students.
- **Hazing/Initiations**: Hazing and initiation are not tolerated at the University. Violators are subject to criminal prosecution and will be disciplined according to the University's Community Accountability Program. **Hazing**: In Missouri (§578.360), hazing is a "*Class A Misdemeanor*". A person commits the crime of hazing if he/she knowingly participates in or causes hazing (a willful act, occurring on or off the campus of an educational institution, directed against a student or a prospective member of an organization operating under the sanction

of an educational institution, that recklessly endangers the mental or physical health or safety of a student or prospective member for the purpose of initiation or admission into or continued membership in any such organization to the extent that such person is knowingly placed at substantial risk of the loss of life or substantial bodily or psychological harm). If you become aware of any activity that might be interpreted as hazing, report it to the Student Development Office immediately. **Initiation**: Forcing a student to participate, against his or her will, in an initiation-type ritual that might cause harm is prohibited. Initiation activities such as sleep deprivation, physical confinement and/or forced consumption of food, liquor or drugs are considered hazing and will not be tolerated. Initiation activities that include hazing are illegal under the laws of the State of Missouri and are explicitly prohibited at Evangel University.

- **Inappropriate Language, Pictures, or Media**: Inappropriate written, spoken, or posted words (including pictures, photos, clothing, or language) are not acceptable. This includes, but is not limited to, possession or display of pornographic and/or sexually suggestive material, derogatory racial/ethnic material on university property
- **Lying/Withholding Information/Fraud**: We expect students to be honest. Purposefully misrepresenting information, withholding requested information and/or filing false information undermines your integrity and may result in suspension, depending on the severity of the lie.
- **Physical Aggression/Assault**: Pushing, striking, or physically assaulting another person is prohibited. The Community Accountability Board reserves the right to review alleged incidents of self-defense, especially those allegedly based on harassment, intimidation, or bullying.
- **Pranks**: Activities that could be interpreted as degrading to others or potentially endanger individuals, animals or property are prohibited.
- **Respectful Behavior**: We expect all community members to show respect to each other. Conduct that is disrespectful or intentionally disruptive is unacceptable. When a student or guest exhibit behaviors that cause concern or could be considered a threat to others or to University property, Evangel reserves the right to restrict access to the campus. Students have a right to ask questions, seek information and assistance, or to express dissent in a respectful way that maintains dignity and rights of others in the educational community.
- **Unauthorized Recording.** No student may make an audio or video recording of any person(s) on University premises in bathrooms, showers, bedrooms, or other premises where there is an expectation of privacy with respect to nudity and/or sexual activity. Students are also expected to respect the reasonable expectations of privacy of other individuals within the University community. Accordingly, students are not permitted to make an audio or video recording of private, nonpublic conversations and/or meetings on University premises, without the knowledge or consent of all persons in the recordings.

2. MAINTAIN A HEALTHY LIFESTYLE

- **Alcohol and Other Drugs**: Maintaining personal health and mental well-being is essential to our commitment at to serve Christ. Students, while on or off University property, are not to manufacture, possess, use or distribute illegal drugs (including marijuana), synthetic drugs (K2 and other synthetic cannabinoids, bath salts, or products used in a similar manner), alcoholic beverages and tobacco products, hookah, and are to avoid the abuse of prescription or nonprescription drugs. Providing or purchasing (as well as facilitating or attempting) alcoholic beverages, or attending house parties where alcohol/drugs are being used is likewise prohibited. Students are considered "in possession" and responsible for alcohol/drugs that have been determined to be on their person or in their residence or vehicle. See the complete statement on Evangel's Alcohol and Other Drugs Policy.
- **Bar/Lounge/Club (Attendance or Participation)**: Attending a place where alcohol or hookah is the primary purpose of the establishment is prohibited. A business may be a bar/lounge/club if it: (a) requires an ID for admission (b) advertises alcoholic beverages prominently, and/or (c) provides social dancing and drinking.
- **Dancing**: We want you to have fun and we want you to be safe (and yes, you really can do both)! So, sexually-explicit dancing and dancing in settings in which alcohol is a primary influence of the overall atmosphere (see above) is prohibited. While, co-ed dancing is not permitted on campus or at off-campus University events (unless

it is a choreographed performance within an approved and supervised University program), you may participate in modest (you know, the non-sexual kind that your parents--or VP-- wouldn't cringe at) dancing at church, formal, cultural, family, and/or other off-campus celebratory events.

- **Movies and Music:** All R-rated movies are not permitted in public areas. Any movie above an R-rating or explicit music are not permitted anywhere on campus. Also see *Copyright Laws and Network Use Policy* for federal guidelines regarding public showings. In determining appropriateness or inappropriateness consider content (no nudity, vulgar language, sexual content and/or gratuitous violence).
- **Students struggling with lifestyle behaviors and want help:** Evangel seeks to be a redemptive community that assists students who are struggling with difficult issues or addictions in their personal lives and want help to stop the behavior/s. We encourage you to talk with a Community Life staff member (such as an RD, Director of Community Life, or Vice President for Student Development). Except in situations where the university is required by law to take appropriate disciplinary action (e.g. sex-based offenses, etc.) or behaviors that could endanger others, students who come to a professional staff member for help related to lifestyle behaviors (e.g. alcohol, drug use, tobacco dependency, sexual issues, etc.) prior to staff becoming aware of a conduct violation may be offered support and help outside of the regular student conduct process.

3. STRIVE TO GROW IN PERSONAL RELATIONSHIP WITH JESUS CHRIST

- **Spiritual life**: "Be still and know that I am God." The words of the Psalmist remind us of the importance of taking time to reflect upon the person of God. At Evangel, we are committed to offering space for spiritual growth. We know that in a Christian university, with the pressures and demands of academics and community living, the danger is to study about God without really knowing Him. With this in mind, all members of the community are encouraged to set a time daily to seek God and find guidance and renewal in Him. The Spiritual Life Office is located at the north end of the chapel, and Pastor Greg is available for personal counsel and prayer.
- **Chapel attendance:** Reflecting its importance to spiritual growth, chapel attendance is required all full time, traditional, undergraduate students. See full information on the Chapel Program.
- **Church attendance:** Whether you are more comfortable attending and serving in a casual or formal, small or large, traditional or post-modern setting, Springfield has a church where you can grow and serve. We strongly encourage you to find a church home in the area and engage in lay leadership service. The Chapel Office and CROSSwalk can assist you in finding service opportunities. Since Evangel is a faith community, we expect that students attend church services and set that pattern for their lives.
- **CROSSwalk:** This ministry is an active Evangel organization where students minister to local, regional, national, and international people groups. See *Student Involvement and Leadership Activities*.
- **Discipleship:** Discipleship revolves around building relationships, supporting, and encouraging each other as followers of Christ in loving God and serving others. Together, we learn about God, pray for one another, and have the opportunity to support each other and grow. Student discipleship administrators and leaders facilitate devotional opportunities in the residence halls, on the floors, in athletics, etc. Discipleship Leaders offer prayer, spiritual support, and weekly "devos" to residents throughout the school year.
- **Mentors/Biblical Studies coursework**: Evangel seeks to help students integrate every aspect of their lives in order to serve God holistically. You will find faculty and staff who deeply care about students and are committed to mentoring students as they connect their callings with education in pursuit of a life well-lived.
- **Outreach:** We are the people of God as we serve the needs of others. Evangel, as a community, encourages opportunities for students to be involved outreach, missions, and service trips through CROSSwalk, the Global Connections program, departmental service trips, music performance groups, ministry involvements, leadership department, and worship leadership. We also partner with local and national groups, such as Convoy of Hope, Habitat for Humanity, and the city of Springfield to care for needs of those in our community and beyond. Individually, students are involved in church ministries and other service that provides incredible opportunities for our students to literally be the hands and feet of Christ.

4. UPHOLD STANDARDS OF SEXUAL PURITY AND HUMILITY

- **Appearance standards**: General principles are: 1) **modesty—**not bringing undue attention to the body, modesty relates to clothes that is not: too tight, too short, provocative, exposing midriff or torso, back and/or front cleavage (front/posterior); 2) **neatness/hygiene**- includes grooming, cleanliness, wearing footwear in public places and, shirts if outside of your room; and 3) **respect** - avoid clothes with slogans, logos and pictures that contradict Evangel community values. Examples include, but are not limited to:
    - **Women**: Skirts, hemlines, or shorts—no shorter than mid-thigh (if wearing leggings, shirt should cover top of legs); No exposed sports bras. **Formal Occasions**: Strapless or spaghetti-strap gowns are allowed only in formal settings, provided they meet the standard of modesty described above.
    - **Men**: Wear shirts on campus including during all athletic activities. No sleeveless shirts in the Chapel, classrooms and campus dining facilities; head coverings (hats, caps, sweatbands, etc.) must be removed in times of prayer.
    - **All:** All tops must have at least 1-1/2 inch straps/sleeves; no swimsuits or undergarments showing, no ear spacers/gauges and no body mutilation such as tongue splitting. No visible body piercings with the exception of earrings and one tiny facial piercing.
    - **Note:** Individual departments, faculty members, or organizational sponsors may have additional specific standards that apply to students' appearance while participating in class, practicums, internships and/or representing the University. Faculty may require students who are in violation of the dress code to leave class and to return in appropriate attire. In such cases a tardy or absence may be assessed, at the sole discretion of the faculty.
- **Displays of affection**: Displays of affection can intrude on the rights and sensitivities of others, even if you don't intend it. Think about modesty and the impression you leave with others.
- **Overnight in mixed company**: To maintain the highest standards, students should not be overnight in mixed company in private settings (including but not limited to campers, tents, homes, apartments, cars, hotel rooms, residence hall rooms) without advisors (e.g. adult relatives, church leaders, EU faculty or staff--including a male and female RA—with RD approval).
- **Pornography:** Students are to avoid possession, distribution, viewing, or use of material which encourages sexually immoral thoughts or presents the body in a degrading or compromising manner. Students struggling with pornography are encouraged to use confidential University resources including campus pastor or counselor.
- **Pregnancy**: We believe in the sanctity of life and support a student's (married or unmarried) decision to carry her unborn child to birth. We strongly oppose elective abortion as a means to terminate an unwanted pregnancy. Students are encouraged to talk with a Residence Director or trusted faculty/staff member for help in navigating the complex emotional, physical, and environmental needs that a pregnancy presents. Confidential counseling and health support is available through the Wellness Center and off-campus resources are available through the Pregnancy Care Center (417-877-0800).
- **Same-sex relationships:** Students may not engage in romanticized same-sex relationships. Students questioning their sexual identity, are encouraged to use confidential University resources with a counselor or campus pastor.
- **Sexual immorality:** Prohibited behaviors include, but are not limited to adultery, nudity (including sexting, sharing provocative electronic images/language via technology), genital contact, oral sex, intercourse, and/or other acts of sexual behavior (opposite-sex or same-sex) outside of marriage between a male and female.
- **Sexual violence**: Evangel University has a zero tolerance policy for sex-based offenses (including sexual assault, domestic violence, dating violence, sexual harassment, sexual exploitation, or stalking) and will not tolerate retaliation (threatened, attempted, or actual) against any individual for making a complaint. **Special note**: Evangel encourages victims of sexual violence to obtain emergency medical attention immediately, report the assault to a Title IX officer or the Evangel University Department of Public Safety (Riggs 208, 417-865-2815, ext. 7000) as soon as possible, and contact Wellness Center Counseling Services (SU 106, 417-865-2815, ext. 7222)

and/or the Victim Center at 417-864-SAFE to access support services from those specially trained to assist survivors of sexual assault. We want to care well for our community members (See the full Sex-Based Offenses Policy in the Student Portal).

E. SAFETY STANDARDS:

The Department of Public Safety offers guidance and assistance for the Evangel community, 24/7. Their office is in Riggs 208; phone 417-865-2815, ext. 7000 (or call 911 on a campus phone).

Access Control System: Evangel's building are access-controlled through the Public Safety Office and cameras throughout the campus help to promote a safe environment. The residence halls (resident students' access cards open their hall only) and Mabee Fitness Center are secured 24/7; Crusader Dining Hall and academic buildings are secured after 5 pm. Keep the buildings safe for everyone by not misusing, tampering with or trying to bypass the access system (i.e. propping or forcing a door, interrupting or attempting to interrupt the electrical power supply, or any campus security video monitoring system).

Access/Identification Cards: Your ID card is kind of like the best friend you never want to be without! The Department of Public Safety issues your CrusaderCard (combination ID card and access card) which is for access to campus buildings and services (food services, check cashing, chapel attendance, and activities). Damaged, lost or stolen CrusaderCards should be reported to the Department of Public Safety immediately. If you find a card belonging to someone else, please bring it to the Public Safety Office. You can get one free CrusaderCard per student per semester. There is a replacement fee of $25 for each additional card. If you lose a card and have a new one made, only the new one is activated so make sure and use only your new one.

Bicycles, Skateboards, and Bicycle Racks: Be healthy, ride your bike or skateboards (just remember, pedestrians have the right of way)! There are bike racks located behind each residence hall, on the east side of the Mabee Student Fitness Center, and in the area between Zimmerman and Trask Halls. The University is not responsible for the security of bikes and/or scooters. Please register your bicycle with Public Safety,

Closed Campus/Curfew: The campus closes at curfew (1:00 a.m. nightly; 2:00 a.m. Friday nights and during student breaks and summer school). Any non-resident student or guest should leave campus by then, unless checked in by a resident student (platonic friend of same gender). No loitering outside is permitted. After curfew, students may work on academic projects in campus buildings, with permission from their Department Chair or faculty member.

Disaster Emergency Procedures: The emergency notification system will keep you informed of important things to protect your safety! Hopefully, we never have to use it this year, but we have it in case we need it. A Public Safety officer will communicate information through intercom, texts, emails, phone, and/or the website. If you change phone numbers while you are a student, just go to your student portal and follow the instructions to change your number. The system is updated each semester. Students and employees are required to follow all evacuation procedures from Public Safety and/or law enforcement officers.

- **Active Shooter**: Public Safety officers will respond while local law enforcement are summoned. The focus of the public safety staff will be to end the violence as soon as possible. The emergency notification system will be activated as soon as practical alerting the community of the threat. For

more information on how to respond to an active shooter event watch the following video at: http://web.evangel.edu/community/?p=PublicSafety&i=1477&t=

- **Bomb Threat:** Public Safety personnel will search the area involved, assess appropriate evacuation precautions, and will notify necessary response teams. If you receive a bomb threat, obtain as much information from the caller as possible (location, type, time, details about caller, etc.), then contact Public Safety immediately.
- **Tornado Warning/Watch:** A tornado watch means that conditions are favorable for a tornado. A tornado warning means that a tornado has been sighted in the area. In the event of a tornado warning, the Springfield warning alarms will sound and Department of Safety will send a notification alert through the PA system. Students in campus buildings should follow instructions of a faculty/staff member. If the building has a basement, students are instructed to go there. Otherwise, students should be in first floor hallways until the warning is over.

Fire Alarms and Fire Safety on Campus

- **Fire Alarms**: All students MUST leave a campus building immediately when a fire alarm sounds.
- **Fire Doors**: According to the City Fire Marshal stairwell doors must not be left open
- **Fire Safety Systems**: Misusing or committing pranks involving fire safety systems (e.g., building or floor fire/ smoke alarms, fire extinguishers and electrical panels) is prohibited and can result in suspension. Students violating this standard may be prosecuted also by the City of Springfield, as this is a violation of Springfield city ordinances. Municipal Ordinance #F109-3 provides that such a person may be issued a citation and a summons to appear in court. The penalty is six months in jail and/or up to $1000 fine. If a fire truck responds to the false alarm, the penalty is six months in jail and a $1000 fine. In addition, the Fire Marshal states that when the pulling of a fire alarm as a prank results in the evacuation of over ten persons from a building, it can be considered a "terrorist threat", a Class "C" Felony and, as a federal offense, would be turned over to the FBI for prosecution.
- **Fireworks (Possession or Use)**: Students may not possess, use or store fireworks on Evangel's property, including in automobiles. The Basic Fire Protection Code of Springfield Section F-2701.0 states, "No person shall store, offer for sale, expose for sale, sell, use or explode any fireworks, except as provided in the rules and regulations issued by the code official for the granting of permits for supervised public displays of fireworks by the City, fair associations, amusement parks and other organizations" (e.g. sparklers, fire crackers, tiki-torches).

Firearms/Explosive Devises (Possession or Use): Evangel University has a zero-tolerance policy regarding the use or possession of firearms or other explosive devices on campus (or in automobiles)--Includes, but is not limited to, black powder, ammunition and chemical bombs). Upon verification that a student is storing or possessing a firearm/other explosive device on campus, student will be removed immediately from campus and subject to interim suspension by administrative action pending review. In addition, a student in possession of explosive devices may be prosecuted for any violation of law.

Restricted Areas on Campus (out of bounds): Generally include all roofs and walls (no climbing, skateboarding, etc.), opposite gender residence hall stairwells, lobbies, basements, hallways and floors (except for scheduled hall visitation times, see *Hall Visitation* in Section VI.A).

Restricted Parking/Driving Areas: Restricted areas behind the residence halls should be respected and kept clear at all times for safety reasons (in the event that emergency vehicles must obtain access behind and between the residence halls) and to enable the Physical Plant Department to keep the dumpsters emptied regularly. See complete guidelines for Motor Vehicle Regulations.

Right to Enter: Evangel University reserves the right for authorized personnel to enter any room at any time for purpose of inspection, repairs or other official business. In such cases, personnel will knock and announce themselves before entering.

Room or Vehicle Search: Student rooms and automobiles (located on EU property) may be searched with cause. Searches are typically conducted by a public safety officer when requested by an RD, with authorization from the Director of Community Life or VP for Student Development. Any items found to be inconsistent with university standards/policies may be subject to confiscation. If an illegal substance is found, the university policy is to call Springfield Police and ask them to remove item/s from campus. Any subsequent police investigations are subject to city and state laws.

Theft/Vandalism: Taking, assisting in the removal of, or willfully destructing tangible or intellectual property without permission of the owner is prohibited. This also includes Internet downloading of copyrighted material (see Copyright Laws). Report all thefts and/or vandalism to the Department of Public Safety.

Weapons: Students may not possess or store weapons on University property, including vehicles parked on Evangel's property. Anyone aware of weapons on campus must immediately report it to Public Safety. Weapons include, but are not limited to BB guns, pellet guns, stun guns, blow guns, paint ball guns, air soft guns, knives with a blade of more than three inches, brass knuckles, crossbows, slingshots and/or any object that is brandished or used as a weapon. Students violating this policy through possession, use or storage are subject to probation, up to and including dismissal [see also Firearms standards above].

VI. INFORMATION SPECIFICALLY FOR RESIDENTIAL AND COMMUTER STUDENTS

Life at Evangel is more than classes and chapel, as good as that is ☺. It's about the people, the incredible relationships that you will have opportunity to build, and the spiritual development that God wants to do in your lives. Our Community Life staff cares deeply about students and offer programing and attention that promotes holistic development. Not following these guidelines can result in disciplinary consequences.

