



# **CAT TRACKER**

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STUDENT HANDBOOK

2022-2023

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## HISTORY OF THE SCHOOL

In 1853, the State of Missouri granted a charter to D. Pat Henderson and other Christian Church (Disciples of Christ) leaders for the establishment of an institution of higher learning. They dreamed of "having in our midst one of the best literary and scientific institutions in the Union." They dubbed the school Christian University and began classes on "the Hill" in 1855.

In addition to the vision of excellent education, the founders chose to go against the norms of the day and make the mission to educate both men and women a part of its charter. Christian University proudly became the first institution of higher learning west of the Mississippi River to be chartered specifically for coeducation.

The early years of the College were challenging, most notably due to the Civil War. Through the fall and winter of 1861 and 1862, Union troops at various times occupied Old Main, then the only building on campus. Using the campus as a hospital, prison and barracks, the soldiers caused substantial damage and forced the school to cease operations until 1865. Christian University reopened under the leadership of President Ben H. Smith but did not see substantial growth until the early 20<sup>th</sup> century.

On March 23, 1903, Old Main burned down but, due to the leadership of Carl Johann, was soon replaced by the new Henderson Hall. The early twentieth century also saw such additions as Culver-Stockton Hall (now Johnson Residence Hall), the L.L. Culver gymnasium (now the Herrick Foundation Center) and a new athletic field.

In 1914, the Board of Trustees unanimously voted to rename the school Culver-Stockton College in honor of Mary Culver and Robert Stockton, long-time dedicated donors from St. Louis. The new name took effect in 1917. In the years after the name change, the College would earn accreditation by the Missouri College Union and North Central Association, construct the Wood Residence Hall and survive the Great Depression.

In addition, they adopted the Wildcat mascot. The wildcat was chosen as the Culver-Stockton mascot in 1920 because, despite their relatively small size, wildcats have a lot of fight — not picking fights but always ready to defend themselves. The first mascot costume was used around 1978, and it was simply called "the Wildcat" for several years. A better costume was made and introduced in September 1983, when the wildcat mascot's name was Blue Max. A female counterpart, Blue Maxine, was introduced shortly afterward. Blue Max and Blue Maxine were given a new look around 1990. Wildcat Willie, said to be the "son" of Blue Max and Maxine, was introduced in 1995. Wildcat Willie now is grown up and continues with his family legacy of entertaining crowds and boosting school pride.

Events of December 1941 forced students, faculty and staff to contribute to the war effort. Hundreds of students, staff and alumni would serve. The postwar years would see more growth and change as the institution constructed Ellison Poulton Stadium, dedicated the Johann Memorial Library, and celebrated the college centennial in 1953 by welcoming former First Lady Eleanor Roosevelt to campus to speak in front of 1,500 people in the L.L. Culver gymnasium.

Rapid change would mark the next several decades on campus including the construction of the Shannon, McDonald, and Ziegler (now Stone) residence halls, the completion of the Ada

Wallace Roberts Wallace concourse and the opening of the Alexander Campbell auditorium. In 1970 work began on a new student center, to be named after donor Gladys Crown. The 1970s and 1980s, under the leadership of President Robert W. Brown, saw further growth with major Johann Library, Johnson Hall and Herrick Center renovations, the dedication of Charles Field House, and the entry of C-SC athletic teams into the Heart of America Athletic Conference and an expansion of the student body to over 1,000.

In the summer of 1993, the Mississippi River suffered a disastrous 500-year flood which Canton's levee alone could not contain. College and community joined together to respond to the crisis and in the end, Canton won the fight, and the town's levee held. In July 2008, the scene of 1993 would repeat itself with another epic flood. Once again, the town and the College joined together to battle and repel the flood waters. A different disaster struck campus on May 9, 2003 when, just hours after commencement, a devastating tornado destroyed Charles Field House and Zenge Hall, ripped off the Henderson Dome and felled some 300 trees around campus. As before, the College would come back stronger than ever after substantial rebuilding efforts.