A. RESIDENCE HALL STUDENTS

Guiding principles that will help you align with residence hall living:

- **Animals**: you may only have fish, confined in small aquariums (approved by the Residence Director) as long as proper sanitary standards are kept. Aquariums will be part of regular room inspections.
- **Appliances**: Each RH has an ice machine and vending machines in either the 1st or 2nd floor lobby. All small appliances (EXCEPT those with open heating coils) and compact refrigerators are acceptable. For several appliances, use UL approved power strips attached directly to wall outlet (not multiple extension cords, which are fire hazards). Appliances must be kept clean and are subject to room inspection standards.

- **Babysitting**: Childcare is not permitted in the residence halls. Children under age of 12 are not permitted in the halls past *Quiet Hours*.
- **Bed Checks**: Residence hall (RH) staff reserves the right to: a) conduct bed checks to verify that students are in their RHs after curfew or checked out properly, and b) contact parents/or designated contact if a student's location cannot be verified within a reasonable time.
- **Beds and Bed Frames**: Due to fire safety issues and limited storage space, residents may not remove beds or bed frames from their rooms.
- **Bicycle storage** (See also Bicycles). Bicycles, pocket bikes and scooters may only be stored in the student's room or attached to outside bike racks. The University is not responsible for the security of bikes and scooters. Improper storage will result in an RH fine*.
- **Contacting Parents**: Evangel reserves the right to call parents/or designated contact : 1) if their student's whereabouts are unknown, within a reasonable amount of time, 2) when a student is placed on a probationary status, and/or 3) in emergency situations (see *Missing Persons Policy*, Section VII).
- **Cooking:** The halls do not have wiring or drainage capacities for full meal preparation. When items are prepared in the hall, all grease/unused material must be disposed of in trash bags.
- **Curfew:** 1:00 a.m. nightly; 2:00 a.m. Friday nights and during student breaks and summer school. At curfew, door alarms are activated until 5:00 a.m. **To access RH after curfew**, contact Public Safety at x7000 from the courtesy phone outside each RH, for assistance. Your ID card is necessary for verification of student status. Public Safety will notify the RD/CD in writing the next day of the late entrance for follow-up.
- **Curfew Exemption:** Students who are curfew exempt may exit/enter their own respective residence halls after curfew using the same procedure outlined above, but must still properly signed out of their residence hall (by 3 am) if they are not spending the night. See also Curfew Exemption Guidelines. Students on Alert Level 2 (or higher disciplinary status) or attaining less than the stipulated semester GPA will forfeit their no-curfew privilege. To qualify and maintain eligibility for curfew exemption, students must be under no disciplinary status higher than Alert Level 1 and meet at least ONE of the following criteria:
    - Completed at least 26 credits with a cumulative GPA of 3.0 or better
    - Completed at least 56 credits with a cumulative GPA of 2.5 or better
    - 21 and over years of age with a cumulative GPA of 2.5 or better
- **Décor in rooms**: We encourage you to personalize your room in ways that reflect you and are compatible with University standards. Upon checkout, rooms must be returned to the same condition as you found it upon arrival. These guidelines will assist you in knowing the parameters of room décor:
    - Furniture may be moved around within the room only (see: *Bed Frames*, above for exception). University furniture from outside of the room may not be moved into student rooms. Violations are treated as theft.
    - Only painters tape may be used on carpet or any painted surfaces. Nails, staples, screws, glue and duct tape may not be used on room surfaces including doors and ceilings; no candles (see also Hazardous Materials).

- Painting or wallpapering is not allowed. If a mirror is already attached to the door, it is to remain there permanently unless it is damaged. Evangel does not fix or replace these mirrors.
- Small (4 feet or less) artificial trees are permitted. No cut or living Christmas trees are allowed due to fire hazard.
- Electrical ornaments and lights must be connected via protected power strips only.
- Alterations involving the electrical supply are prohibited.
- No outward facing objects (e.g. flags, posters, signs) visible from the window to the outside.

- **Floor Traditions**: Appropriate floor traditions must not include any elements of hazing or initiation. See *Hazing* in Section D.1. Appropriate residence hall floor tradition activities must comply with all of these guidelines:
    - Must be completely voluntary. Coercion, defined as requiring participation by either pressure or threat--implied or stated, is prohibited;
    - Must not put any student at risk of physical, spiritual or psychological harm;
    - Must not involve retaliation or harassment, whether verbal or physical, against any students not participating;
    - Should be honoring and affirming of students, as brothers and sisters in the body of Christ;
    - Must not single out any individuals or classes of individuals;
    - Must be planned and conducted by the respective Floor Councils that support University standards. Due to employee liability issues, Resident Assistants may not plan, approve or conduct floor tradition activities and must promptly report to the Residence Director any violation of these guidelines.

- **Entering/Using a Vacant Residence Hall Room**: Other than to adjust the thermostat, students are prohibited from entering and/or using an empty residence hall room. This may subject to disciplinary consequences, including but not limited to an RH fine*.

- **Guest Privileges:** Residence hall students hosting non-student guests are responsible for making sure their guests understand Evangel's conduct and dress expectations while on campus or at University-related events. Some things to note:
    - This would seem obvious, but we will say it anyway. Only platonic, same gender friends may stay overnight and must be in separate beds
    - Register your overnight guests' vehicles by contacting Public Safety (417-865-2815, x7000) or stop by the office.
    - Guests not staying overnight must leave **before curfew**, or call Public Safety to exit building**.**
    - Student host is responsible for coming to front lobby and inviting the guest into the building as guests are not issued ID cards.
    - Upon arrival, student host must register guest at the front desk so that hall staff is aware of who is in the building[##].
    - Guests (including EU commuters, residents of another hall, non-students) may not enter the residence hall during curfew hours. The RDs may approve exceptions to this rule (e.g., a guest arriving on a late flight) if they are consulted 24 hours beforehand.
    - Curfew-exempt EU students may leave the visiting hall after curfew to return to their hall.
    - Guests under the age of 12 may not stay in the residence hall past 11 pm.
    - The RD has the authority to allow or disallow guests to stay in the hall.

[##] Guests (including EU commuters, EU residents of another hall, non-students) staying more than two consecutive nights incur a $10/night charges (payable to the RD in advance), and may stay in the residence hall no more than seven nights per school year. This limitation also applies to residence hall students staying in their own halls but in rooms other than the ones assigned to them. The RD, upon his or her sole discretion, has the right to allow/disallow any guest.

- **Hair Cutting**: Students may use the laundry room in residence halls (excluding Lewis Hall) to cut hair during the hours of hall visitation only. Students in violation or fail to clean up will face an RH fine*.
- **Hall Visitation (on campus):** During scheduled residence hall visitations, guests are required to: 1) sign in at the front desk, leaving their student ID cards (or photo ID for non-students) and identifying who they are going to see; and 2) sign out (before curfew) and picking up their ID card. Here are guidelines:
    - **Hours--**Monday 9-11 p.m., Tuesday and Friday 7-11 p.m. [##]
    - Guests and/or hosts should not act in any way that would cast doubt on the appropriateness of their behavior.
    - Guests may visit only the room for which they register and not enter rooms of other students uninvited.
    - Doors must remain fully open at least 90 degrees.
    - Lights are to be left on while guests are in a room, even while watching movies.
    - Students must observe *Courtesy Hours* (See Section V.A.1).
    - Both roommates must voluntarily, without concern for retaliation, agree to participate for a room to be visited.
    - No one is to enter a room without the occupant(s) being present.

[##] *Any individual Residence Hall Council may choose to have more restrictive hours of hall visitation. There is no hall visitation during Spiritual Emphasis week, Harvest Fest, Spring Fling, school breaks, mid-term week, finals weeks, and summer months.*

- **Hazardous/Noxious Materials**: Do not disturb ceiling and pipe insulation materials due to asbestos risks (this includes, not hanging or taping anything on ceilings). Additionally, students may not bring perm or acrylic nail application materials into the hall, nor may they store flammable items or materials that could have an open flame. See *Hazardous Materials,* Section VIII. University Policies.
- **Hazing/Initiations:** See standards on Hazing. Hazing is a crime and the university has zero tolerance for any activities that fit under this definition.
- **Internet Access**: Rooms are equipped with WI-FI. See the Computer Network Use Policy at http://www.evangel.edu/CurrentStudents/CrusaderNet/ Resources/NetworkUsePolicy.asp.
- **Key Security**: Room and mailbox keys are issued at the time of residence hall check-in and are not to be duplicated. If you lose your key, notify Public Safety immediately and contact your Residence Director to order a replacement key. For your safety, when keys are lost, the entire lock is changed. You will be notified to pick up a new key from the Public Safety Department. A $25 replacement fee is charged to your student account for room keys and $10 for a mailbox key. At no time should a student let anyone else use his/her room or mailbox key.
- **Laundry Facilities**: Laundry facilities are available on the first floor in each residence hall for the exclusive use of residents of the hall and are free of charge. For courtesy and to prevent theft, remove your clothes when machine stops. Liquid bleach is not allowed except where designated by the RD.

- **Lobbies**: The lobbies are like living rooms in your new "home." The first floor lobby is often used for socializing or entertaining guests from other halls; it is not appropriate to lie or sleep on the couches. Usually the second floor lobbies are more casual, open only to residents, except during scheduled hall visitation times. Generally, musical instruments are not to be played and sports-type activities are prohibited in both lobbies. Although individual RH Councils may choose to have more restrictive hours of **lobby visitation**, lobby hours generally:
    - 1st floor lobbies: All 1st floor lobbies are open to residents and their guests from 6 a.m. to curfew.
    - 2nd floor lobbies: In Burgess, Krause, Scott, Spence and Walther Halls, 2nd floor lobbies are open 24 hours per day to residents of the respective halls. In Lewis Hall the 2nd floor lobby closes at 11 p.m. to non-residents but is open until curfew for residents.

  Note: ALL 2nd floor lobbies are open to guests of the opposite gender from 9 p.m.-11 p.m. on weekends and 7 p.m.-11 p.m. on weekdays only; however, the guests must sign in the guest registry at the front desk.

- **Lofts**: Personal lofts and decks are not permitted.

- **Mandatory Meetings**: Occasionally, RDs will approve mandatory meetings, whereby vital information is presented to the students via hall and/or floor meetings. Students are given at least 48 hours of advance notice and must receive an excused absence from the RD or RA or receive an RH fine*

- **Movies:** In keeping with federal copyright laws, movies may be viewed in a student's living space, such as a room or suite. Showing a movie in a residential living space lobby, lounge or hallway would be considered a public performance and requires a license to be legal. Inappropriate viewing of movies and Internet downloading of movies is prohibited. Violations may be treated as theft.

- **Musical Instruments and Vocals:** Except in conjunction with floor devotions/hall chapels, only acoustic guitars and electronic instruments with headphones may be played in the halls. Vocal and/or instrumental rehearsing or performing (individual or band) is not permitted. For these activities, students may schedule practice rooms in the Fine Arts Center.

- **Open Flames**: Anything that can produce a flame is prohibited (including but not limited to candles, incense, oil lamps, matches, lighters). In the event of a power failure, candles are still prohibited. Students with evidence of open flames will receive an RH fine*.

- **Overnight Checkout Procedures**: All students, curfew-exempt or not, must properly sign out of the RH if they will be gone overnight, including staying in another hall on campus. The *Overnight Checkout Sheet* is at the front desk in each RH and must be filled out completely and accurately including an alternate telephone number at the destination. Students staying overnight in another same gender residence hall must sign in properly on the guest registry by 2 am.

- **Personal Property Liability -** <u>Personal property is not covered by Evangel University insurance</u>. If you are a residence student, check with your parents to see if their homeowner's insurance covers items in your room. If it doesn't, then we <u>HIGHLY recommend that you purchase renter's insurance</u>. It is typically very inexpensive but can cover accidents, water damage, burglary, fire, etc. Note: If surge protectors are not used, some insurance policies will not cover damaged electronic equipment.

- **Power Failure**: In the event of power failure, use flashlights, not candles or lighters.
- **Pizza Delivery**: Make sure you eat before curfew! After curfew, pizza (and other food) delivery vehicles are not allowed on campus. Students, whether curfew-exempt or not, may not order food for delivery on campus after curfew.
- **Quiet Hours on Campus:** 11 p.m. - 9 a.m. daily. Quiet hours are to be observed both inside and outside the residence hall rooms and buildings. For consideration of other students, moving in or out of the residence hall room during the semester (including final exams) is prohibited during Quiet Hours. "Courtesy Hours" (being aware and respectful of others need for study and rest) are 24/7. Violations are likely to result in an RH fine*.
- **Repairs/Room Damage:** Contact the Physical Plant to report A/C, heating, plumbing or electrical problems, as well as broken doors, locks and windows, ceilings, etc. Enter a work order: online with the Physical Plant through the "Help" link under the "General" tab on your student portal. For emergencies after business hours, call Public Safety (417-865-2815, ext. 7000).
- **Residence Hall Entry/Exit during curfew hours:** Door alarms are set from curfew until 5 am. Students leaving/entering the halls must call Public Safety from the phone in the lobby (or glass entry, if entering), then scan their CrusaderCard, and wait for the dispatcher to give the go ahead. Don't touch metal bar on lobby side of door prior to approval as it will trigger alarm.
    - **Improper Exit:** Setting off an alarm after curfew without following proper exiting procedures.
    - **Unauthorized Entry/Exit***:* Bypassing the security access system in any manner is prohibited. This includes, but not limited to: coming in or going out through a window; letting someone in after curfew or going out after curfew; any entry/exit except through an unlocked door; any entry/exit except through the main front entrance ("fishbowl"), after curfew; entering a residence hall room suite via the bathroom, without permission of resident; propping doors and/or granting access by any other means to anyone other than guest you are hosting; and using someone else's CrusaderCard or permitting another to use yours to access.

  Do not open exterior doors to give access to persons you do not know. The halls are locked 24/7 to provide security for you and your belongings. Non-residents of a hall may not follow any student(s) into the hall apart from their personal host.
- **Restricted Areas on Campus (out of bounds)**: Generally includes all roofs and walls (no climbing), empty rooms, and opposite-sex residence hall stairwells, lobbies, basements, hallways, floors, and rooms (except for scheduled hall visitation times, see *Hall Visitation*, above). Violators will receive an RH fine*.

  Special notes on restricted areas:
    - All opposite gender guests must exit the residence hall before curfew.
    - During move-in/out, family members and friends may assist students during the posted times. Once school begins, student must obtain a visitor's pass for their family from an RA or RD, except during scheduled visitation times.
    - Student hosts are fully responsible for their guests' actions.

- **Right to Enter**: Evangel University reserves the right for authorized personnel to enter any room at any time for purpose of inspection, repairs, or other official business. In such cases, personnel will knock and announce themselves before entering.
- **Right to Search**: If there is reasonable cause to believe that a student has contents in a room or vehicle on campus that are inconsistent with University's standards and policies, a University personnel (authorized by the Vice President for Student Development or designee) may conduct a search, confiscate the contraband, and prepare judicial proceedings. If an illegal substance is found, the university policy is to call Springfield Police and ask them to remove the item/s from campus. Any subsequent police investigations are subject to city and state laws.
- **Room Changes & Consolidations**: Any necessary room changes are to be made with written approval from the Residence Director during the first full week of classes. To encourage community, all freshmen students will be assigned a roommate. Follow checkout procedure for the old room and check-in procedure for the new room. Students who are in a double-occupancy room without a roommate may be required to move to another room on the same floor prior to the beginning of the second week of classes. (For further information, refer to the *Room Occupancy Agreement* form.) Housing changes may occur at semester break, with approval from respective RDs, once the $30 room change fee has been paid. RDs have authority to grant or deny mid-semester requests, based on circumstances. Requests for RH changes for the following school year are submitted with the *Fall Room Reservation Application*.
- **Room Inspections**: Since residence hall living involves sharing facilities with other students, a sense of responsibility to each other is often a learned process. Roommates/suitemates are jointly responsible for maintaining a clean living environment. Every two weeks, Resident Assistants (RAs) will inspect rooms for cleanliness, damages, and/or community standard violations. Room inspections may include, but not be limited to, walls, ceilings, floors, doors, windows, university furnishings/fixtures, and residents' food storage and appliances. Before the beginning of each semester, a room inspection schedule is posted on each floor. Reasonable room inspection expectations will be communicated during the first floor/hall meeting. RAs will give students 48-hour notice as a reminder. Students who fail a room inspection are issued a $10 fine per occupant (unless one occupant accepts full responsibility and a $20 fine) and room is re-inspected within 24 hours. The student(s) are assessed *Failure to Comply with Sanctions* if room fails to meet expected standards upon re-inspection.
    - RH staff or designated official may confiscate restricted materials (which may include alcohol, tobacco, illegal drugs, candles with burned wicks, pornography, fireworks, weapons, drug paraphernalia, occult paraphernalia, sexual paraphernalia, inappropriate movies, music and video games or other material that violates Evangel's standards) seen in plain view during routine room inspections or visits. Springfield law enforcement will be called to confiscate illegal or hazardous materials.
    - Outward facing objects (e.g. flags, posters, signs), with pictures or symbols that are visible in the window from the outside, are prohibited and will result in failure of the room inspection.
    - Financial liability stemming from: a) room abuse is the responsibility of the student/s identified; b) unclean common areas in the room (i.e. sink, university flooring, and mirrors) is

the responsibility of both roommates unless otherwise determined by RA; and c) abuse of, or not cleaning the entire bathroom is the responsibility of suitemates, unless RA can verify that one specific occupant was assigned to clean the object in question.

- **Selling/Fund Raising**: Selling products door-to-door, conducting sales meetings inside the residence halls or advertising products via student mailboxes is prohibited. RDs, at their discretion, may permit students to use hall bulletin boards to advertise products and announce meetings conducted outside the hall. Fundraising within the hall is permitted for approved missions/service trips of residents only.
- **Smoke detectors in residence hall or room**: Tampering with smoke detectors, including removing the batteries or disabling them in any way, is prohibited. These things are important to let us know if there is a fire (or you have burned popcorn)! See also Fire Safety standards
- **Stairwell doors:** Propping stairwell doors is prohibited. Stairs are fire exit pathways in the halls.
- **Storage Rooms**: The University is not responsible for items stored in storage rooms. No furniture, bed frames, bikes, or other large items may be stored in this room. Fire code requires that a path to the breaker box is clear at all times. Due to insurance/liability issues, no on-campus storage facilities are available for the summer. After halls are vacated for the summer, any left items are given to charity.
- **Tornado Watch/Warning**: Go to designated hall safety zones upon hearing tornado warning siren: Designated shelter areas found here: http://www.evangel.edu/financial/more-information/consumer-information/emergency-or-crisis-plan/. Due to potential danger, students who do not comply with EU officials accept full responsibility for potential physical harm.
- **Trash/Littering**: Put all personal trash items in the outdoor trash bins and keep floor hallways clear of any obstruction. Do not set personal trash items or trash bags outside the room or in the lobby receptacles, etc. Due to health issues, fines are issued for improper trash disposal.
- **Water fights, water balloons and water guns**: Inappropriate water activities on campus are prohibited and any damage is considered vandalism. Activities Board events using water balloons/guns may be approved by the Director of Student Activities if they don't: cause damage to University property; affect unwilling participants; or violate quiet hours.
- **Vending Machines:** Located in the lobbies of each hall. Report problems to an Office Assistant.
- **Video Games:** Games rated AO (Adults Only) are prohibited on campus. Games rated M (Mature 17+ and lower) are permitted unless they contain strong language, sexual content, sexual violence, nudity and/or mature humor (as defined by the ESRB). The Community Staff Life staff reserves the right to prohibit any games deemed to be inappropriate.
- **Windows (Throwing items)**: No items are to be thrown from, or moved in and out through a window. In the past, people have been injured and property damaged as a result. Let's be safe!
- **Window Screens in the Residence Halls**: Removal of or damage to window screens is prohibited.

** An RH fine is $25, payable to the RD within 7 days of notification.*

Repeat or multiple violations of any listed offenses will result in an escalation of status and increased sanctions. Whew! Now just commit that to memory and we will all live happily with one another, right?!

B. COMMUTER STUDENTS

Commuter students (also known as students of *Hall 417*) constitute a significant and valuable segment of the Evangel community. Special assistance, services, and activities are provided at the direction of the commuter coordinator (865-2815, x7938) whose office is located in the Student Union 205. Your coordinator and Commuter Advisory Council (CAC) are your links and primary go-to people when you have questions!

- **Announcements**: To keep apprised of events, activities, and happenings on campus, check the bulletin boards in the Student Union across from the Community Life office, 203.
- **Commuter Advisory Council (CAC)**: The Council is made up of commuter students and advised by the Commuter Coordinator. These student leaders develop projects and create activities that meet the diverse needs of commuter students. If you would like to be involved or have questions, please contact the commuter coordinator for information.
- **Commuter Lounge**: The Joust Fireside Room, 2nd floor, Cantrell Student Union, is set up as the commuter lounge. Hours are: Monday-Friday, 8:00 a.m. - 3:00 p.m. This is a comfortable room where you can relax, study, and socialize.
- **Campus Mailbox**: The campus mailbox is your information link for campus events, class registration, memos, meetings and other important events. Mailboxes are located in the 1st floor of the Student Union. Mailboxes are assigned during the first week of the semester.
- **Food Services for Commuters**: Commuters may eat meals in either the Crusader Dining Hall or the Joust (located in the Cantrell Student Union, 2nd floor) on a daily cash basis. For convenience, commuters only may utilize a Declining Cash Balance card (DCB) or block meal plan purchased from the Aladdin Food Management Services Office in Crusader Hall or the Housing Director, respectively.
- **Intramural Sports**: If you would like to participate in intramural sports on a commuter team, contact the Commuter Sports Representative or the Director of Intramural Sports (417-865-2815, x7190) for specific information.
- **Lockers**: Located on the 1st floor of the Student Union, across from campus mailboxes, lockers are available at no charge.
- **Personal Emergencies**: If you are ill for an extended time or there is an emergency that will keep you out of classes, call Student Development at 865-2815, ext. 7316. They will notify your professors.
- **Snow Days:** To find out if class is cancelled, see Class Cancellation Notification.
- **Student Union**: Between classes, you may find it convenient to grab a snack or a full meal in the Joust, utilize the computer lab in the Joust (there is also one in the Career Services office, on the first floor, 107), and/or relax in the commuter lounge.

- **Visiting in Residence Halls**: All commuters are responsible for knowing and abiding by the residence hall guidelines, when visiting a resident student. Commuters will be required to comply with all residence hall policies as detailed the Student Handbook.

VII. COMMUNITY ACCOUNTABILITY PROGRAM

A. GOALS

Mission: The Community Accountability Program (CAP) of Evangel University exists to provide a Christian response to student violations of university behavioral guidelines; to offer an opportunity for growth in an environment conducive to living and learning within a distinctively Christian community; and to assist in the social, behavioral and spiritual development of students through self-discipline, peer accountability, and community accountability.

Philosophy: As members of the Evangel University community, students participate individually and corporately to uphold specific behavioral standards, designed to serve the best, yet sometimes competing, interests of the person and the community. Therefore, each individual is accountable to others in highly significant ways. Community Accountability exists to provide constructive confrontation with students who have violated University community standards.

This approach is consistent with the model found in Matthew 18:15-17, *"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector."* Community Accountability uses a redemptive and developmental framework aimed at restoration of the individual. A practical expression of this philosophy can be found in the principles that follow.

Principles:

- **Christian**: CAP is Christian in character, redemptive in nature and biblical in approach. The University is concerned with the inner spiritual walk and how that affects wise decision-making. Genuine concern and love serve as the motivation for maintaining an accountability process that is redemptive and restorative.
- **Developmental**: CAP is ultimately developmental in purpose. Those serving in accountability use this principle as an over-arching motive. Whether making decisions on appropriate consequences or setting parameters to encourage growth, a primary goal is to make the discipline process a learning and maturing experience.
- **Redemptive**: CAP seeks to be redemptive and restorative. Our desire is for the student to be fully restored to the Evangel community. The disciplinary process focuses on facilitating restoration--a process that initially may require confrontation with consequences, but ultimately graciously offers restoration in the community. Students show true repentant through changed attitude and behavior over time. Whenever possible, the use of alternative disciplinary conduct and sanctions (such as Probation Level 2, with mentoring, community service, counseling, book reports, fines, suspension of social privileges, etc.) will be considered by the judicial body on a case-by-case basis.
- **Confidential**: CAP guards students' confidences to the best of their ability, within the context of the law. Confidentiality is part of an ongoing redemptive process and all participants will sign statements of confidentiality. However, if accused students choose to disclose confidential information regarding the proceedings and/or decision of a judicial body, then the right to confidentiality is waived, and further actions may be appropriate.
- **A Just Process**: CAP endeavors to be just to all involved. This refers to the institution's intention to follow its own established procedures applying to the imposition of student accountability and discipline. Exceptions to these procedures may be made in cases where the student knowingly and freely waives his or her right to them, or where minor deviations do not disadvantage the student. In the case of possible suspension or dismissal from the University, a fair process provides the following for the student responding to a complaint:
    - written statement of alleged misconduct and the rule or policy which forbids the misconduct;
    - written notice of the accountability meeting, at least two days before the meeting;
    - opportunity to review the evidence, including *Incident Reports*, in advance upon request;
    - accountability meeting before the person(s) having the authority to suspend or dismiss;
    - opportunity to speak in his or her own defense, hear the evidence against him or her and present witnesses;
    - impartial determination of facts of the case, based on preponderance-of-the-evidence (more likely than not); and
    - written statement of the findings of fact and decision.

Note: Any hearings conducted are not formal court procedures. State and federal legal rules of procedure do not apply. Students may not have legal counsel at any of the proceedings. However, the CAP is not used for cases involving sex-based offenses. Special circumstances apply in accordance with federal standards of Title IX and VAWA -- See Sex-based Offenses Policy.

B. TYPES OF ACCOUNTABILITY

When a member of the community fails to meet the responsibilities that he or she has agreed upon by enrolling at the University, then we are obligated to care for our student well and hold her or him accountable. There are three types of accountability:

1. **Self-Discipline:** As students become less dependent on rules and regulations and more dependent on biblical principles and their own ability to discern--apart from peer pressure or other external pressures—to examine best decisions, they self-discipline. Evangel encourages students to reach for the highest level of self-discipline, which is reflected as individuals seek to glorify God by conforming to the image of Christ and seeking Christ as Lord in every decision that is made. For this reason, students who self-report a conduct violation prior to confrontation may merit consideration for a lower disciplinary status.
2. **Peer, Faculty, and Staff Accountability:** When peer, faculty, and staff accountability becomes necessary, we as individuals are responsible to care for one another, and, when necessary, to confront one another lovingly. For the one who observes (or has first-hand knowledge about) another student violating Evangel's community standards, the application of the principle involves the following steps:
    - Confront privately the student who violated the standards.
    - Communicate the incident to the Residence Director or Commuter Coordinator, as applicable. (By completing the confidential Mentoring Report, employee may communicate to the Director of Community Life that accountability is taking place.)
    - If the student: sought accountability from another member of the community (other than a peer directly involved in the incident); is repentant; makes restitution (as necessary); and does not repeat the offense, then the matter does not move to higher levels of accountability.
    - If, however, any student, faculty or staff member observes a violation that is:
        (a) Illegal,
        (b) Harmful to oneself or others,
        (c) Repeated by the offending student who was previously confronted privately, or
        (d) Denied by the offending student upon confrontation;

    then, the observer should submit an *Incident Report* (available in the Community Life office; for employees, the *Employee Portal*) to the Director of Community Life for community accountability. Faculty and staff who working with a student in the capacity of a credentialed minister, counselor, or healthcare professional will need to reconcile accountability with professional and legal obligations to maintain confidentiality.
3. **Community Accountability:** When students are unable/unwilling to change inappropriate behavior by means of self-discipline or faculty/staff/peer accountability, or desire a hearing on the charges, then community accountability is implemented. There are three levels of accountability panels available to hear cases, based upon the severity of the misconduct. In general, the Director of Community Life (or designee) will review the complaint and recommend the appropriate panel.

C. STRUCTURE

Accountability panels are designed to ascertain truth and achieve a just outcome, congruent with University and Biblical standards. Because cases are often complex due to unique circumstances of individuals involved, disciplinary decisions

may not always appear "fair" or "consistent" to those outside of the confidential accountability meeting. Development of a student's personal integrity in light of Scripture is always the primary goal, and corrective measures are intended to help each student become a responsible and contributing member of the community.

1. INFORMATIONAL ITEMS

- **Initiation of Accountability Panels:** The Community Life staff will initiate the process of accountability panels. Each student involved should be advised in writing of time and place of the meeting, as well as nature of the charges against him or her.
- **Confidentiality:** To the extent possible, efforts will be made to protect a witness' identity, if requested. However, students reporting incidents need to be aware that the accountability panel members will need to weigh the request for confidentiality with the limits that presents for truth-finding. However, the university will take measures to protect witnesses through the Department of Public Safety. The university has zero tolerance for intimidation or retaliation of witnesses and so any incidents of concern should be reported immediately.
- **Role of Residence/Commuter Coordinator in Accountability Meetings:** Because the goal of accountability proceedings are to rehabilitate and restore, the function of the RD/CC is to serve as an advocate for the student and a resource, when necessary.
- **Consideration of Past Community Standards Violations:** As a private university, Evangel is not required to follow civil rules of evidence. Past disciplinary records are part of one's educational history and, therefore, may be considered by those responsible for the discipline process.
- **Recording of Accountability Meetings:** Meetings may be recorded for the purpose of review, exclusively by accountability panels and by any potential appeals officer. These tapes or digital recordings are the private property of Evangel University and are considered confidential.
- **Standard of Proof:** The standard of proof utilized in accountability panels is *Preponderance of the Evidence*, more likely than not. It is based on the greater evidence weighing in the balance.

2. LEVELS OF COMMUNITY ACCOUNTABILITY

In general, violations of community code of conduct standards begin with the Director of Community Life (DCL) who reviews the Incident Report (including Public Safety Department Official Reports) and determines a course of action.

Level 1: Residence Hall/Commuter Accountability Panel

Chaired by the Residence Director (RD)/Commuter Coordinator (CC) of the student(s) involved, who is a non-voting member, except in cases of a tie. Voting members include two student leaders (appointed by the RD/CC), as well as the student's RA (or a Commuter Council member, if a commuter student). An *Accountability Panel* meets when a student denies or wants to present his or her case among peers, alleged violation(s) related to residence hall or commuter living (such as quiet hours, curfew, closed campus, improper checkout, out of bounds, illegal entry/exit or when repeated violations occur). The focus of the Panel is to review the case and present a decision that restores the student to the community and stops negative behavior (if necessary). Potential disciplinary status and sanctions at this level are Alert level status or lower. If, in the course of the hearing, it is evident that the incident could result in a status higher than Alert Level 2, the panel will refer it back to the DCL. Once the panel has heard the student(s) involved and have decided appropriate status and sanctions, the RD/CC and RA/Commuter Council member informs the student, documents the panel outcome, and assures follow up. The decisions made by this panel are binding and there is no appeal process.

Level 2: Community Life Accountability Panel

Chaired by the DCL with up to three members (the student's RD/CC, the student's RA/Commuter Council member, and an EU faculty/staff member at the request of the student). Occurs when there is a discrepancy in the story (reported incident), when a student denies an alleged violation of University standards, or when a student chooses to request for

hearing regarding alleged violations for which the typical consequences would be Probation level status, up to and including Suspension. The panel reviews the evidence, hears the witnesses, and issues findings based on *preponderance of the evidence* (is it more likely than not the student committed the violation). In a finding supporting preponderance of the evidence, the panel outlines conduct status and sanctions, based on consistency of previous case results and guidelines from the Student Handbook. The DCL (or designee) issues the discipline lethter, sets a behavioral plan that supports the needs of the student and University, documents the panel outcome, and assures follows up.

Level 3: Formal Resolution

For situations involving sex-based offenses, a Civil Rights Investigation Model is used to preserve confidentiality and promote consistency. Personnel specifically trained in investigating, hearing, and resolving allegations of sex-based offenses are utilized. These procedures apply to any member of the university community (employees and students) involved in sex-based offenses. Any person can report an alleged offense, including faculty, students, staff, administration, guests, visitors, etc. All allegations of offenses not involving sex-offenses will be addressed through procedures elaborated in the respective student, faculty or employee handbooks.

See Sex Based Offenses policy for full information

D. RECORD KEEPING

- **Incident/Damage Report:** Provides a snapshot of what occurred. The Incident Report form is available on the EU web site under the "Current Students" tab, or from any RA, RD or CC. Whenever possible, all persons involved need to fill out an incident report. Anyone (student, staff or faculty) may complete this document and submit it to an RD/CC or DCL.
- **Preliminary Report:** The RD/CC will contact students of a reported situation by email, written, or verbal notice. Once contacted, student will have two days to schedule an appointment with the RD/CC to review the situation and provide input. If the student fails to respond, the situation will move forward to the DCL without initial input. The DCL will examine the situation and decide appropriate proceedings, based on the conduct. The DCL will then notify the student of the decision.
- **Accountability Contract / Hearing Waiver:** Students have the right to a hearing when the potential status is Probation or above. When a student confesses or admits to a violation, he or she may wish to waive the right to meet with an accountability panel, sign the contract, and accept the agreed-upon consequences. This document must be signed within 72 hours of when the contract is presented to the student. Without a signed contract, a hearing is scheduled.
- **Appointment to Appear:** Students and/or witnesses will be issued a notice at least 48 hours before the scheduled meeting. As appropriate, the notice will include a written statement of the charges, the community standard(s) violated by the student's alleged misconduct, and time/place of meeting.
- **Community Accountability Panel Results:** Results become part of the student's discipline record.
- **Discipline Letter:** Outlines the decision of the Panel or Board.

E. ACCOUNTABILITY FOR ADULT, GRADUATE, & SEMINARY STUDENTS

All students sign the Community Covenant on the application and are expected to maintain Evangel University community standards. Any alleged violations of these standards by students shall be brought to the attention of the Director of Adult & Graduate Studies (or Spiritual Life Director at the Seminary), who is responsible for overseeing the accountability process with respect the particular student. It is anticipated that most issues may be resolved by the Director in conference with the student, with a report to the Vice President for Student Development. In a case where the accountability process requires a formal hearing for a major infraction, the Graduate Studies Council shall serve in place of the Community Accountability Board. In that capacity the Graduate Studies Council shall make a determination

of fact and findings and shall recommend to the Vice President for Student Development disciplinary status and sanctions as may be appropriate, in their judgment, for those students. For cases involving alleged sex-based offenses, see policy.

F. COMMUNITY ACCOUNTABILITY SANCTIONS

Consequences for violations of Evangel University Community Standards fall into two categories: **status** and **sanctions**.

- **Status** refers to the disciplinary classification assigned to the student, (e.g., probation, suspension).
  Note: Students who self-report addictive behaviors or those that violate community standards, prior to confrontation may merit consideration for a lower disciplinary status. However, status may be escalated in the case of repeat violations or multiple violations.
- **Sanctions** refer to the corrective and restorative measures that may be required by Student Development staff and/or Accountability Panels.

In most circumstances, students who have violated EU standards will be assigned a status with one or more sanctions. It is not the purpose of this section to identify every possible scenario or conclusively state what behavior will result in what status. Our goal, as members of this community, is to live lives that honor Christ through our actions. This section is provided merely for information sake to help you recognize a level of progression based on the severity of a particular misbehavior. At the minimum, students can generally expect violation of EU standards to fall under these status; however, the university has the sole discretion to implement status and sanctions outside of these general categories based on specific situations, as it deems necessary.

1. CONDUCT STATUS

a. **Official Warning** may be verbal and could include, but not limited to first-time violations for (primarily of residence hall standards, also could include other university standards): closed campus, courtesy hours, bed checks, bike storage, guest privileges, accidental failure to respond to fire alarm, curfew, or trash/littering. A record is kept in student's file (residence hall/commuter office).

b. **Alert Level 1** may include, but not limited to, violations for: repeated official warnings; computer network use; conduct unbecoming; copyright; inappropriate behavior, language or displays of affection; dress code; ID card usage; lying/withholding information; inappropriate music, movies, video games; pranks, water fights. Residence hall violations may include babysitting, hall visitation; removing screens; unintentional exit procedures, unauthorized entry; and quiet hours. A record is kept in student's discipline file. Student remains on Alert Level 1 for a period of 6 weeks from date of decision.

c. **Alert Level 2** may include, but not limited to, violations for: repeated or intensified issues from (a) or (b); academic dishonesty; tampering/misusing access control system; off-campus housing violation; attendance at a bar/club/lounge; sexually-explicit dancing or co-ed dancing on campus; attendance at house parties involving alcohol/drugs (but not consuming); open flames, unmarried student overnight in mixed company; pornography; smoking/vaping/tobacco use or possession; tampering with smoke detector, and/or vandalism. Additional residence hall violations may include: failure to respond to a fire alarm; housing an animal; throwing items from windows; not following hall access procedures, and/or trespassing in vacant room or restricted areas. Students on this status lose their curfew exemption and housing is reviewed. A student will remain on Alert Level 2 for a period of 6 weeks from date of decision.

d. **Probation Level 1** may include, but not limited to, violations for: repeated or intensified issues from (b) - (c): alcohol use; fireworks; physical aggression; consensual sexual activity outside of marriage; some forms of discrimination and/or harassment, and theft. Students on Probation Level 1 remain on status for 10 weeks from date of decision, and:

    i. May not represent the university in any official capacity (including ministry teams, performance groups intercollegiate activities, campus leadership positions, writing for university publications); and

ii. May lose performance-based scholarships tied to such activities/positions, at the discretion of the respective academic department chair or Athletics Director.
iii. $100 fine added to the student's account (campus/community restitution will not be an option).
iv. Lose curfew exemption (if applicable).
v. Housing is reviewed.
vi. Can receive additional sanctions and/or restrictions which may extend from four to sixteen weeks.

e. **Probation Level 2** may include, but not limited to, violations for: repeated issues from (c) - (d); underage alcohol use; fireworks; fire safety system; some forms of sex-based offenses; abuse of legal drugs; and illegal drugs, if applicable. Students on Probation Level 2 remain on status for 15 weeks from the date of decision, followed by Alert 2 status, and:
   i. Are subject to a housing review.
   ii. May not represent the university in any official capacity (including ministry teams, performance groups, intercollegiate activities, campus leadership positions, writing for university publications); and
   iii. May lose performance-based scholarships tied to such activities/positions, at the discretion of the respective academic department chair or Athletics Director.
   iv. $250 fine added the student's account (campus/community restitution will not be an option).
   v. Lose curfew exemption, if applicable.
   vi. Housing is reviewed
   vii. Can receive additional sanctions and/or restrictions which may extend from four to sixteen weeks.
   viii. May be required to notify their parents in the presence of their RD/CC, if they are classified as dependent students or involved in illegal activity.