The 2000s brought significant academic changes to "the Hill" with the decision by the faculty to make experiential learning the foundation of the curriculum. In Fall 2008, the school adopted its current 12 + 3 academic calendar, making C-SC one of only two institutions in the nation to have such a format. The new calendar was designed to better enable a variety of forms of experiential learning, which serves as the foundation of the C-SC curriculum. Several new campus buildings were also added in the years since, including the J.E. & L.E. Mabee Recreation and Wellness Center, opened in February 2016, and the Carolyn L. & Robert W. Brown Residence Hall, opened in September 2017. Dr. Kelly M. Thompson was elected in 2014 as the College's first female president. Dr. Thompson retired from her position in June 2020, and the Board of Trustees elected Dr. Douglas B. Palmer to replace her as the College's 27th president. He began his duties on July 1, 2020.

## MISSION STATEMENT

The mission of Culver-Stockton College is to prepare students of promise for a dynamic world through our distinctive experiential curriculum within a supportive learning community founded upon the best values of faith and the human spirit.

## LEARNING OBJECTIVES

Culver-Stockton College has identified six objectives as overall student learning outcomes:

- To give each student opportunities for exploration of the knowledge, artistic expressions, and values of the liberal arts tradition.
- To ensure each student is skilled in critical thinking, effective communication, and creative problem solving.
- To prepare each student for a career or graduate study through programs that provide in-depth knowledge, disciplinary methodologies, professional specialization, and experiential learning.
- To provide each student opportunities for social and leadership development through co-curricular activities and organizations.
- To help each student engage in global citizenship with knowledge of the American experience and Judeo-Christian heritage.
- To provide a supportive environment in which the college mission can be accomplished.

## THE COMMUNITY

Culver-Stockton College accomplishes the mission as a learning-centered community committed to freedom of inquiry, excellence in teaching and its heritage as a Midwestern college in covenant with the Christian Church (Disciples of Christ).

## DIVERSITY STATEMENT

Culver-Stockton College embraces a strong commitment to diversity by promoting inclusion, acceptance, respect, empowerment and appreciation of every individual regardless of race, gender, age, ethnicity, disability, sexual orientation, gender identity and expression, socioeconomic status, religion, or national origin. As a College we understand that each student is unique and that our commonalities and differences are valuable to our community. We achieve this by recruiting and retaining a diverse population of faculty, staff and students and by creating a living and educational environment that fosters effective and positive communications and interactions among diverse populations.



# Culver-Stockton College Student Handbook 2022-23

Hello Culver-Stockton College Wildcats! We are thrilled to welcome each student, new and returning, to Culver-Stockton College for an educational, enjoyable, and transformational academic year. Student Life provides numerous opportunities for students to live the experiential goal of our curriculum through involvement in student organizations, participation in campus activities, employment in campus jobs, engagement in student governance, and much more.

Each Student Life professional staff member is committed to educating students to develop effective communication skills, healthy relationships, and a positive sense of self through steadfast support and encouragement. Our challenge to you is to get involved and find the ways YOU can impact the community – in your residence hall, in your fraternity or sorority, in your classes, on stage, in your clubs, on your team, etc. Remember it is your college experience to make the most of, so do all that you can to get active, get connected, and get involved!

The C-SC Cat Tracker is a guide for you. It provides you with college resources, policies, and expectations, as well as your responsibilities and rights as a member of our community. We strongly encourage you to familiarize yourself with this student handbook, in order to ensure productive and enjoyable membership in this community. Ultimately, you are responsible for all of the information listed in this document. Please let any of our staff know if you have questions, concerns or suggestions. Our offices are located in the Gladys Crown Student Center.

Here's to a great year! Go Wildcats! (Clap, Clap)



Dr. Angie Royal  
Vice President for Student Experience

## Disclaimer

Each student is responsible for the information contained in the policy section of this handbook. These policies apply to students while on campus as well as any off-campus conduct that could interfere with the campus community and well-being of others. All policies will be enforced and all violations will be subject to action by the Division of Student Life and/or civil authorities. The college reserves the right to modify or change any and all policies and procedures as necessary without prior notice. Please check the website for the most current version of the Cat Tracker.