*** Students admitted to Evangel while on probation, parole, or a suspended imposition of sentence from a federal, state or municipal court or correctional system, as well as students who are placed on probation, parole, or suspended imposition of sentence by a federal, state or municipal court or correctional system during their enrollment at Evangel University, for the commission of a serious offense, are placed on Probation Level 2 and provided appropriate mentoring /counseling support. Failure of a student to disclose such probation, parole, or suspended imposition of sentence status to University officials may result in denial of admission or suspension from the University.*

f. **Withdrawal.** Students, prior to disciplinary proceedings, may be permitted, to withdraw from the University without the privilege of return until a time specified by the Vice President for Student Development.
   i. In such cases, parents of dependent students will be notified by the Community Life office.
   ii. If withdrawal occurs before the end of the term, academic work is forfeited. The standard institutional policies, published in the Evangel University Academic Catalog, will be applied for any applicable refund of tuition, room, and board.
   iii. If students withdraw from the University prior to their accountability proceeding, they will not be readmitted prior to responding to the charges.
   iv. If the potential consequence for the alleged violation is a Suspension status, the proceeding will be conduct in the student's absence and a determination will be made upon the preponderance of the evidence. Withdrawn students are not allowed to be on University property, at University-sponsored events, or re-apply for admission until sanctions have been satisfied (except with special permission from the Vice President for Student Development).
   v. When students display signs of a mental disorder indicating they may be a threat to harm themselves or others, their withdrawal from the university may be initiated by University administration. A copy of this complete policy is available upon request in the Student Development Office.

g. **Suspension** may include, but not limited to, violations for: repeated issues from (d) - (e); hazing, illegal drugs; non-consensual sexual activity, abuse; some forms of sex-based offenses, firearms or explosive devises perjury, violation of a no-contact order. Suspension is the involuntary, complete separation from the University, which may be immediate or delayed until the end of the semester. Suspension may be for one semester, one year, or longer depending on the severity of the misconduct.

i. If suspension is immediate, academic work is forfeited. The standard institutional policies will be applied for the refund of tuition, room, and board.
ii. Parents of dependent students may be notified by the Student Development Office.
iii. Suspended students are not allowed to be on University property (including the campus and Evangel-owned residential rental properties) or in attendance at University-sponsored events until the start of the semester following their readmission as students (except with special permission from the Vice President for Student Development). Those violating this provision may be charged with trespassing.

h. **Dismissal** may include, but not limited to, previous suspension, elective abortion, rape or other sexually violent acts, felony conviction. Dismissal means that the student is permanently separated from the university with an appropriate notation of the reasons for such termination being placed in the student's file.
   i. If Dismissal occurs before the end of the term, academic work is forfeited. The standard institutional policies will be applied for the refund of tuition, room, and board.
   ii. Parents of dependent students may be notified by the Student Development Office.
   iii. Students dismissed from the University are not allowed to be on University property (including the campus and Evangel-owned residential rental properties) or in attendance at University-sponsored events. Those violating this provision may be charged with trespassing.

2. CONDUCT SANCTIONS

A representative, but not exhaustive list of sanctions that are typically used with a Conduct Status:

Alcohol/Drug Assessment and/or Treatment Programs. Consequences for the use of drugs and/or alcohol may include mandatory participation (at the student's own expense) in programs for assessment, treatment and rehabilitation. The panel may require a professional assessment of the extent of, and underlying issues relating to, the student's use of alcohol, tobacco or illegal substances. A report from licensed professional needs to be provided to the Student Development Office. The cost of the assessment is the responsibility of the student. The student must agree to comply with whatever treatment is recommended as a result of the assessment, including further counseling.

Behavioral Requirement. This includes required activities including, but not limited to, seeking academic counseling, mental health counseling, substance abuse screening, writing a letter of apology, etc. Any services off-campus are incurred at the student's expense.

Community Service. Although this consequence can be given by itself for some first offenses, it can also be given in combination with other sanctions. The hours of service can be carried out with departments on campus, or may be served off-campus, if appropriate. . This sanction will not be used in the place of receiving a fine.

Confiscation of Prohibited Property. Items whose presence is in violation of university policy will be confiscated and will become the property of the university. Prohibited items may be returned to the owner at the discretion of the Office of Student Development**.**

Drug Screen. Students violating university standards related to illegal or abuse of substances may be subject to supervised, random drug tests at a medical facility over a given period of time. The student will be solely responsible for the costs of the drug screening.

Early Curfew. Residence hall students, who have violated protocols for things, such as curfew, check out, or entry/exit procedures, as well as students who are on a probation or higher status may be required to be in their residence halls at 11 p.m. for 4 consecutive weekdays.

Educational Program. Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific

topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.

Fines. Fines must be paid by the appointed due date. Typical fines include, but are not limited to: $20-$200 for missing chapel credits; $20 for an open flame in the residence hall; $25 for curfew, dress code, or dancing violations; $50 for tampering with a smoke detector, attendance at a bar/club/lounge, or failure to respond promptly to a fire alarm; $100 for Probation Level 1 violations; $200 lying about housing status; and $250 for Probation Level 2 violations.

Housing Review. A formal evaluation of a student's residence hall room assignment or an off-campus status. The student's Residence Director or Commuter Coordinator, in consultation with the Director of Community Life, will conduct the Housing Review. As a result of a Housing Review, a student may be: reassigned to a different room, floor or residence hall; or may be required to move back on campus. Students who are required to move to another hall as a result of a housing review must obtain permission from their former RD to gain access into the former hall for all visits, including hall visitation.

Research and Writing Assignments. To assist in the student's restoration, he or she may be required to read relevant books, conduct research into the literature related to the student's violation, and/or the potential legal, spiritual and ethical consequences of the violation. These assignments may require written and/or oral reports.

Loss of Privileges. The student may be denied specified privileges for a designated period of time. This may include limited curfew, restricted checkout (only to personal family members and with face-to-face approval from RD during office hours), restricted to campus, not participating in hall visitation, restriction of visitation privileges, etc.

Mentoring. A student may be required to participate in mentoring with a faculty or staff member. Typically there is an expectation of meeting hourly, at least once per week during the semester, with the student's progress being documented in a *Mentoring Report* completed by the faculty /staff mentor.

Pregnancy Care Center Mentoring. Meet with professionals who provide prenatal education and support to expecting mothers and fathers.

STI Testing. For students who have been sexually active and/or exhibiting symptoms of potential problems.

Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Director of Community Life or designee.

G. APPEALS

Students may seek review of an accountability panel by making an appeal*. All sanctions imposed will be in effect during an appeal unless a specific request is made to the Vice President for Student Development to delay implementation, but the presumptive stance is that sanctions will go into effect immediately. Graduation, study abroad, internships, conferences, etc. do NOT in and of themselves constitute exigent circumstances, and individuals may not be able to participate in those activities during their appeal. In cases where an appeal results in resumption of privileges or reinstatement to the university, all reasonable attempts will be made to restore the individual to his/her prior status, recognizing that some opportunities lost may be irreparable.

Appeals must be in writing and submitted to the Vice President of Student Development's office during regular business hours (Monday-Friday, 8 a.m. to 4:30 p.m.) within three business days of the panel decision. Only one request for an appeal may be submitted.

** For appeals in cases of sex-based offenses, see Sex-based Offenses Policy, Section VIII, University Policies, for specific details of the hearing process*

1. GROUNDS FOR APPEAL

1. A procedural [or substantive] error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included; and/or
3. The sanctions imposed fall outside the range of sanctions designated for this offense and the cumulative conduct history of the responding party.

2. CRITERIA

- Appeals must be in writing and submitted to the Office of Student Development for processing, during regular business hours (Monday - Friday, 8 a.m. to 4:30 p.m.) within three (3) business days of the decision. After this time, the original decision is final.
- Clear error or compelling justification must be shown, as findings/sanctions are presumed to have been decided reasonably and appropriately during the original proceeding. It is not enough to simply assert one of the grounds for appeal. The written appeal must provide information that specifically supports grounds upon which the individual bases the appeal. If an appeal does not contain sufficient information to support the grounds upon which the appeal is based, review of the appeal will be denied.
- Only one request for an appeal may be submitted.

3. APPEAL CONSIDERATION AND DECISION

Based on written requests/responses or on interviews, the appeals officer will send a letter of outcome for the appeal to all parties. In response to a request, the appeals officer can take one of three possible actions:

1) Dismiss an appeal request as untimely or ineligible,
2) Grant an appeal and remand the finding and/or sanction for further investigation or reconsideration at the hearing level, or
3) Modify a sanction.

A written decision concerning the appeal will be provided in person and/or mailed to the mailing address of the respective party as indicated in university records and emailed to the parties' university-issued email accounts. Once received in person, mailed or emailed, the notice of decision will be deemed presumptively delivered.

The procedures governing the hearing of appeals include the following:

- All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;
- Every opportunity to return the appeal to the original hearing body for reconsideration (remand) should be pursued;
- Appeals are not intended to be full re-hearings of the allegation (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal;
- Appeals decisions are to be deferential to the original hearing body, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so;
- An appeal is not an opportunity for appeals officers to substitute their judgment for that of the original hearing body merely because they disagree with its finding and/or sanctions.

The appeals officer will typically render a written decision on the appeal to all parties within five (5) business days from hearing of the appeal. The appeals officer decision to deny an appeal request is final.

H. PARENTAL NOTIFICATION

The University reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol, drug, and/or sexual misconduct violations. The University may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol, drug, and/or sexual misconduct violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

VIII. UNIVERSITY POLICIES

ACADEMIC HONESTY AND DISHONESTY

Students are expected to maintain high levels of academic honesty as people of Christ. By virtue of your integrity, you signify that all work submitted is your original work completed by you. Submitting someone else' work as your own (without proper citations, identifying particular research) is dishonest and is not congruent with a Christian life. Incidents of academic dishonesty (plagiarism or cheating) are handled by the Academic Affairs Division and reported to the Student Development Division. Repetitive offenses may be addressed in the academic and student development arenas.

It is incumbent upon every faculty to encourage academic honesty as an attribute of Christian character. It is also important for faculty to be alert to possibilities of academic dishonesty and to take steps to protect the honest students from unfair competition that may be provided by even a small minority of dishonest students. Faculty members are to report all acts of academic dishonesty to the Vice President for Student Development, as well as the Vice President for Academic Affairs. Attempts to protect students from discipline for academic dishonesty can only encourage additional dishonesty—by other students if not a repetition by the same student. Therefore, the faculty is expected to use the following procedures when cases of academic dishonesty are discovered. Plagiarism or cheating on:

a) **Daily assignments** may be handled entirely at the discretion of the faculty member. Consultation with the department head is always appropriate. The nature of the dishonesty and the action taken by the faculty member is to be reported to the Vice President for Student Development as well as the Vice President for Academic Affairs. The minimum penalty for such dishonesty should be failure on the particular assignment with no opportunity for make-up or extra credit (which would defeat the purpose of the discipline).

b) **Major exams or projects** other than the final examination must be reported to the department head who will pass on to the Vice President for Student Development as well as the Vice President for Academic Affairs the name of the student involved, the nature of the dishonesty, and the decision of the department head and faculty member in the matter. The minimum penalty for such dishonesty shall be failure on the particular exam or project with no opportunity for make-up or extra credit (which would defeat the purpose of the discipline). The maximum penalty for dishonesty at this level would be failure of the course, if the student has had no other record of dishonesty in the department or in other departments (as might be learned when the matter is reported to the Vice President for Student Development). If the Vice President for Student Development has record of any misconduct or other instances of academic dishonesty, he/she may take additional action and treat all of the infractions under University-wide disciplinary procedures. If the examination given at the time scheduled for the final examination is the last unit exam rather than a comprehensive final, it would be treated under Provision C.

c) **Comprehensive final exam** or major project which constitutes a final examination equivalency must be reported to the Vice President for Student Development as well as the Vice President for Academic Affairs for joint action of the faculty member, department head, Vice President for Student Development and Vice President for Academic Affairs. Failure for the course is mandatory in cases of established dishonesty on a comprehensive final examination. Suspension or Dismissal from school is possible on the first offense of this magnitude, although it must be a unanimous decision of all three University representatives. A

second occurrence of academic dishonesty reported to the Vice President for Student Development under the above policy shall be cause for Dismissal from school according to terms set by the University.

Discipline for academic dishonesty coupled with other misconduct or rules infraction shall be the responsibility of the Vice President for Student Development. Normal appeal opportunities are available to students disciplined for academic dishonesty.

ACADEMIC PROBATION

Students on academic probation: may participate only in public "audience" events that are either necessary that semester for their degree or are grade components for courses being taken as part of their degree requirements; and may not hold campus leadership positions of any kind.

ALCOHOL AND OTHER DRUGS

Maintaining our personal health and mental well-being is an essential part of our commitment at Evangel University to serve Christ. As a demonstration of that commitment, we expect everyone in the Evangel University community (including employees, resident students, commuter students and graduate/ professional studies students), while on or off University property, to refrain from the manufacture, possession, use or distribution of illegal drugs, synthetic drugs (K2 and other synthetic cannabinoids, bath salts, or products used in a similar manner), alcoholic beverages and tobacco products and to avoid the abuse of prescription or nonprescription drugs. Providing, purchasing, attempting to purchase, or facilitating the purchase of alcoholic beverages is likewise prohibited. "Use" includes consumption by any means. Students are considered "in possession" and responsible for alcoholic beverages that have been determined to be on their person or in their residence or vehicle. Consistent with Missouri law, the University prohibits the use or possession of an alcohol beverage vaporizer. The University reserves the right to check for compliance with this alcohol policy by various means, including active and passive alcohol sensors.

We offer support services to students and employees who may be struggling with this area of their commitment to a Christian lifestyle. They can seek professional Christian counseling services and health services at the Student Union Wellness Center (865-2815 ext. 7280). There is no charge for these short-term counseling and health services, and confidentiality is guarded carefully. No information is shared with anyone without the client's permission. Students or employees needing long-term therapy generally are referred to professionals off campus at their own expense. The campus pastor is available for pastoral counseling. Students are encouraged also to seek prayer, guidance and encouragement from members of the faculty and Student Development staff.

Students may obtain, a copy of the University's complete Drug and Alcohol Abuse Prevention Program policy on the *Student Portal* or from the Office of Student Development, which includes a listing of off- campus community counseling and treatment facilities; a description of local, state and federal legal sanctions; plus University consequences for violations that include the following provisions:

Those who violate University standards, city ordinances or state or federal statutes regarding (a) the manufacture, possession, use or distribution of illegal drugs, synthetic drugs (K2 and other synthetic cannabinoids, bath salts, or products used in a similar manner), alcoholic beverages or tobacco products or (b) the abuse of medications will be subject to disciplinary action, including discharge for employees and Dismissal for students.

If found to be in violation of University standards but permitted to continue as a part of the community on probationary status, the student may be subject to mandatory counseling (on or off campus), periodic inspections and/or supervised, random drug tests at a medical facility over a given period of time. The student will be responsible solely for costs of the drug screens and off-campus counseling.

Any member of the Evangel University community who refuses to take a field sobriety test, Breathalyzer test, or drug test, and/or refused to provide consent for Evangel to be apprised of the testing results, shall be considered to be in violation of the University's *Alcohol and Other Drug Policy*. "Reasonable cause" for alcohol tests may include the odor of alcohol on a person's breath, slurred speech, glassy eyes, being unsteady or unstable on a person's feet and/or similar observations. Reasonable grounds for drug testing may include, but are not limited to: incoherent, erratic or violent behavior; repeated tardiness and/or absenteeism; drug-related odors on person, clothing, room or vehicle; sudden unexplainable drop in academic or work performance; possession of drug paraphernalia; previous positive drug screen results; being cited for substance abuse violations by University or municipal authorities; a report that is provided by a reliable and credible source regarding use of illegal substance.

Student organizations are under the same legal requirements as individuals concerning local, state and federal laws. Any violation of these laws in conjunction with a student organization activity constitutes a violation of University policy. Violations of policy could result not only in disciplinary action against the individual(s) involved, but also in suspension or loss of University recognition of the organization. See complete Drug and Alcohol Prevention Program.

CAMPUS SAFETY AND CRIME STATISTICS

Though located on a main thoroughfare in a moderately-sized Midwestern city, Evangel University enjoys relative safety that is enhanced by professionally trained and equipped officers who maintain surveillance of the campus 24 hours per day, every day. Personal self-defense classes are offered to students periodically.

In compliance with the Jeanne Clery Disclosure of Campus Public Safety Policy and Campus Crime Statistics Act, Evangel's annual campus crime statistics reports for the two most recent calendar years are from the Public Safety Department upon request and online at http://ope.ed.gov/security/.

In cases of criminal activity (including but not limited to burglary, unlawful possession of a firearm, physical assault, etc.) committed by a student, the student may be removed immediately from the campus and subject to interim Suspension by administrative action pending Community Accountability Program review.

Crime Reporting: Evangel University encourages and expects victims and witnesses of crimes to report crimes to the Springfield Police Department and to the EU Public Safety Department (417-865-2815, ext. 7000), even if the victims do not want to pursue action within Evangel University's Community Accountability Program or through the local or state criminal justice system. With such information, the Public Safety Department can keep an accurate record of the number of such incidents; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Timely Warning: A "Timely Warning" is provided to heighten awareness and to provide students and employees notification of crimes (robbery; aggravated assault; burglary; motor vehicle theft; arson; criminal homicide--murder and non-negligent manslaughter and negligent manslaughter; sex offenses; domestic/dating violence; and stalking) considered to represent a serious or ongoing threat to the campus community. The warning will provide pertinent information related to the crime and available suspect information.

The Director of Public Safety or designee is responsible for preparing and issuing timely warnings. The Director of Public Safety will make the decision to issue a timely warning on a case-by-case basis considering the facts surrounding a crime, including continuing danger to the campus community and the possible risk of compromising law enforcement efforts.

When a Timely Warning is issued, it is through the university email to students, faculty, and staff. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Public Safety Department may activate the Emergency Management System, Valcom Intercom System, or other means of communication, providing the community with more immediate notification. In such instances, a copy of the notice will be posted in each residence hall and updates regarding the situation will follow as more information becomes available.

Anyone with information warranting a timely warning should report the circumstances to the Public Safety Department, by phone (417-865-2815 ext. 7000) or in person at the Public Safety Office in Riggs Hall 208.

CHAPEL OVERVIEW

Spiritual development is at the core of an Evangel education, and the Chapel program is designed to create intentional spiritual formation experiences for all full-time, traditional, undergraduate students taking classes at the main campus. As followers of Christ, we desire to love God and serve others, which is reflected in our attitudes and behaviors. So, be courteous and respectful of your neighbor, as well as the speaker. Let's be open to what God wants to do in our lives and teach us each day through His Word.

A. Chapel Credit Opportunities

1. **Weekly services** are on Mondays in Seymour Chapel (at the seminary); Tuesdays, Thursdays, and Fridays in Spence Chapel
2. Additional periodic services include *Spiritual Emphasis Week*, afternoon chapels (seminary), and others highlighted throughout the semester (weekly and periodic service information is shown on the Chapel Calendar).

3. Attendance credit is also offered for certain spiritual formation activities (such as: academic department, class, clubs, organizations, residence hall, and commuter chapels; and floor devotions), pre-approved by the Director of Spiritual Life.

B. **Attendance**

1. Make sure to scan your prox card at all services in Spence or Seymour Chapels. Individual scanners are available for smaller venues. Students may attend as many chapel activities but need to log least **33 chapel credits per semester.**
2. To earn credit for attendance, students need to arrive on time, scan their ID card, and stay for the entire service.
3. The attendance system is based on students being truthful in scanning their own cards only, staying for the entire service, etc. Falsifying records (such as: scanning and leaving, scanning a card that is not theirs, scanning multiple cards, etc.) hurts personal Christian integrity, is considered lying, and subject to disciplinary consequences. The university reserves the right to conduct random checks of attendance and to issue a fine (typically $20) to students who have left.
4. Students may check chapel attendance credits via The Hub at Evangel. Make sure to log in and click on the current semester. If an attendance discrepancy is found, contact the Chapel Office for assistance, within seven calendar days of the event.

C. **Attendance Exceptions**

Students who can document that they are consistently unable to the primary weekly services **at Spence Chapel (Tuesday, Thursday, and Friday)** will be considered for adjustments in the credit requirement. Exceptions are primarily made for on-going conflicts, not for general illness, out-of-town activities, etc.

1. In your Student Portal, go to Chapel and Exemptions.
2. Complete the form/s required based on the reason for request.
3. Once exception is processed, students receive notification from the Chapel Office.
4. Chapel Exemption Forms are processed through the fourth week of the semester. After that, contact the Student Development Office.

D. **Responsibility****

Students not earning the minimum chapel attendance credits have two options for remedying their chapel credits. For 1 - 10 missing credits:

1. $20 fine, each (e.g., if you missed 3 credits x $20 = $60 added to a student's account), or
2. Listen to a chapel video and submit a 2-page thoughtful reflection paper per service. All papers must be submitted prior to last day of the semester.

For over 10 missing credits, students receive a $200 fine (10 x $20 = $200) and are placed on **Probation 1.**

*** Students who represent the university in any official capacity, including ministry teams, performance groups, campus organizations and publications, intercollegiate athletics/activities, and/or campus leadership roles, jeopardize their positions if they have missing credits. Faculty sponsors/coaches will be contacted, who have the discretion to remove students from positions.*

E. **Consequences**

1. **Chapel Probation:** For any student who has over 10 missing credits, and/or who has two consecutive semesters of missing credits, he or she will be placed on Chapel Probation for the following semester: Chapel Probation is a written warning stating that 1) further violation of chapel attendance policies will result in suspension from the university; 2) student may not represent the university in any official capacity, including ministry teams, performance groups and intercollegiate activities, nor may they write for any university publication or hold any campus leadership position; 3) student is subject to loss of performance-based scholarships tied to such activities/positions, at the discretion of the respective academic department chair or Athletics Director; and 4) student may be required to notify parents about the status, if classified as a dependent student.
2. **Three Semester Limit**: Students choosing to not meet their responsibilities of minimum chapel attendance credit for three consecutive semesters will be suspended from the university for the next semester in which Chapel is offered. Appeals may be made to the VP for Student Development.

F. Reasonable Disability Accommodations

Students with physical or mental health disabilities that necessitate assistance with chapel accommodations, may contact the Coordinator for Disabilities Services in the Academic Support Center. The coordinator will work with the Chapel Office to provide necessary accommodations. Proper documentation of disability is required.

COMMUNICABLE DISEASE POLICY FOR ATHLETIC TRAINING PROGRAM

At Evangel University we strive to protect our Athletic Training students, preceptors, faculty, staff, as well as other students from infectious disease. This policy was developed using the recommendations established by the CDC for health care workers (www.cdc.gov).

An infectious disease is any disease caused by growth of pathogenic microorganisms in the body. A communicable disease is a disease that can be transmitted from one person to another. There are four main types of transmission including: 1) direct physical contact, 2) air (through a cough, sneeze, or other particle inhaled), 2) a vehicle (ingested or injected), and 4) a vector (via animals or insects).
Communicable Diseases Cited by the CDC:

Bloodborne Pathogens	Botulism	Conjunctivitis	Diarrheal Diseases
Diphtheria	Encephalitis	Herpes Simplex	Human Immunodeficiency Virus (HIV)
Meningococcal Infection	Mumps	Pertussis	Rubella
STI's/STD's	Streptococcal Infection	Tuberculosis	Viral Respiratory Infections

Guidelines for Prevention of Exposure and Infection
1. Staff and students must successfully complete an annual Bloodborne pathogens training.
2. Staff and students are required to use proper hand washing techniques and practice good hygiene at all times.
3. Staff and students are required to use Universal Precautions at all times. This applies to all clinical sites.
4. Staff and students are not to provide patient care if they have active signs or symptoms of a communicable disease.

Guidelines for Managing Potential Infection

1. Any student who has been exposed to a potential infection before, during, or after a clinical experience, or who has been diagnosed with having a communicable disease of any form, should report that exposure to his/her preceptor immediately and to Sarah Walters, Program Director of the AT Program at the Evangel University.
2. Any student, who demonstrates signs or symptoms of infection or disease that may place him/her and/or his/her patients at risk, should report that potential infection or disease immediately.
3. The student is responsible for keeping the Program Director informed of his/her conditions that require extended care and/or missed class/clinical time. The student may be required to provide written documentation from a physician to return to class and/or clinical site.
4. If a student feels ill enough to miss ANY class or clinical experience that student should notify the appropriate instructor or preceptor immediately.

Reference Sources: http://www.cdc.gov/ncidod/dhqp/gl_hcpersonnel.html

COMPUTER NETWORK USE

With the freedom of access provided by the Evangel University computing network (Crusader Net) comes the responsibility of good citizenship and good stewardship. In connecting with the Internet, all students must use the EU network and may not use modems. View the details of Evangel's Computer Network Use Policy on your student portal.

CURFEW EXEMPTIONS GUIDELINES

Eligibility for curfew exemption requires that a resident student is not on any disciplinary status higher than Alert Level 1 and at least ONE of the following standards:

- Completed at least 26 credits with a cumulative GPA of 3.0 or better
- Completed at least 56 credits with a cumulative GPA of 2.5 or better
- 21 and over years of age with a cumulative GPA of 2.5 or better

Want to exit or enter the hall during curfew hours? Students who are curfew exempt may exit/enter their own respective residence halls after curfew by calling Public Safety (ext. 7000) from the courtesy phone in the lobby (for exiting) or in the glass entry (for entering) outside each RH, for assistance. Only use the front doors for exit/entrance. Your CrusaderCard is necessary for verification of student status. Students should try to leave the residence hall before curfew if they plan to be out past the curfew hour, or if in the building after curfew, plan to stay in for the night. While entering and exiting the building, please observe Quiet Hours. For security

and safety, the campus officially closes at curfew. Therefore, students may not loiter anywhere outside. Students should be in the RH or off campus after curfew.

Not going to be in the hall all night? If you are going to be away from the hall for the entire night, you must check out in the Overnight Checkout Log at the front desk, by 2 am.

Can I stay in another building on campus overnight? No students may be inside campus buildings (other than residence halls) after curfew without permission from a faculty or staff sponsor.

Can I stay with a friend in another residence hall overnight? Curfew-exempt students may visit a same-gender hall after curfew, provided that they respect the officials and all guidelines of that hall.

What about pizza? Because the campus is closed at curfew, students (whether exempt from curfew or not) may not have food delivered after curfew.

What if I become eligible for curfew exemption halfway through the semester? If during the semester you think you become qualified for curfew exemption, check your *Student Portal.*

Hey, I thought I was curfew exempt! Occasionally you may receive a "Curfew Violation Notice" due to an administrative oversight. In that case, just state that you're curfew exempt, and return the form.

Oops! Letting others in or out of the building after curfew will result in your forfeiting your no-curfew privilege in addition to a $50 fine. This includes allowing others to "tailgate" in or out along with you. Illegal entry into the building or illegal exit from the building may result in you forfeiting your no-curfew privilege in addition to a $50 fine. Students on Alert Level 2 (or higher disciplinary status) or attaining less than the stipulated semester GPA will forfeit their no-curfew privilege.

DEPENDENCY STATUS

It is the policy of Evangel University that traditional undergraduate students are presumed to be "dependent" students, as defined by the statutes of the United States and, specifically, the Internal Revenue Code, for all parental notification purposes, unless written proof, sufficient to rebut the presumption, is filed with and approved by the Office of the Vice President for Student Development.

DRUG TESTING POLICY AND PROCEDURES FOR ATHLETES

As representatives of Evangel, athletes must maintain a level of respect for their bodies, their fellow teammates, the Athletics Department, and the university. The use of illegal drugs and banned substances is not tolerated. The purpose of this drug testing policy and program is to discourage the use of illegal drugs and the abuse of legal drugs and dietary supplements by student-athletes through a screening program based on periodic testing designed to identify those who use any substance banned by Evangel University. The policy below will be used as a guideline when determining the status of a student-athlete refusing to adhere to Evangel University athletic department substance abuse policy.

Purpose: The purpose of Evangel University Athletics' drug testing policy is to emphasize the prevention of substance abuse problems, although procedural steps are already in place when an evident problem is in need of resolution.

1. **Substance Abuse Contract:** Upon arrival, each student-athlete must submit a signed copy of the substance abuse contract. This ensures student-athletes and parents are aware of the zero-tolerance policy of substance abuse at Evangel University. By signing this contract yearly, each student and parent/guardian are made aware of the university's policy and are agreeing to abide by its standards.
2. **Drug Testing:** All student-athletes are subject to drug testing by Evangel University Athletic Training Department at any time during the student-athlete's eligibility.
    a. Evangel University Athletic Training will randomly and/or selectively choose, due to reasonable cause, athletes to be tested for illegal, performance-enhancing, or street drugs.

b. Each student-athlete chosen to participate in a drug test will be summoned via verbal and/or written means to report to the drug test site at a specific time. The student-athlete will provide a urine sample under supervision of gender specific Athletic Training staff, EU school official, school nurse or off-site drug testing facilitator.

c. Student-athletes may be given a maximum of, but are not entitled to, a 24 hour notice prior to random/reasonable cause drug testing.

d. Any student-athlete **failing to provide an adequate urine sample or refusing** to take a University mandated drug test, will be considered an admission of guilt and treated as a positive drug test by the University.

e. Student athletes presenting with an initial non negative drug test will be allowed to continue competition until receipt of final results from the medical review officer (MRO).

f. The MRO will contact the student-athlete via phone upon receipt of the non-negative urine sample, if the drug in question is a prescription medication. The student-athlete will be required to follow the instructions of the medical review officer to validate their reason for taking the medication in question.

g. If medical clearance is given for a positive drug test, the student-athlete will not be held responsible for the cost of the drug test.

h. If medical clearance is not proven for a positive drug test, the student-athlete will fall under the **Positive Drug Test** guidelines below.

3. **Positive Drug Test:** If the student-athlete presents a positive drug test, the cost of the test must be reimbursed to Evangel University, and the student-athlete may be subjected to further and more extensive drug testing. The cost of this additional drug test will also be the responsibility of the student-athlete. The student-athlete will then be placed on a minimum but not limited to level of **Probation Level 2**.

a. **Probation Level 2** is a written warning stating that further violation of any campus policies and/or community standards will result in Suspension or Dismissal from the university. **Probation Level 2** is for the duration of 15 weeks. Students on Probation have other sanctions. If the student is involved in further violations of campus policies and/or community standards, he/she may face suspension/dismissal.

b. **Suspension** refers to the involuntary, complete separation from the University, which may be immediate or delayed until the end of the semester. Suspension may be for one semester or one year depending on the severity of the misconduct.

i. If suspension is immediate, academic work is forfeited. The standard institutional policies will be applied for the refund of tuition, room, and board.

ii. Parents of dependent students will be notified by the Student Development Office.

iii. Suspended students are not allowed to be on University property (including the campus and Evangel-owned residential rental properties) or in attendance at University-sponsored events until the start of the semester following their readmission as students (except with special permission from the Vice President for Student Development). Those violating this provision may be charged with trespassing.

c. **Dismissal** means that the student is permanently separated from the university with an appropriate notation of the reasons for such termination being placed in the student's file.

i. If Dismissal occurs before the end of the term, academic work is forfeited. The standard institutional policies will be applied for the refund of tuition, room, and board.

ii. Parents of dependent students will be notified by the Student Development Office.

iii. Students dismissed from the University are not allowed to be on University property (including the campus and Evangel-owned residential rental properties) or in attendance at University-sponsored events. Those violating this provision may be charged with trespassing.

4. **Drug Testing Procedures:**

a. Student-athlete provides photo ID with his/her student ID upon entrance into the drug testing facility.

b. Student-athlete is given a bag in which to place all of excess clothing, empty their pockets, and store personal items not needed after checking in. These items will be returned to the student-athlete upon procedural completion.

c. Collector ensures that the name and address of the drug testing laboratory appear on the top of the CCF and the Specimen I.D. number on the top of the CCF matches the specimen I.D. number on the labels/seals.

d. Collector provides the required information in Step 1 on the CCF. The collector provides the remark in STEP 2 if the donor refuses to provide his/her student I.D. number.

e. Collector gives a collection container to the donor for providing a specimen.

f. Donor washes hands before placing specimen in container.

g. After donor gives specimen to collector, the collector checks the temperature of the specimen within 4 minutes and marks the appropriate temperature box in STEP 2 on CCF. The collector provides a remark if the temperature is outside of the acceptable range.
h. Collector checks the split or single specimen collection box. If no specimen is collected, that box is checked and a remark is provided. If it is an observed collection, that box is checked and a remark is provided. If no specimen is collected COPY 1 is discarded and the remaining copies are distributed as required.
i. Donor watches collector pouring the specimen from the collection container into the specimen bottle(s), placing the cap(s) on the specimen bottle(s), and affixing the label(s)/seal(s) on the specimen bottle(s).
j. Collector dates the specimen bottle label(s) after the label(s) have been placed on the specimen bottle(s).
k. Donor initials the specimen bottle label(s) after the label(s) have been placed on the specimen bottle(s).
l. Collector turns to COPY 2 (MRO COPY) and instructs donor to read the certification statement in STEP 5 and to sign, print name, date, provide phone numbers and date of birth after reading certification statement. If the donor refuses to sign the certification statement, the collector provides a remark in STEP 2 on COPY 1.
m. Collector completes STEP 4 (i.e. provides signature, printed name, date, time of collection, and name of delivery service), immediately places sealed specimen bottle(s) and COPY 1 of CCF in a leak-proof plastic bag, places tracking label from CCF on the specimen package, releases specimen package to the delivery service, and distributes other copies as outlined in the standard operating procedure manual as required.

5. **Reasonable Cause:** Reasonable cause is defined as behavior, conduct, or performance by student-athlete which leads the University to conclude there is the likelihood the student-athlete is taking or is under the influence of illegal drugs, banned substances, or alcohol. Among the indicators which may be used in evaluating a student-athlete's behavior, conduct, or performance are: class attendance, significant GPA changes, lack of athletic practice attendance, increased injury rate or illness, changes in physical appearance, academic/athletic motivational level, emotional condition, mood changes, and legal involvement. Reasonable cause may also be based on information received that a student-athlete is using illegal drugs or alcohol. All reasonable cause requests by head coaches will be directed to the Head Athletic Trainer. In such case, the determination that "reasonable cause" exists to require a student-athlete to submit to drug testing will be made only after a consultation between the Head Athletic Trainer and Head Coach. Should there be any disagreement as to whether the athlete should be tested; the Athletic Director will have the final decision. All must agree that the observations, behavior, conduct or performance of the student-athlete are such that testing for reasonable cause is required to protect the health of the student-athlete, the health of others, and/or to protect the integrity of the sport. In such cases, no notice of the drug test may be given to the student-athlete.
6. **Self-Report Clause:** Self-report involves a student-athlete admitting to misconduct involving substance abuse **BEFORE** being summoned by the Athletics Department for random testing. If student-athlete self-reports a behavioral misconduct with substance abuse, he or she:
   a. Immediately will be ineligible for competition and will be placed on reduced disciplinary status--**Probation Level 1** status instead of Probation Level 2, meaning that he or she will not be permitted to represent the university in any extra-curricular activities or leadership roles for **10 weeks** instead of 15 weeks as in Probation Level 2.
   b. Will be mandated to submit to professional counseling assessment and appropriate treatment as determined by the assessment.
   c. Must consent to a drug test at the end of the six week period of Probation Level 1 status. If the student-athlete presents with a negative drug test and has completed the mandatory counseling assessment and treatment, he or she will be returned to competition, practices and student-leadership responsibilities within the university. However, if the student presents with a positive drug test, the student will be referred to the Community Life Department for further discipline and possibly dismissal from Evangel University.
   d. Will be subject to random drug testing throughout remainder of eligibility as a student-athlete and student at Evangel University.
7. **Trips to a Medical Doctor or Nurse Practitioner:** Each student-athlete seen by a health-care professional other than Athletic Training Department staff must report medications and reason for visit to other health-care professional to Evangel University athletic training staff. Evangel University Athletic Training Staff has a comprehensive list of medications that may not be taken while participating in athletic practice or competition.

Banned Substances: The NCAA has strict rules about use of supplements. Evangel University Athletic Training will use the NCAA Sports Medicine handbook as a guideline when determining safe levels of supplements and determining banned substances.

EMERGENCY NOTIFICATIONS AND RESPONSE

Evangel University's Emergency Response Plan can be viewed on our website. The complete Crisis Management Plan, Building Evacuation Plan, and Campus Evacuation Plan may be viewed at the Public Safety Office. Students are notified of emergencies through an Emergency Management System and may receive texts, emails, and/or phone calls.

FASTING

The practice of fasting as described in the Scriptures refers to abstaining from food for spiritual purposes. Both as it is described in the Scriptures and as it has been modeled in the Christian tradition, fasting is properly differentiated from other types of activities that involve abstinence from food. For example, fasting differs in purpose from hunger strikes (which typically serve political or social purposes) and fad diets (which may be undertaken solely to affect physical appearance). As distinct from a hunger strike or a fad diet, the forms of fasting described in Scripture are always motivated primarily by spiritual purposes. The Scriptures do not establish fasting as a required discipline for everyone. However, they do provide numerous accounts in which persons that were called by God to fast, received spiritual guidance or some other spiritual benefit through the discipline of fasting. With these facts in mind, Evangel University faculty, staff and administrators affirm the spiritual importance and value of fasting when undertaken in a free and informed way by persons whose energy and attention are centered on God and who seek spiritual guidance or are motivated by some other spiritual purpose.