# 2022-2023 Academic Calendar

## Fall 2022 Semester

|               |   |
|---------------|---|
| AUGUST 6      | CATALYST STUDENTS MOVE IN   |
| AUGUST 6      | FALL ATHLETES MOVE IN   |
| AUGUST 10     | MARCHING BAND MOVE IN   |
| AUGUST 19     | LAST DAY TO REGISTER FOR FALL CLASSES   |
| AUGUST 19     | BRCN SOPHOMORE ORIENTATION, 3-5:30 PM   |
| AUGUST 19     | NEW STUDENT CHECK IN AND MOVE IN  |
| AUGUST 19-21  | WILDCAT WELCOME   |
| AUGUST 21     | RETURNING STUDENT CHECK IN AND MOVE IN<br>CSC CLASSES BEGIN (BRCN, 12 WK, 1ST 6WK, T1 & G1 CLASSES), 8 AM |
| AUGUST 22     | AM  |
| AUGUST 23-24  | BRCN REQUIRED CHECK IN DAYS, (9-1 AND 2-4:30)   |
| AUGUST 25     | ALL COLLEGE CONVOCATION, 11:30 AM   |
| AUGUST 25     | DROP/ADD PERIOD ENDS FOR 1ST 6 WK CLASSES, 5 PM   |
| AUGUST 26     | DROP/ADD PERIOD ENDS (12 WK, T1 AND G1 CLASSES), 5 PM   |
| AUGUST 29     | DROP/ADD PERIOD ENDS FOR BRCN CLASSES, 5 PM   |
| SEPTEMBER 5   | LABOR DAY (NO CLASSES CSC OR BRCN)  |
| SEPTEMBER 19  | LAST DAY TO DROP 1ST 6 WK CLASSES (W GRADE), 5 PM   |
| SEPTEMBER 19  | MID-TERM GRADES DUE FOR ONLINE T1 AND G1 CLASSES, 8 AM  |
| SEPTEMBER 26  | LAST DAY TO DROP ONLINE T1 AND G1 CLASSES (W GRADE), 5 PM   |
| SEPTEMBER 26  | LAST DAY TO DROP BRCN 1ST 8WK CLASSES (W GRADE), 5 PM   |
| SEPTEMBER 30  | MID-TERM (CLASSES IN SESSION)   |
| OCTOBER 2     | LAST DAY OF 1ST 6 WK CLASSES  |
| OCTOBER 3     | MID-TERM BREAK (NO CSC CLASSES)   |
| OCTOBER 3     | LAST DAY TO REQUEST PASS/NO PASS FOR 12 WK CLASSES  |
| OCTOBER 4     | FIRST DAY OF 2ND 6 WK CLASSES   |
| OCTOBER 4     | MID-TERM GRADES DUE FOR 12 WK CLASSES, NOON   |
| OCTOBER 4     | FINAL GRADES DUE FOR 1ST 6 WK CLASSES, NOON   |
| OCTOBER 7     | DROP/ADD PERIOD ENDS FOR 2ND 6 WK CLASSES, 5 PM   |
| OCTOBER 14    | MID-TERM BREAK (NO BRCN CLASSES)  |
| OCTOBER 14    | LAST DAY OF BRCN 1ST 8 WK CLASSES   |
| OCTOBER 14    | LAST DAY TO DROP 12 WK CLASSES (W GRADE), 5 PM  |
| OCTOBER 16    | ONLINE T1 AND G1 CLASSES END  |
| OCTOBER 17    | BRCN 2ND 8 WK CLASSES BEGIN   |
| OCTOBER 17    | ONLINE T2 AND G2 CLASSES BEGIN  |
| OCTOBER 17-21 | ADVISING WEEK FOR SPRING 2023 FOR CSC   |
| OCTOBER 18    | FINAL GRADES DUE FOR ONLINE T1 AND G1 CLASSES, 5 PM   |
| OCTOBER 21-23 | HOMECOMING  |
| OCTOBER 21    | BRCN RESEARCH DAY   |
| OCTOBER 21    | DROP/ADD PERIOD ENDS FOR ONLINE T2 AND G2 CLASSES, 5 PM   |