The University faculty, staff and administrators recognize that the discipline of fasting can sometimes be improperly motivated, misunderstood or abused. For this reason, the University has adopted the following guidelines for students who are considering undertaking a fast. Fasting is a spiritual discipline approved by God. Although the Scriptures do not establish fasting as a requirement for everyone, God does unquestionably call some individuals to fast at particular times for particular reasons. As a general point of guidance, therefore, fasting should always be entered into as a response to God's call and should always have some spiritual purpose as its primary motivation. The discipline of fasting should be entered into freely. This principle implies that externally imposed expectations (such as peer pressure) as well as self-imposed expectations are both improper motivations. The discipline of fasting should be entered into knowingly. This principle implies that anyone who feels called to fast should seek to understand what the Scriptures say about fasting. It also means that information and advice should be sought from spiritual authorities as well as health and mental wellness experts. Moreover, as a university community, we advise students who suffer from health disorders or who have other physical or psychological conditions that could limit their activity or require monitoring not to engage in fasting. These conditions include (but are not limited to) the following: any eating disorder; anemia; diabetes; hypoglycemia; any other known mental or physical condition that could be exacerbated by fasting; pregnant women and nursing mothers are also advised not to fast. For persons who have (or suspect they may have) any of the above conditions and who still feel called to fast, Evangel University recommends considering a form of fasting other than fasting from food, such as abstaining from a favorite activity or form of entertainment.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act affords students certain rights with respect to their education records. Student information may be used by university administrators, faculty, directors, and staff, who are considered to be "school officials with legitimate educational interest" as outlined in the model for the consolidated Evangel University. Click on the link for a complete statement of the FERPA policy.

FUND RAISING

Fund raising is permitted for officially recognized student organizations, but must receive prior approval from the Student Activities Office. Solicitation by non-recognized and/or off-campus groups is prohibited without prior permission from the Vice President for Student Development. Fund raising endeavors should not employ raffles (i.e. selling multiple chances to a prize), lotteries, or other games of chance that could be likened to gambling. Fund raising projects involving food sales must be approved by win the Director of Food Service to ensure that standards of safe food preparation and handling are met. As with all posters, flyers promoting fund raising activities must be approved by the Student Development Office prior to posting. Selling products door-to-door, conducting sales meetings inside the residence halls or advertising products via student mailboxes is prohibited. However, Residence Directors may permit students to utilize residence hall bulletin boards to advertise products and announce meetings conducted outside the hall. Fundraising within a student's own residence hall is permitted for approved missions/service trips only. To achieve maximum potential

for fund raising for student organizations and the University as a whole, it is important to coordinate off-campus fund raising efforts. Before contacting any company or major corporation for donations, please contact the Vice President for Institutional Advancement (ext. 7290) for prior approval. The University does not share its donor list.

HAZARDOUS MATERIALS

- **Ceilings and pipe insulation materials** may contain asbestos, a naturally occurring fibrous mineral that was used extensively for insulation, fire protection, and acoustical applications in buildings constructed before 1980. Examples of materials that may contain asbestos include pipe insulation, vinyl floor tiles, thermal system insulation, and ceilings, most of which are inaccessible to students. These materials do not pose a health risk when they're intact and well-maintained.

  Do not disturb ceiling material or pipe insulation materials. Specifically, DO NOT use hot glue guns, glue, nails, screws, or any other materials to attach objects to the ceiling. As long as the present seal is not broken, there is little possibility of exposure to airborne asbestos fibers. If a change in the condition of the material is noticed (i.e., damage resulting from water, vibration, physical impact, etc.), notify the Physical Plant Staff immediately (see below) and the break will be inspected and sealed as soon as possible after notification.

- **Flammable items** such as paint thinner, spray paint, thinner, fuel, fertilizer, insecticide, herbicide, and other volatile materials must not be stored in the residence hall. Students needing to store/dispose of materials should contact the Physical Plant office.

- **Hair perms/acrylic nail application** may not be given in the halls due to the smell that causes problems for people with allergies/asthma.

- **Open flames/smoke**: Objects producing or are capable of producing flames are prohibited, including burning/ burnt candles, incense, oil lamps, matches, and cigarette lighters are prohibited in the residence halls.

Contact Physical Plant staff: 1) through your Student Portal, the "Help" link is under the "General" tab; 2) in the office at 417-865-2815, ext. 7216.; or 3) for emergencies after business hours, call Public Safety (417-865-2815, ext. 7000).

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The Evangel University Wellness Center has adopted a Health Information Physical Security Policy that complies with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Department of Health and Human Services (DHHS) security and privacy regulations' requirement to protect the security of health information, as well as our duty to protect the confidentiality and integrity of confidential information as required by law, professional ethics, and accreditation requirements. Any questions about this confidentiality and privacy program may be directed to the Director of Counseling Services or the Director of Health Services. The Evangel University Privacy Practices Policy can be obtained from the Wellness Center. Each student will be supplied with this policy upon receiving his/her confidential Student Information Form.

HOUSING POLICY

1. On-campus housing criteria

Eligibility (must meet ALL of the following):

- Single students
- Full-time (12 hours or more, students who drop below 12 hours may gain permission from Housing Director)
- Under the **Note for athletes**: Students who complete athletic eligibility during a semester are required to live on campus until semester ends, even if they would typically meet criteria for off-campus housing prior to the beginning of the semester.

Withdrawal or cancelation of room contract during semester: While housing contracts are for the duration of the semester, as a courtesy to students who withdraw from the university or cancel during the semester, the university pro-rates room and board charges according to length of stay. Charges are calculated as of the day the student completes the official check-out process and returns the room key. Students who cancel contract after the semester begins forfeit their $200 enrollment deposit.

Withdrawal or cancelation of room contract during winter break: Students leaving during winter break must make an appointment with their Residence Director to remove their belongings and check out between noon on the Friday preceding move-in day for the spring semester and 5:00 p.m. Saturday, the following day. Spring semester room charges begin accruing on move-in day and continue until student completes check-out process and returns keys. Students who cancel contract during winter break, forfeit their $200 enrollment deposit. Students who fail to return for their belongings by the end of the first full week of classes, are charged a $100 fee for failure to check out properly and their belongings are donated to charity.

Housing during breaks: Students may live in residence halls during fall, spring and summer, but the halls are closed during Christmas break. Students who wish to remain during Christmas break may make arrangements with the Housing Office for an additional fee and must receive Community Life approval. No student services are available during Christmas break except Public Safety and only students occupying their rooms during that time will have access to their rooms.

Choosing a roommate: Students are given opportunity each spring to request room and roommate assignments for the next fall term. Room reservations, submitted by the deadline, will be given priority consideration.

Enrollment deposit refunds for current students: The enrollment deposit is refundable to current students who the Housing Office that they are not returning, according to the following schedule:
Spring students not returning for the following fall semester, who cancel by: May 1 will receive 100% refund. June 1 will receive 75% refund. July 1 will receive 50% refund. August 1 will receive 33% refund. August 15 will receive 25% refund.

Fall students who cancel for spring semester must do so by the fall move-out date in order to receive a full enrollment deposit refund.
Enrollment deposit refunds for prospective students: The housing cancellation deadline for the fall semester is May 1. Additionally, the enrollment deposit is non-refundable after May 1.

2. Off-campus housing criteria:

Eligibility (must meet at least ONE of the following AND complete the Off-Campus Housing Questionnaire and parental endorsement (if applicable):

- Living with a parent, grandparent or court-approved legal guardian
- Married (Engaged students may be tentatively approved)
- Part-time (maintain part-time status throughout the entire semester; includes courses taken concurrently at another institution)
- Age 23 or older prior to the official, published semester move-in day
- Completed eight full-time semesters of course work
- Completed a previous baccalaureate degree
- Fulfilled a minimum of two years active duty military service
- Participating in the student teaching semester
- Nursing student upperclassman with classes at Cox School of Nursing
- Age 22 criterion: student must meet ALL criteria: senior status (88+ credits), cumulative GPA 3.0 or higher, age 22 by move-in day at the beginning of the semester, not on a disciplinary status higher than Alert Level 1

Note: Unmarried student athletes on scholarship are not eligible to live off campus even if they meet one of the other criteria.

NOTE: All students living off-campus must have an approved application on file in the Housing Office. Students interested in applying to live off-campus should refer to the section below, "Off-Campus Housing," for criteria and procedures. Students who violate the off-campus housing policy will be subject to a $200 fine per semester and a housing review.

3. Married Student Athletes

Married student-athlete must be living with his or her spouse in order to be eligible for any institutional aid. Married students may not live or stay as overnight guests in the residence halls.

4. Off campus appeal and violations

Students who do not meet any of the criteria but who believe they have extenuating circumstances that merit consideration for off-campus housing may submit an appeal to the Off-campus Housing Committee containing a detailed explanation of the reason for their request at least 30 days in advance of the semester, keeping in mind that committee approvals are rare and are not granted on the

basis of financial need or exemplary performance as a student. Additional information about off-campus housing requirements is provided on the off-campus application. Approval of the application is at the discretion of University administration. Students found to be in violation of off-campus housing policy will be subject to disciplinary status of Alert Level 2 (minimum), a $200 fine and will be immediately required to move on campus.

5. University Housing Options for Married and Other Qualified Off-campus Students:

Perkin Hall Apartments: One-bedroom, one-bath, unfurnished efficiency apartments for qualified students without children located on the main Evangel campus. Units have central heat and air and include a stove, refrigerator utilities, internet and cable. There is a laundry room in the building.

Evangel Court Duplexes: Two-bedroom, unfurnished apartments for qualified students with/without children. Kitchens include a stove, refrigerator and washer/dryer hookups. Units have central heat and air. Utilities, internet and cable are not included in rent. A trash bin is available for tenant's use.

One, Two and Three-Bedroom units: Unfurnished 1-3 bedroom rental houses (located north and south of main campus) and 1-2 bedroom gated apartments with garages (located approximately 5 miles from campus) are available for qualified students with or without children. Utilities and other services are not included in rental houses. Tenant is responsible for electric and gas in apartments.

Evangel tenants must be full-time students. The rental contract is month-to-month but students who are ending their contract must vacate (with prior 30 day notice) between semesters or during the summer, or receive a $200 fine. Students/couples may rent from Evangel for a maximum of 4 years total. Contact the rental property manager in the Housing Office (Riggs 302C) for an application and additional information about renting from Evangel. Students are encouraged to apply early for the waiting list.

Rental Housing for Graduate Students: Traditional undergraduate students will receive first priority for housing in the limited number of Evangel rental properties. Graduate students are also welcome if space is available.

LEAVE OF ABSENCE POLICY

Eligibility: The Leave of Absence Policy applies to students who sit out for a semester, or need to leave during the semester, due to:

1. Extreme or life-threatening medical situations (personal or immediate family member)*;
2. Compassionate reasons affecting immediate family;
3. Reserve military training; or
4. Students who are seniors and need only specific classes to graduate that are not offered until a future term.

To be eligible, students must be in good academic standing. Students on academic probation are not eligible. Students who are studying abroad do not need to apply for a leave of absence as they will work directly with the registrar for ongoing coursework. Students who desire to attend another school, simply want to take a semester off, or are gone for reasons other than stated above are not eligible for a leave of absence (see *Withdrawal* in Section VIII, *University Policies*).

Length of Leave: Typically approved for one semester but may be extended for up to one year in extenuating circumstances.

Applications: May be obtained in the Office of Student Development or downloaded from the Student Portal. All requests, and appropriate documentation must be submitted to the Office of Student Development in Riggs 304.

*** For Medical situations during the semester**: Requests, based on Criteria 1 (above) must be submitted during the semester for which the student is withdrawing, they cannot be granted retroactively. The student must provide Evangel University with a:

- Completed withdrawal form, along with a written request for a medical withdrawal that describes the reason for the withdrawal and a detailed explanation of how the illness or condition affects ability to maintain status as a student at the university.
- Letter from the treating doctor, recommending a withdrawal for medical reasons. This letter must state the specific rationale for the recommendation, including why the illness or condition prevents the student from maintaining status as a student. The letter must be on the physician's letterhead, and include the date of the onset of the illness or condition, along with supporting documentation that shows the long-term nature of the medical emergency.

If a medical leave during the semester (withdrawal) is approved, all grades for that semester are converted to W's and those grades will appear on the student's transcript. Additionally, any personal out-of-pocket tuition payments made (excluding federal financial aid, institutional grants, scholarships) will be credited to the following semester. A medical withdrawal does not dismiss the student from the entire financial obligation to the university. The student will still be responsible for university fees, housing/board costs, any outstanding fines, and repayment for financial aid if mandated by the Federal Government.

The U.S. Department of Education does not recognize a "Medical Leave/Withdrawal" any different from a regular withdrawal. If a student who has received financial aid withdraws before completing 60% of the semester (whether for health reasons or not), the Department requires the financial aid office to perform a "Return to Title IV" calculation to determine what financial aid needs to be returned to the Federal Government. To register for future semesters, the student may be asked provide the university with a letter from his or her physician releasing the student to return to the College.

For all other approved leave of absences during the semester: For students approved to take a leave of absence during their current semester, the following applies:

- During the first eight weeks of the semester, students are dropped from their enrolled classes
- After week eight, if majority of coursework is completed, students may receive an Incomplete (I) with faculty approval. Students are responsible to work with the faculty member to complete coursework and exams within the next semester by faculty-specified date.
- If an Incomplete is not appropriate, student will be withdrawn from the class and issued a "W". No credit is issued for a W.

Student Status and Readmission: Students who are granted a leave of absence will continue to have access to their student portal and Evangel access information; however, they will not be considered current students for federal purposes. They will not need to apply for readmission through the Admissions Office. However, students who are granted a leave of absence due to personal medical situations will need to submit a supporting letter from their doctor indicating ability to return as a student. Students are responsible for contacting their academic advisor to schedule courses for the next semester.

MISSING STUDENTS

Every Evangel University employee and student has a duty to report a person believed to be missing to the Evangel University Department of Public Safety at (417) 865-2815 ext. 7000. The Department of Public Safety immediately investigates any report of an individual missing from campus. It is the policy of Evangel University to provide each student residing in student housing facilities the option of identifying an individual to be contacted by the University in the event that the student is determined to be missing for a period of more than 24 hours. The students will provide this information during the registration process or throughout the semester on the student portal https://web.evangel.edu/portal/student/. The student will be advised that his or her "missing student" contact information will be registered confidentially, will be accessible only to authorized university officials, and may not be disclosed except to those officials and enforcement personnel engaged in a missing person investigation.
After investigating a missing person report and Public Safety determines that student has been missing for 24 hours, they will notify law enforcement and the student's designated *missing student contact person* no later than 24 hours after student is determined to be missing. Students under the age of 18, who are not emancipated individuals, shall be advised that the University is required to notify the student's custodial parent or legal guardian within 24 hours after Public Safety or another law enforcement agency determines that the student has been missing for more than 24 hours, in addition to notifying any contact person designated by the student.

Process:
When students, employees or family members are concerned that a student may be missing, follow the following procedure:

1) Contact Public Safety and report that the student might be missing.
2) Public Safety will then:
   a. Initiate an investigation to determine the validity of the missing person report.
   b. Contact the Director of Community Life to make a determination as to the status of the missing student.
3) If the student is determined to be missing, Public Safety will, within 24 hours, notify:
   a. The person designated by the missing student as the missing student contact, OR
   b. If missing student is under the age of 18, student's custodial parent or guardian as contained in university records
   c. Springfield Police department
   d. VP for Student Development, who will initiate action deemed appropriate under the circumstances, in the best interest of missing student.

MULTICULTURALISM

Evangel University encourages students to understand and appreciate ethnic and cultural differences. Recognizing the principles of Scripture and the rich contribution that each culture can make to campus life, the University supports the biblical concept of multiculturalism (Galatians 3:28, Revelation 7:9) in which all people participate equally in the Kingdom of God regardless of race, gender, ethnicity, age or socioeconomic status.

NONDISCRIMINATION

Evangel University does not discriminate based on race, color, national origin, sex, disability, age, veteran status, or any other protected legal status in matters of admissions, employment, housing, educational programs or activities. We operate in compliance with federal non-discrimination laws (Title IX of the Education Amendments of 1972, Title VI and Title IX of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975). As a religious institution, the university is exempted from certain provisions and retains the right to make legitimate employment, admission, and educational decisions on the basis of religious tenets, consistent with applicable laws (Title IX statute, 1st Amendment, and Religious Freedom Restoration Act).

SECTION 540 OF THE REHABILITATION ACT OF 1973

Evangel University does not discriminate on the basis of handicap, in the recruitment and admission of students, the recruitment and employment of faculty and staff and the operation of any of its programs and activities, as specified by federal laws and regulations. The act states that "no person in the United Sates shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance". USC 1232g(i)

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

Evangel University is operating in compliance with the Federal Regulation of TITLE IX of the Education amendments of 1972, which prohibits sex discrimination in federally assisted programs. The relevant language in Section 901 (a) reads as follows: “No person in the United States, on the basis of sex, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” Evangel University, as a religious institution, has received exemptions from compliance with certain TITLE IX regulations that are not consistent with its religious tenets. See also Sexual Misconduct *Policy*

THE AMERICANS WITH DISABILITIES ACT OF 1990 (PUBLIC LAW 101-336)

Evangel University is operating in compliance with this law, the purpose of which is to afford the disabled equal opportunity and full participation in life activities and to prohibit discrimination based on disability in employment, public service, public accommodations, telecommunications or transportation. The Academic Support Center provides services for students with documented disabilities. See the Disabilities Handbook.

COMPLIANCE OFFICERS

The university’s Title IX Coordinator oversees compliance of the sex-based offenses policy. The Coordinator reports directly to the President of the University. Questions about this policy or anyone wishing to make a report relating to a sex-based offense may do so by contacting the Title IX Coordinator (or deputy coordinator). The coordinator may designate other appropriately trained individuals to receive and investigate reports complaints, as is appropriate.

Title IX Coordinator: Dr. Sheri Phillips, VP for Student Development, Office: Riggs Hall, 304, 1111 N. Glenstone, Springfield, MO 65802, Phone: (417) 865-2815, ext. 7316, phillipss@evangel.edu

Title IX Deputy Coordinator (for employees): Ocki Haas, Director of Human Resources, Office: Riggs Hall, 309, Phone: (417) 865-2815, ext. 7311, haaso@evangel.edu

Title IX Deputy Coordinator (for students): Gina Rentschler, Director of Community Life, Office: Cantrell Student Union 203, (417) 865-2815, ext. 7317, rentschlerg@evangel.edu

Two coordinators oversee gender equity in athletics and disability accommodations:

Athletic Compliance Coordinator: Steven Gause, Assistant Basketball Coach, Office: Ashcroft Center, Phone: (417) 865-2815, ext. 7409, gauses@evangel.edu

Section 504 Compliance Coordinator: Dr. Laynah Rogers, Director of Academic Success, Office: Zimmerman 214, Phone: (417) 865-2815, ext. 8273, rogersl@evangel.edu

Immediate assistance is available 24/7 by calling the Evangel University Office of Public Safety at (417) 865-2815 ext. 7000, (on campus phone 911) or coming in person to Riggs Hall 208. An officer can assist in facilitating medical treatment, contacting a victim's advocate, support person, Title IX Coordinator, and/or campus pastor, as well as reporting the crime to local law enforcement (if requested).

PAROLE OR COURT-ORDERED PROBATION

Students admitted to Evangel University while on probation, parole, or suspended imposition of sentence from a federal, state or municipal court or correctional system, as well as students who are placed on probation, parole, or suspended imposition of sentence by a federal, state or municipal court or correctional system during their enrollment at Evangel University, for the commission of a felony, shall be placed on Probation Level 3 at Evangel University for a corresponding time frame and shall be provided appropriate mentoring and counseling support.

Failure of a student to disclose such probation, parole, or suspended imposition of sentence status to University officials may result in denial of admission or suspension from the University.

SEXUALITY AND GENDER IDENTITY

As a community of believers in Christ, we have faith in the redeeming and sanctifying work of God in all areas of our lives. Evangel University is affiliated with the General Council of the Assemblies of God, rooted in Evangelical, Holiness, and Pentecostal traditions, and we align with our parent organization regarding interpretation of Scripture and doctrinal beliefs. Our ultimate goal is to recognize our true identity is in Christ and our daily thoughts and actions give us opportunity to live out our redeemed identity. We believe as we commit our lives to God, we are empowered by the Holy Spirit to grow in our faith, compassionately care for and lead others to Christ, and be good stewards of all of our resources, including sexuality.

We believe God created humans to love and worship Him above all else (Deut. 6:5) so that everything we are and everything we do falls under His Lordship. We are His people. So, as we consider our human sexuality, we strive to honor and serve Him, above our own desires. Our sex and sexuality is not an end in itself but is something God created for His purpose. We understand our beliefs may be contrary to other worldviews and we do not seek to antagonize or disrespect those whose views differ from our interpretation. Since Evangel is a Christian university, guided by the above principles, members of this community are expected to live congruently with the Scriptural teachings of our heritage. We further expect this community of believers to extend grace and care as we strive to honor God in all we do and say.

We believe God created two distinct sexes, male and female (Genesis 1:27; Matt. 19:4-5), and our sexuality is a gift from God reflecting who we are as humans, designed for His purpose to do the good work He has called us to do. We regard sex at birth as the identification of a person's biological sex and do not support attempts to alter one's birth sex in favor of an opposite psychological gender. This statement is not meant to reflect those rare situations concerning congenital disorders of sex development.

We believe God designed sexual intimacy to be expressed solely within a marriage between a male and female (I Cor. 6:9, 16-20) and sexual intimacy outside of that marital relationship, as recorded in Scripture, violates the will of God. We do not support acts of sexual behavior (opposite-sex or same-sex) outside of marriage between a male and female.

Our commitment is to live in ways that guide us towards holiness, whether we are unmarried or married. Our sexuality, expressed through sexual purity for single persons and sexual faithfulness in marriage, allows us to bring honor and glory to God. We do not support behavior whereby personal desire, satisfaction, and/or dominance (such as pornography, lust, exhibitionism, sexting, sex trafficking, etc.) supersedes care for others and service to God.

Persons in our community may have had experiences that cause them to question their biological sex or psychological gender, maintain sexual purity or faithfulness, and/or have same-sex attractions. These experiences may have led to internal conflict and external behavior that is incongruent with biblical standards. But this is not the end of the story. We serve a God who redeems our sexuality and who invites us to trust Him with our whole beings. For those whose beliefs align with these Christian teachings and

community standards, Evangel can be a place of healing and restoration. We seek to care for persons in ways that convey respect, concern, support, and accountability.

SEX-BASED OFFENSES POLICY: SEXUAL DISCRIMINATION, SEXUAL EXPLOITATION, SEXUAL HARASSMENT, SEXUAL VIOLENCE, AND STALKING

Evangel University, owned and operated by the Assemblies of God, is committed to respecting all employees, students and guests. Sex-based offenses are not only incompatible with Evangel's standards of Christian conduct, but also are criminal acts that infringe on the rights of others and are strictly prohibited by the University. This policy applies to all University employees, students, or visitors to the University, as well as anyone participating in a University sponsored activity. Contact the Title IX Coordinator, Deputy Coordinator, or Office of Public Safety to report any sex-based offenses. We encourage victims of sex-based offenses to report violations to the university, as well as to appropriate law enforcement officials, so that we may care well for our community members. Offenses under this policy include, but are not limited to sexual discrimination, sexual exploitation, sexual harassment, sexual violence (dating violence, domestic violence, sexual assault [nonconsensual sexual contact, nonconsensual sexual intercourse]), and stalking.

Evangel University has a zero tolerance policy for sex-based offenses and will not tolerate retaliation (threatened, attempted, or actual) against any individual for making a complaint under this policy. When an allegation of a sex-based offense is brought to an appropriate administrator's attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and community are remedied, including serious sanctions when a responding party is found to have violated this policy. This policy is developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. The full policy is housed in the Student Portal for easy access to our community members. It includes complete information on Title IX officers, definition of terms, prohibited offenses, sanctions, confidential and mandated reporters, how to report an offense, resolution procedures, advisors, rights, investigative steps, and appeals. Please review it so that we can help keep our community members safe.

A. ASSISTANCE FOR STUDENTS AND EMPLOYEES

1. Confidential, Mandatory, and Emergency Reporters

Evangel University encourages victims of sexual-based offenses to talk to somebody about what happened for support and so the university can respond appropriately. We understand that this can be difficult and want individuals to be aware of the reporting and confidential disclosure options available to them – so they can make informed choices about where to turn.

All university employees are expected to immediately report allegations or suspected sex-based discrimination, harassment, or misconduct to appropriate officials, with some limited exceptions. On campus, some resources may maintain confidentiality – meaning they are not required to report to appropriate university officials - thereby offering options and advice without any obligation to inform an outside agency or individual unless a victim has requested information to be shared. Other resources exist for a victim to report crimes and policy violations and to expect action is taken when an incident is reported to them.

Confidential Reporters

If an individual would like to talk with someone but wants details of an incident to be kept confidential, there are resources on-campus and off campus. On-campus resources are:

a) Licensed professional counselors and staff (the Wellness Center, Student Union 108)
b) Nurse practitioner and staff (the Wellness Center, Student Union 108)
c) Support advocates (the Wellness Center, Student Union 108; during evening hours, contact a Public Safety Officer, who can immediately contact an advocate/counselor)
d) Campus pastor (Spence Chapel; during evening hours, contact the Public Safety Office, 417-865-2815, ext. 7000, who can immediately contact the pastor)
e) Athletic trainer (Mabee Fitness Center)

These employees will maintain confidentiality, according to their licensure, except in extreme cases of immediate threat or danger, or abuse of a minor. These employees will submit anonymous, aggregate statistical information for Clery Act purposes unless they believe it to be harmful to a specific person.

Off-campus (this list includes some, but not all) confidential resources available:

- ***The Victim Center***: 819 N Boonville Ave, Springfield, 417-863-7273; 417-864-7233 (24/7 rape crisis line). The Center will provide a **victim's advocate (**and go to a hospital, at the request of the victim) and a number of additional resources.
- ***Christian Counseling Clinics—***
  McGuire Counseling: 3101 S. Kimbrough, Suite C, Springfield, MO, 417-866-7773 (4.8 miles)
  Christian Counseling Services; 1525 E Republic Rd, Springfield, MO, 417-881-9800 (5.0 miles)

The Relationship Center; 2131 S. Eastgate Ave, Springfield, MO, 855-593-4357 (5.2 miles)
Eaglecrest Counseling: 636 W. Republic, Bldg. G 100, Springfield, MO, 417-862-8282 (7.7 miles)
All Things New Counseling; 1851 N. Commerce Drive, Nixa, MO; 417-848-5574 (11.4 miles)

- **Community Counseling Clinics—**
  Ozarks Counseling; 614 South Avenue, Springfield, MO; 417-869-9011 (sliding fees) (2.1 miles)

Mandatory Reporters

All university employees have a duty to report under the law, unless they fall under the "Confidential Resporters" section above. While a report may come through many sources (i.e., a resident assistant, director, faculty chair, coach, etc.), all are directed to the Title IX Coordinator and/or Deputy Coordinator to have the incident investigated and properly resolved. When a person discloses information about a sex-based offense to a mandatory reporter, he or she has the right, and can expect, the employee will take action. University policy provides that any employee hearing a report of sex-based harassment, discrimination, and/or misconduct share the report with a Title IX Coordinator or Deputy Coordinator.

If a person reports a sex-based offense to a mandatory reporter but does not wish for his or her name to be shared, an investigation to take place, or a resolution to be pursued, the victim may make such a request to the Title IX Coordinator or Deputy Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, predatory behavior, threat, weapons and/or violence, the University will likely be unable to honor a request for confidentiality. In cases where the victim requests confidentiality and the circumstances allow the University to honor that request, the University will offer interim actions to the victim and the community, but will not otherwise pursue formal action.

Resolution procedures still afford privacy to the reporting party, and only a small group of officials who need to know will be told. The reporting party will be notified as to who, if anyone would be told. Information will be shared as necessary with investigators, witnesses and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve a reporting party's rights and privacy. Reports can be made via email, phone or in person to the Title IX Coordinator or Deputy Coordinator.

Emergency Reporters

Immediate assistance is available 24/7 by calling the Evangel University Office of Public Safety at (417) 865-2815 ext. 7000, (on campus phone 911) or coming in person to Riggs Hall 208. An officer can assist in facilitating medical treatment, contacting a victim's advocate, support person, Title IX Coordinator, and/or campus pastor, as well as reporting the crime to local law enforcement (if requested).

Off-campus emergency resources are:

- Police Department: Springfield PD--321 E Chestnut Expressway, Springfield, MO, 417-864-1810
- Hospitals—all provide sexual assault exams for victims (TO PRESERVE EVIDENCE: https://www.rainn.org/get-information/aftermath-of-sexual-assault/preserving-and-collecting-forensic-evidence
  Cox South: 3801 S. National Ave., Springfield, MO, 417-269-6000
  Cox North: 1423 N. Jefferson, Springfield, MO, 417-269-3000
  Mercy: 1235 E Cherokee St, Springfield, MO, 417-820-2000

2. Academic Accommodations and Interim Measures:

A Title IX officer may provide interim measures to address the short-term effects of a sex-based offense, and/or retaliation, while an inquiry, investigation, and/or resolution is in process. Interim measures, if needed and are appropriate, are designed to redress harm to the alleged victim and the community and to prevent further violations. The university will keep interim measures and actions as private as possible. These measures, may include, but are not limited to:

1. Referral to counseling and/or health services (students) or to HR (employees)
2. Education for the campus community
3. Altering housing situation of responding party or reporting party (resident students)
4. Altering work arrangements for students or employees
5. Providing campus escorts
6. Providing transportation accommodations (in emergencies)
7. Implementing contact limitations between the parties
8. Offering adjustments to academic deadlines and schedules, chapel attendance, etc. (students)

The university may interim suspend an individual/s pending completion of an investigation and resolution, particularly when, in the judgment of the Title IX officer, the safety or well-being of any member(s) of the campus community may be jeopardized by the presence on-campus of the responding party or the ongoing activity of a student organization whose behavior is in question. When an interim suspension is imposed, the individual/s will be given opportunity to meet with a Title IX officer prior to imposition, or as soon thereafter as reasonably possible, to show cause why the suspension should not be implemented. The Title IX officer has sole discretion to implement or stay an interim suspension under this policy on and to determine its conditions and duration. Violation of an interim suspension is grounds for dismissal (students) or termination (employees).

During an interim suspension, an individual/s may be denied access to university housing, campus email, intranet, facilities, activities, and/or events for which the individual might otherwise be eligible. At the discretion of the Title IX officer, alternative coursework or other options may be pursued to ensure as minimal an impact as possible on the responding party. The institution will maintain as confidential any accommodations or protective measures, provided confidentiality does not impair the institution's ability to provide those accommodations or measures.

B. COMPLIANCE COORDINATORS

See compliance coordinators, under *University Policies*: *Nondiscrimination*

C. RIGHTS OF THE STUDENTS INVOLVED

1. An individual reporting a sex-based offense (reporting party) has the right to:

- Investigation and appropriate resolution of all credible reports or notice of sex-based offenses made in good faith to university officials;
- Notification in advance, when possible, of any public release of information regarding incident;
- Have no personally identifiable information released to the public, without his or her consent;
- Respectful treatment by university officials;
- Be fully informed and have university policies/procedures followed without material deviation;
- Formal resolution of any reported misconduct involving violence;
- Support from university officials in reporting sex-based offenses;
- Be informed of options to notify law enforcement authorities (and for assistance by campus authorities to notify such authorities), or to not to report, if desired;
- Notification of services (counseling, advisory, health, assistance, etc.—on or off campus);
- Notification of possible interim measures to redress violence, such as: a change in campus housing; work assignment rescheduling; academic accommodations, no contact order;
- Maintain interim measures for as long as is necessary, and to remain as confidential as possible;
- Ask investigator to question relevant witnesses and be aware of witnesses questioned, except in cases where a witness' identity will not be revealed to the responding party for compelling safety reasons (excludes name of the alleged victim/reporting party, who is always revealed);
- Review the investigative summary regarding the allegation, subject to the privacy limitations imposed by state and federal law, prior to findings;
- Not have irrelevant prior sexual history admitted as evidence in a campus hearing;
- Regular updates on the status of the investigation and/or resolution;
- Have report heard by Title IX officers who have received annual sex-based offenses training;
- Preservation of privacy, to the extent possible and permitted by law;
- Meetings and interviews that are closed to the public;
- Bring an advisor of the reporting party's choosing to all phases of investigation and resolution;
- Make or provide an impact statement in person or in writing to be included in the investigation summary following any determination of responsibility, but prior to sanctioning;
- Be informed of outcome of the resolution process in writing, without undue delay between the notifications to the parties, and usually within 7 business days of the end of the process;
- Be informed in writing: when a decision of the university is final; any changes to a sanction (in case of appeal); appeal a finding/sanction of resolution process, and procedures for doing so.

2. The individual accused of a sex-based offense (responding party) has the right to:

- Investigation and appropriate resolution of all credible reports of sex-based offenses made in good faith to university officials;
- Notification in advance, when possible, of any public release of information regarding report.
- Respectful treatment by university officials;
- Be fully informed and have university policies/procedures followed without material deviation;
- Notification of services (counseling, advisory, health, assistance, etc.—on or off campus);
- Notification of possible interim measures to redress alleged violence, such as: a change in campus housing; work assignment rescheduling; academic accommodations, no contact order;
- Maintain interim measures for as long as is necessary, and to remain as confidential as possible;
- Ask investigator to question relevant witnesses and be aware of witnesses questioned, except in cases where a witness' identity will not be revealed to the responding party for compelling safety reasons (excludes name of the alleged victim/reporting party, who is always revealed);

- Be fully informed of the nature of the reported violation and possible sanctions, policies and procedures of the campus resolution process, and timely written notice of all alleged violations;
- Review the investigative summary regarding the allegation, subject to the privacy limitations imposed by state and federal law, prior to findings;
- Not have irrelevant prior sexual history admitted as evidence in a campus hearing;
- Have reports heard by Title IX officers who have received annual sex-based offenses training;
- Meetings, interviews and hearings that are closed to the public;
- Bring an advisor of the responding party's choosing to all phases of investigation and resolution;
- A fundamentally fair resolution, as defined in the sex-based offenses policy and procedures;
- Make or provide an impact statement in person or in writing to be included in the investigation summary following any determination of responsibility, but prior to sanctioning;
- A decision based solely on evidence presented during the resolution process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
- Be informed of outcome of the resolution process in writing, without undue delay between the notifications to the parties, and usually within 7 business days of the end of the process;
- Be informed in writing: when a decision of the university is final; any changes to a sanction (in case of appeal); appeal a finding/sanction of resolution process, and procedures for doing so.

E. LEGAL DEFINITIONS

Sex-based violence includes, but is not limited to dating violence, domestic violence, sexual assault (nonconsensual sexual contact, nonconsensual sexual intercourse), sexual exploitation, and stalking, as defined by the 2013 Violence Against Women Act and Missouri Statutes 565 and 566 (see: http://www.moga.mo.gov/mostatutes/statutesAlpha.html). It is important to remember that the use of alcohol and/or other drugs will never function to excuse any behavior that violates this policy.

CONSENT

The term *consent* is defined as an unambiguous and willful participation or cooperation in an act or as an attitude that is commonly understood to be consistent with the exercise of free will. Consent requires participants who are fully conscious, are equally free to act, have clearly communicated their willingness, cooperation, or permission to participate in a specific sexual activity, are positive and clear in their desires, and are able to cease ongoing consensual activity at any time. Refusal to consent does not have to be verbal; it can be expressed with gestures, body language or attitude. A prior sexual history between the complainant and respondent does not constitute consent. Consent is not freely given if one of the following applies:

a) The individual is unable to make an informed decision as a result of alcohol or other drugs (including but not limited to predatory drugs or prescribed medications); or
b) The individual is unconscious, asleep, or suffering from shock; or
c) The individual is under the age of seventeen and therefore legally unable to give consent; or
d) Individual has a known mental disorder/developmental or physical disability, and is therefore legally unable to give consent.

"No" means "No"; "No" can be expressed or implied, it does not have to be spoken.

"Yes" means "No' if conditions a, b, c, or d listed above exist.

In Missouri statute 556.061.2 consent is defined as: "Consent": 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, intoxication, a drug-induced state, or any other reason 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;

DOMESTIC VIOLENCE/DATING VIOLENCE

Domestic Violence. Defined in 42 U.S.C. 13925(a); felony or misdemeanor crime of violence committed-

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating or has cohabitated with victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or

- By any other person against an adult or youth victim who is protected from that person's acts under domestic or family violence laws of the jurisdiction in which a crime of violence occurred.

Dating Violence. Defined in 42 U.S.C. 13925(a); violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

1. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
2. For the purpose of this definition-
   i. Includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
   ii. Does not include acts covered under the definition of domestic violence.

Missouri Statues that deal with domestic/dating violence fall under the Domestic Assault statutes.

Domestic assault, first degree--penalty. 565.072.

1. A person commits the crime of domestic assault in the first degree if he or she attempts to kill or knowingly causes or attempts to cause serious physical injury to a family or household member, including any child who is a member of the family or household, as defined in section 455.010.
2. Domestic assault in the first degree is a class B felony unless in the course thereof the actor inflicts serious physical injury on the victim or has previously pleaded guilty to or been found guilty of committing this crime, in which case it is a class A felony.

Domestic assault, second degree--penalty. 565.073.

1. A person commits the crime of domestic assault in the second degree if the act involves a family or household member, including any child who is a member of the family or household, as defined in section 455.010, and he or she:
   i. Attempts to cause or knowingly causes physical injury to such family or household member by any means, including but not limited to, by use of a deadly weapon or dangerous instrument, or by choking or strangulation; or
   ii. Recklessly causes serious physical injury to such family or household member; or
   iii. Recklessly causes physical injury to such family or household member by means of any deadly weapon.
2. Domestic assault in the second degree is a class C felony.

Domestic assault, third degree--penalty. 565.074.