|                |  |
|----------------|--|
| OCTOBER 24     | DROP/ADD PERIOD ENDS FOR BRCN 2ND 8 WK CLASSES, 5 PM                   |
| OCTOBER 24-27  | REGISTRATION WEEK FOR SPRING 2023 FOR CSC                              |
| OCTOBER 31     | LAST DAY TO DROP BRCN CLASSES (W GRADE), 5 PM                          |
| OCTOBER 31     | LAST DAY TO DROP 2ND 6 WK CLASSES (W GRADE), 5 PM                      |
| NOVEMBER 4-5   | FAMILY WEEKEND   |
| NOVEMBER 13    | LAST DAY OF 2ND 6 WK CLASSES   |
| NOVEMBER 14    | MID-TERM GRADES DUE FOR ONLINE T2 AND G2 CLASSES, 8 AM                 |
| NOVEMBER 14    | LAST DAY TO DROP BRCN 2ND 8WK CLASSES (W GRADE), 5 PM                  |
| NOVEMBER 14    | LAST DAY OF 12 WK CLASSES  |
| NOVEMBER 14    | LAST DAY TO COMPLETE A TOTAL WITHDRAWAL FROM ALL CLASSES FOR CSC, 5 PM |
| NOVEMBER 15    | READING DAY, CSC - NO CLASSES OR FINAL EXAMS                           |
| NOV 16-18      | FINAL EXAMS FOR 12 WK CLASSES  |
| NOV 19-27      | THANKSGIVING BREAK (NO CSC OR BRCN CLASSES)                            |
| NOVEMBER 21    | LAST DAY TO DROP ONLINE T2 AND G2 CLASSES (W GRADE), 5 PM              |
| NOVEMBER 28    | CSC 3 WEEK CLASSES BEGIN   |
| NOVEMBER 29    | DROP/ADD PERIOD ENDS FOR 3 WK CLASSES, 5 PM                            |
| DECEMBER 9     | LAST DAY OF BRCN CLASSES   |
| DECEMBER 9     | ONLINE REGISTRATION PORTAL FOR SPR23 (CURRENT STUDENTS) CLOSES, 5 PM   |
| DECEMBER 9     | LAST DAY TO DROP 3 WK CLASSES (W GRADE), 5 PM                          |
| DECEMBER 9     | LAST DAY TO REQUEST PASS/NO PASS FOR 3 WK CLASSES                      |
| DECEMBER 11    | ONLINE T2 AND G2 CLASSES END   |
| DECEMBER 12-15 | FINAL EXAMS FOR BRCN CLASSES   |
| DECEMBER 13    | FINAL GRADES DUE FOR ONLINE T2 AND G2 CLASSES, 5 PM                    |
| DECEMBER 16    | LAST DAY OF 3WK CLASSES  |
| DECEMBER 16    | RESIDENCE HALLS CLOSE, 6 PM  |
| DECEMBER 16    | BRCN FALL COMMENCEMENT   |

*Spring 2023 Semester*

|             |   |
|-------------|---|
| JANUARY 6   | LAST DAY TO REGISTER FOR SPRING 2023 CLASSES            |
| JANUARY 7   | NEW STUDENTS FOR SPRING 2023 MOVE IN, 8-10 AM           |
| JANUARY 8   | RESIDENCE HALLS OPEN FOR RETURNING STUDENTS, NOON       |
| JANUARY 9   | CLASSES BEGIN (BRCN, 12 WK, 1ST 6 WK, T3 AND G3), 8 AM  |
| JANUARY 12  | DROP/ADD PERIOD ENDS FOR 1ST 6 WK CLASSES, 5 PM         |
| JANUARY 13  | DROP/ADD PERIOD ENDS FOR 12 WK, T3 AND G3 CLASSES, 5 PM |
| JANUARY 16  | MARTIN LUTHER KING, JR. DAY, NO BRCN OR CSC CLASSES     |
| JANUARY 17  | DROP/ADD PERIOD ENDS FOR BRCN CLASSES, 5 PM             |
| FEBRUARY 6  | LAST DAY TO DROP 1ST 6 WK CLASSES (W GRADE), 5 PM       |
| FEBRUARY 6  | MID-TERM GRADES DUE FOR ONLINE T3 AND G3 CLASSES, 8 AM  |
| FEBRUARY 13 | SUMMER 2022 REGISTRATION OPENS                          |