1. A person commits the crime of domestic assault in the third degree if the act involves a family or household member, including any child who is a member of the family or household, as defined in section 455.010 and:
   - The person attempts to cause or recklessly causes physical injury to such family or household member; or
   - With criminal negligence the person causes physical injury to such family or household member by means of a deadly weapon or dangerous instrument; or
   - The person purposely places such family or household member in apprehension of immediate physical injury by any means; or
   - The person recklessly engages in conduct which creates a grave risk of death or serious physical injury to such family or household member; or
   - The person knowingly causes physical contact with such family or household member knowing the other person will regard the contact as offensive; or
   - The person knowingly attempts to cause or causes the isolation of such family or household member by unreasonably and substantially restricting or limiting such family or household member's access to other persons, telecommunication devices or transportation for the purpose of isolation.
2. Except as provided in subsection 3 of this section, domestic assault in the third degree is a class A misdemeanor.
3. A person who has pleaded guilty to or been found guilty of the crime of domestic assault in the third degree more than two times against any family or household member as defined in section 455.010, or of any offense committed in violation of any county or municipal ordinance in any state, any state law, any federal law, or any military law which, if committed in this state, would be a violation of this section, is guilty of a class D felony for the third or any subsequent commission of the crime of domestic assault. The offenses described in this subsection may be against the same family or household member or against different family or household

Definition of "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

SEXUAL ASSAULT

The term *sexual assault* is defined as any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. It includes the crimes of rape, fondling, statutory rape and incest as defined by the 2013 Violence Against Women Act.

- ***Rape***- The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- ***Fondling***-The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- ***Incest***-Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- ***Statutory Rape***-Sexual intercourse with a person who is under the statutory age of consent.

In Missouri, Chapter 566 covers Sexual Offenses. Rape is defined there under Statute 566.030.

1. A person commits the offense of rape in the first degree if he or she has sexual intercourse with another person who is incapacitated, incapable of consent, or lacks the capacity to consent, or by the use of forcible compulsion. Forcible compulsion includes the use of a substance administered without a victim's knowledge or consent which renders the victim physically or mentally impaired so as to be incapable of making an informed consent to sexual intercourse.

2. The offense of rape in the first degree or an attempt to commit rape in the first degree is a felony for which the authorized term of imprisonment is life imprisonment or a term of years not less than five years, unless:

    i. In the course thereof the actor inflicts serious physical injury or displays a deadly weapon or dangerous instrument in a threatening manner or subjects the victim to sexual intercourse or deviate sexual intercourse with more than one person, in which case the authorized term of imprisonment is life imprisonment or a term of years not less than fifteen years;

    ii. The victim is a child less than twelve years of age, in which case the required term of imprisonment is life imprisonment without eligibility for probation or parole until the offender has served not less than thirty years of such sentence or unless the offender has reached the age of seventy-five years and has served at least fifteen years of such sentence, unless such rape in the first degree is described under subdivision (3) of this subsection; or

    iii. The victim is a child less than twelve years of age and such rape in the first degree or attempt to commit rape in the first degree was outrageously or wantonly vile, horrible or inhumane, in that it involved torture or depravity of mind, in which case the required term of imprisonment is life imprisonment without eligibility for probation, parole or conditional release.

3. Subsection 4 of section 558.019 shall not apply to the sentence of a person who has been found guilty of rape in the first degree or attempt to commit rape in the first degree when the victim is less than twelve years of age, and "life imprisonment" shall mean imprisonment for the duration of a person's natural life for the purposes of this section.

4. No person found guilty of rape in the first degree or an attempt to commit rape in the first degree shall be granted a suspended imposition of sentence or suspended execution of sentence.

SEXUAL HARASSMENT

Any unwelcome action of a sexual nature, including unwelcome sexual advances, requests for sexual favors or acts, and other verbal, nonverbal, graphic, or physical conduct of a sexual nature, which results in sexual discrimination or a hostile environment. It occurs where work, academic, or personal relationships are inappropriately and intentionally sexualized, and encompasses such conduct as:

a) The explicit or implicit solicitation or use of sexual favors as a basis for actions affecting an individual's welfare, grades or advancement as a student or employee.
b) Repeated sexual advances, requests for sexual favors and physical contacts of a sexual nature which impedes another's work or academic performance.
c) Repeated demeaning verbal or visually expressive behavior of a sexual nature, which creates a hostile work, learning or living environment.
d) Unwelcome sexual conduct resulting in the acceptance of such conduct becoming a term or condition of an individual's academic standing, continued employment, or employment advancement.

Any form of sexual harassment stated above will be cause for complaint. A hostile environment can be created by persistent/pervasive conduct or by a single severe episode. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment.

Often, sexual harassment involves relationships of unequal physical power or unequal power of authority, and, therefore, can contain elements of coercion and threat. Consequently it is University policy to strongly discourage any consensual relationship involving a subordinate employee or student that could lead to alleged or actual sexual harassment.

STALKING

Section 40002(a) of the Violence Against Women Act of 1994 defines “stalking” to mean “engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.”

In Missouri Law Stalking is defined as: A person commits the crime of stalking if he or she purposely, through his or her course of conduct, harasses or follows with the intent of harassing another person.

In Missouri, Stalking is covered in Statute 565.225, "Crime of Stalking" listed below.

Crime of stalking--definitions--penalties. 565.225.

1. As used in this section, the following terms shall mean:
    i. "Course of conduct", a pattern of conduct composed of two or more acts, which may include communication by any means, over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of course of conduct. Such constitutionally protected activity includes picketing or other organized protests;
    ii. "Credible threat", a threat communicated with the intent to cause the person who is the target of the threat to reasonably fear for his or her safety, or the safety of his or her family, or household members or domestic animals or livestock as defined in section 276.606 kept at such person's residence or on such person's property. The threat must be against the life of, or a threat to cause physical injury to, or the kidnapping of, the person, the person's family, or the person's household members or domestic animals or livestock as defined in section 276.606 kept at such person's residence or on such person's property;
    iii. "Harasses", to engage in a course of conduct directed at a specific person that serves no legitimate purpose that would cause a reasonable person under the circumstances to be frightened, intimidated, or emotionally distressed.
2. A person commits the crime of stalking if he or she purposely, through his or her course of conduct, harasses or follows with the intent of harassing another person.
3. A person commits the crime of aggravated stalking if he or she purposely, through his or her course of conduct, harasses or follows with the intent of harassing another person, and:
    1) Makes a credible threat; or
    2) At least one of the acts constituting the course of conduct is in violation of an order of protection and the person has received actual notice of such order; or
    3) At least one of the actions constituting the course of conduct is in violation of a condition of probation, parole, pretrial release, or release on bond pending appeal; or
    4) At any time during the course of conduct, the other person is seventeen years of age or younger and the person harassing the other person is twenty-one years of age or older; or
    5) He or she has previously plead guilty to or been found guilty of domestic assault, violation of an order of protection, or any other crime where the other person was the victim.
4. The crime of stalking shall be a class A misdemeanor unless the person has previously pleaded guilty to or been found guilty of a violation of this section, or of any offense committed in violation of any county or municipal ordinance in any state, any state law, any federal law, or any military law which, if committed in this state, would be chargeable or indictable as a violation of any offense listed in this section, in which case stalking shall be a class D felony.
5. The crime of aggravated stalking shall be a class D felony unless the person has previously pleaded guilty to or been found guilty of a violation of this section, or of any offense committed in violation of any county or municipal ordinance in any state, any state law, any federal law, or any military law which, if committed in this state, would be chargeable or indictable as a violation of any offense listed in this section, aggravated stalking shall be a class C felony.
6. Any law enforcement officer may arrest, without a warrant, any person he or she has probable cause to believe has violated the provisions of this section.
7. This section shall not apply to activities of federal, state, county, or municipal law enforcement officers conducting investigations of violation of federal, state, county, or municipal law.

F. FILING A REPORT OF SEXUAL VIOLENCE

The university encourages victims of sex-based offenses, or third-party witnesses, to report the incident to the Title IX Coordinator, deputy coordinator, Office of Public Safety, and/or appropriate law enforcement officials (if desired). We will take appropriate action when informed of an allegation.

When an employee (mandated reporter) is informed of an incident, he or she must report the allegation to the Title IX Coordinator or Deputy Coordinator, who will initiate a Title IX inquiry. The preliminary inquiry is to determine if there is reasonable cause to believe an offense has occurred. When reasonable cause is identified, the university will initiate an investigation that is thorough, reliable, impartial, prompt and fair to both parties. This investigation determines whether the university's Sex-Based Offenses Policy has been violated. If so, the university will promptly implement an effective remedy designed to end the conduct, prevent its recurrence and address its effects. The university aims to bring all allegations to a resolution within a sixty (60) business day time period, which can be extended for appropriate cause by the Title IX Coordinator with notice to the parties.

To provide support, the reporting party and responding party may have an advisor present during reporting, investigative, and resolution procedures.

Additionally, anonymous reports can be made by victims and/or third parties using online reporting posted at https://www.evangel.edu/offices/student-development/public-safety/ . Anonymous reports may prompt a need for the institution to investigate; however, the university may be limited in the investigation and outcome of such reports.

G. INVESTIGATION PROCESS

The university utilizes a civil rights single investigator model, not a hearing panel, to resolve allegations of sex-based offenses. The process is intended to be equitable for all parties involved. If, at any time, it is determined that "reasonable cause" does not exit to move forward in the process, the case will be closed. In general, the parties can expect the following:

1. **Initial report**. Can be received by any employee and will be forwarded to a Title IX officer (Coordinator or Deputy Coordinator to identify any necessary interim measures.
2. **Preliminary inquiry and finding**. Title IX Coordinator assigns Deputy Coordinator (if not already done) to contact reporting party (typically 1-3 days in duration), review the conflict and determine if there is reasonable cause to proceed. Based on the preliminary finding, deputy coordinator may initiate an informal resolution or may ask for an investigator to be appointed.
3. **Informal Resolution.** For allegations that do not involve sexual violence, the Deputy Coordinator may facilitate conversations among the reporting party and the responding party to try and resolve the conflict, if both parties are willing. If informal resolution fails, is not appropriate, or if an allegation involves sexual violence, an investigator is appointed.
4. **Formal investigation**. Investigator meets with all parties (ranges from days to weeks, depending on complexity of allegations, typically 10-14 days). The reporting party and responding party are regularly apprised of the status of the investigation as it unfolds.
5. **Investigation summary**. The investigator will document statements from reporting party, responding party, and any applicable witnesses to produce a timeline of the evidence. Both parties will have opportunity to review the summary and add additional information or clarification.
6. **Formal Resolution**. After input from both parties, the investigator will finalize the investigative summary, make a determination as to preponderance of the evidence, and forward it to the deputy coordinator (typically completed 10-14 days from the end of the investigation barring necessary extensions).
7. **Finding/Sanction**. Deputy coordinator (and/or designees) determines appropriate sanctions according to the policy, will share the findings and explain sanctions to both parties at approximately the same time in writing, typically within 7 days.
8. **Appeal**, if desired. Appeals may be requested, within a three-day window to file once a formal determination is reached, a three-day window to grant or deny the appeal request, and another 7-10 days for a final resolution to be reached.

H. FINDINGS AND SANCTIONS

The Title IX Deputy Coordinator (and applicable designees) will review the investigative report with finding based on the standard of proof, preponderance of the evidence, to determine appropriate sanctions, consistent with university policy, and will share the findings/sanctions with the Title IX Coordinator, and the responding and reporting parties (and advisor/s), typically within seven days. Both parties will receive written notification of the outcome, to the extent permitted by or mandated by law. In cases involving sex-based violence, the written notification includes the finding, any resulting responsive actions, and the rationale for the decision. This written notification of final decision is delivered to the parties without undue delay between the notifications. It also explains appeals options and procedures for appeal, as well as any changes to the results that could occur before the appeal decision is finalized.

I. APPEALS

Sanctions imposed from the formal resolution process can be appealed by any party according to grounds, below.

All sanctions imposed will be in effect during an appeal unless a specific request is made to the Title IX Coordinator (or designee) to delay implementation, but the presumptive stance is that sanctions will go into effect immediately. Graduation, study abroad, internships, conferences, etc. do NOT in and of themselves constitute exigent circumstances, and individuals may not be able to participate in those activities during their appeal. In cases where an appeal results in resumption of privileges or reinstatement to the university, all reasonable attempts will be made to restore the individual to his/her prior status, recognizing that some opportunities lost may be irreparable.

All parties may seek review of a decision in a sex-based offense case by making an appeal to the appropriate appeals officer.

For **students**: the appeals officer is the Vice President for Student Development.
For **staff**: the appeals officer is the Vice President for Business and Finance.
For **faculty**: the appeals officer is the Vice President for Academic Affairs.

Grounds for appeal.

a) A procedural [or substantive] error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);

b) To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included; and/or
c) The sanctions imposed fall outside the range of sanctions designated for this offense and the cumulative conduct history of the responding party.

Criteria for Appeal.

- Appeals must be in writing and submitted to the Office of Student Development (Title IX Coordinator) for processing, during regular business hours (Monday - Friday, 8 a.m. to 4:30 p.m.) within three (3) business days of the decision. After this time, the decision is final.
- Clear error or compelling justification must be shown, as findings/sanctions are presumed to have been decided reasonably and appropriately during the original hearing. It is not enough to simply assert one of the grounds for appeal. The written appeal must provide information that specifically supports grounds upon which the individual bases the appeal. If an appeal does not contain sufficient information to support the grounds upon which the appeal is based, review of the appeal will be denied.
- Only one request for an appeal may be submitted by either party.

Based on written requests/responses or on interviews as necessary, the appeals officer will send a letter of outcome for the appeal to all parties. In response to a request, the appeals officer can take one of three possible actions: 1) the officer may dismiss an appeal request as untimely or ineligible, 2) grant an appeal and remand the finding and/or sanction for further investigation or reconsideration at the hearing level, or 3) modify a sanction.

A written decision concerning the appeal will be provided in person and/or mailed to the mailing address of the respective party as indicated in university records and emailed to the parties' university-issued email accounts. Once received in person, mailed or emailed, the notice of decision will be deemed presumptively delivered.

The procedures governing the hearing of appeals include the following:

- All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;
- Every opportunity to return the appeal to the original hearing body for reconsideration (remand) should be pursued;
- Appeals are not intended to be full re-hearings of the allegation (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal;
- Appeals decisions are to be deferential to the original hearing body, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so;
- An appeal is not an opportunity for appeals officers to substitute their judgment for that of the original hearing body merely because they disagree with its finding and/or sanctions.
- The appeals officer will typically render a written decision on the appeal to all parties within five (5) business days from hearing of the appeal. The appeals officer decision to deny an appeal request is final.

J. SEXUAL VIOLENCE PREVENTION EDUCATION

The university takes measures to provide a safe campus environment for its students and employees. We offer prevention and awareness programs involving sexual violence education. Ongoing annual training is also presented and monitored to encourage participation. The programs include:

- A review of the Evangel University Sex-Based Offenses Policy which prohibits sexual violence, discrimination, and harassment, as stated in the student and employee handbooks;
- Title IX compliance training
- Bystander intervention training
- Sexual Harassment and Rape Prevention (SHARP) training
- Understanding healthy relationships
- Recognizing signs of abusive behavior
- Alcohol and drug abuse prevention

SUICIDE THREAT/ATTEMPT

Evangel want to assist students who are struggling with thoughts or behaviors that may lead to a suicide attempt. If you know of a student, or are a student who is struggling and/or in danger, contact the University counseling center (or Public Safety, after business hours) for assistance. Please know that there is help available! If the University knows of a student in danger, we will take steps to care for the student's health and life. This may include contacting a local medical center for professional mental health evaluation and/or

treatment and notifying the parents (or designated contact) as soon as possible. Students who are a danger to themselves or others may need to consider withdrawing from the University in order to focus on their health and treatment. See also *Withdrawal* (below).

Evangel University participates in the Ask Listen Refer Suicide Prevention Training Program, designed to help faculty, staff, and students prevent suicide by teaching you to: 1) identify people at risk for suicide; 2) recognize the risk factors, protective factors, and warning signs of suicide; and 3) respond to and get help for people at risk. Suicide threats or attempts should always be taken seriously. Do not leave suicidal person unattended or allow him or her to leave the building. Call Campus Public Safety (417-865-2815, ext. 7000) who will notify appropriate emergency personnel to assist.

WITHDRAWAL FROM THE UNIVERSITY

For withdrawals initiated by the student (voluntary): A student who desires to withdraw from classes at the University should go to the Office of the Vice President for Student Development (Riggs 304) and make written application for official withdrawal (some students may eligible for a medical or other leave of absence. See *Leave of Absence* in Section VIII, *University Policies*). All credits will be computed as of the date when application is made to the Office of Student Development. The student must follow the withdrawal procedures. Simply not attending classes does not withdraw the student from school. The complete statement of the Withdrawal Policy, including the refund policy, is published in the Evangel University Vision Catalog. See full *Withdrawal Policy* details: *http://www.evangel.edu/financial/more-information/policies/#withdrawl*

For withdrawals initiated by the University (involuntary): The University reserves the right to take immediate, necessary, and appropriate action to protect the health and safety of students and/or members of the community A student whose conduct unreasonably interferes with or disrupts an orderly and safe environment is subject to the student conduct process. In unusual cases where a student engages in one or more of the behaviors listed below or exhibits a pattern of such behaviors, the University reserves the right to require an involuntary withdrawal. These behaviors include:

1. Engaging in or threatening to engage in behavior which poses a danger of causing physical harm (to life, health, welfare, safety, or property) to self or to others;
2. Demonstrating an inability to satisfy personal needs, including nourishment, shelter, personal safety and well-being such that a reasonable possibility of serious physical harm or death may occur in a short period of time;
3. Unreasonably interfering with activities of others (including those resulting in a significant and unreasonable impact on the personnel resources necessary to manage the behaviors described); and
4. Conduct that dangerously interferes with the mission of the community and/or violates community standards (may include, but not limited to physical/sexual violence, illegal/misuse of drugs.

For details on the complete Involuntary Administrative Withdrawal policy, contact the Student Development Office.

IX. STUDENT CLASS ATTENDANCE

Evangel's faculty members seek to build a community of Christian scholars dedicated to pursuing truth. At the University level, that pursuit clearly involves more than merely gaining information; it also requires strong commitment to the process of inquiry and to one's colleagues. Class attendance alone cannot ensure that students and professors will become partners in scholarship; however, the prospects for that ideal are dimmed when students miss class. Therefore, professors expect regular attendance.

Course content and teaching styles will vary across the University. Such diversity enriches the educational process and provides a sound basis for developing community, which does not imply rigid uniformity. Therefore, the University does not prescribe a campus wide attendance policy, but rather each professor may set his or her own attendance policy in order to achieve course goals and objectives. Faculty have responsibilities to:

1) The course attendance policy should be clearly stated in the course syllabus and given to the student. Students should be made aware of the importance of attendance in relationship to being able to successfully meet the course requirements.

2) Students who miss class because of illness, participation in authorized co-curricular activities, or for other unavoidable reasons will be given the opportunity to complete missed assignments or the equivalent. Students who miss class for other reasons may only make up work at the discretion of the individual instructor as stated in the course syllabus.

3) Course attendance policies should observe the following:

    a. Sound pedagogical principles should be observed.
    b. The attendance policy, in effect, provides a contract between the professor and the student. As such the student should have a reasonable expectation of being able to satisfy the contract.
    c. Policies that directly affect the student's grade (ex., adding or subtracting points) should be carefully devised so as not to be viewed as arbitrary or punitive.
    d. The administration of attendance policies should be done in a consistent and professional manner with compassion and concern for the student.