|             |  |
|-------------|--|
| FEBRUARY 13 | LAST DAY TO DROP ONLINE T3 AND G3 CLASSES (W GRADE), 5 PM              |
| FEBRUARY 13 | LAST DAY TO DROP BRCN 1ST 8WK CLASSES (W GRADE), 5 PM                  |
| FEBRUARY 17 | MID-TERM CSC (CLASSES IN SESSION)                                      |
| FEBRUARY 17 | LAST DAY TO REQUEST PASS/NO PASS FOR 12 WK CLASSES                     |
| FEBRUARY 19 | LAST DAY OF 1ST 6 WK CLASSES   |
| FEBRUARY 20 | FIRST DAY OF 2ND 6 WK CLASSES  |
| FEBRUARY 21 | MID-TERM GRADES DUE FOR 12 WK CLASSES, NOON                            |
| FEBRUARY 23 | DROP/ADD PERIOD ENDS FOR 2ND 6 WK CLASSES, 5 PM                        |
| MARCH 3     | LAST DAY OF BRCN 1ST 8 WK CLASSES                                      |
| MARCH 3     | LAST DAY TO DROP 12 WK CLASSES (W GRADE), 5 PM                         |
| MARCH 4-12  | CSC & BRCN SPRING BREAK  |
| MARCH 5     | ONLINE T3 AND G3 CLASSES END   |
| MARCH 13    | ONLINE T4 AND G4 CLASSES BEGIN   |
| MARCH 13    | BRCN 2ND 8 WK CLASSES BEGIN  |
| MARCH 13    | HONORS DAY WINNERS REQUESTED   |
| MARCH 17    | DROP/ADD PERIOD ENDS FOR ONLINE T4 AND G4 CLASSES, 5 PM                |
| MARCH 20    | DROP/ADD PERIOD ENDS FOR BRCN 2ND 8 WK CLASSES, 5 PM                   |
| MARCH 20-24 | ADVISING WEEK FOR FALL 2023 FOR CSC                                    |
| MARCH 27    | LAST DAY TO DROP 2ND 6 WK CLASSES (W GRADE), 5 PM                      |
| MARCH 27-30 | REGISTRATION WEEK FOR FALL 2023 FOR CSC                                |
| APRIL 3     | LAST DAY TO DROP BRCN CLASSES (W GRADE), 5 PM                          |
| APRIL 6     | LAST DAY OF 12 WK CLASSES  |
| APRIL 6     | LAST DAY TO COMPLETE A TOTAL WITHDRAWAL FROM ALL CLASSES FOR CSC, 5 PM |
| APRIL 7-10  | EASTER BREAK (NO BRCN OR CSC CLASSES)                                  |
| APRIL 11    | HONORS DAY WINNERS DUE   |
| APRIL 11    | READING DAY (NO CSC CLASSES OR FINAL EXAMS)                            |
| APRIL 11    | LAST DAY TO DROP ONLINE T4 AND G4 CLASSES (W GRADE), 5 PM              |
| APRIL 12    | MID-TERM GRADES DUE FOR ONLINE T4 AND G4 CLASSES, 8 AM                 |
| APRIL 12-14 | FINAL EXAMS FOR 12 WK CLASSES  |
| APRIL 17-18 | TERM BREAK (NO CSC CLASSES)  |
| APRIL 18    | LAST DAY TO DROP BRCN 2ND 8WK CLASSES (W GRADE), 5 PM                  |
| APRIL 19    | LAST DAY OF 2ND 6 WK CLASSES   |
| APRIL 19    | CSC 3 WK CLASSES BEGIN   |
| APRIL 20    | DROP/ADD PERIOD ENDS FOR 3 WK CLASSES, 5 PM                            |
| APRIL 28    | LAST DAY TO REQUEST PASS/NO PASS FOR 3 WK CLASSES                      |
| MAY 2       | LAST DAY TO DROP 3 WK CLASSES (W GRADE), 5 PM                          |
| MAY 5       | LAST DAY OF BRCN CLASSES   |
| MAY 7       | ONLINE T4 AND G4 CLASSES END   |
| MAY 8-11    | FINAL EXAMS FOR BRCN CLASSES   |
| MAY 9       | HONORS DAY CONVOCATION, 11:30 AM                                       |
| MAY 10      | LAST DAY OF 3 WK CLASSES   |

MAY 10 RESIDENCE HALLS CLOSE FOR THOSE NOT INVOLVED IN  
COMMENCEMENT, 6 PM

MAY 12 BRCN PINNING AND COMMENCEMENT, 2 PM

MAY 12 ONLINE REGISTRATION PORTAL FOR FL2023 (CURRENT STUDENTS)  
CLOSES, 5 PM

MAY 12 CSC BACCALAUREATE, 5:30 PM

MAY 13 CSC COMMENCEMENT, 9:30 AM

MAY 13 RESIDENCE HALLS CLOSE, 6 PM

## Academic Affairs

The Culver-Stockton College Academic Catalog is the official statement of policy in academic matters. Each student has the responsibility of studying the Academic Catalog and understanding the academic requirements of the college. Students who have questions regarding academic policies and procedures should consult the Academic Catalog online at [culver.edu/academics/academic-catalog/](http://culver.edu/academics/academic-catalog/).

The Provost and Vice President for Academic Affairs (Provost/VPAA), Dr. Lauren Schellenberger, oversees C-SC's academic program. Dr. Schellenberger's office is located in room 201 of Henderson Hall. She can be reached by phone at 573-288-6325 or by email at [provost@culver.edu](mailto:provost@culver.edu).

Some other important offices within Academic Affairs are listed below. More detailed descriptions of the responsibilities and functions of these offices are provided in the Academic Catalog.

### Academic Divisions

#### Applied Liberal Arts and Sciences

Chairperson: Dr. Scott Giltner

Departments/Programs: Athletic Training, Biology, Chemistry, Foreign Languages, Health Science, History, Mathematics, Natural Science, Political Science, Psychology, Religion & Philosophy

- Contact: Heather Jarvis, Administrative Assistant for the Division of Applied Liberal Arts and Sciences; 573-288-6378 or [hjarvis@culver.edu](mailto:hjarvis@culver.edu)

#### Business, Education, and Law

Chairperson: Mrs. Julie Straus

Departments/Programs: Business, Criminal Justice & Legal Studies, Education, Healthcare Management, Physical Education, Sociology, Sport Management

- Contact: Kristina Corzatt, Administrative Assistant for the Division of Business, Education and Law; 573-288-6707 or [kcorzatt@culver.edu](mailto:kcorzatt@culver.edu).

#### Fine, Applied, and Literary Arts

Chairperson: Dr. Dylan Marney

Departments/Programs: Art & Design, Arts Management, Communication, English, Music, Theatre

- Contact: Stephanie Rieffer, Administrative Assistant for the Division of Fine, Applied, and Literary Arts; 573-288-6346 or [srieffer@culver.edu](mailto:srieffer@culver.edu)

### C-SC Athletic Bands

The mission of the C-SC Athletic Bands ("Thrill on the Hill" Marching Band and "Pride of C-SC" Pep Band) are to provide opportunities for students of all majors that want to play an instrument, build friendships, and make memories through music that will bring our vision of creating an unforgettable college marching band and pep band experience to our campus! The Athletic Bands consist of a marching band in the fall and pep band in the spring that have performance opportunities at home football and basketball games along with various performances throughout the campus and community.

- Contact: Ryan Christian, Director  
573-288-6809 or [rchristian@culver.edu](mailto:rchristian@culver.edu)

### Registrar's Office

- Contact: Mrs. Chris Huebotter, Registrar  
573-288-6330 or [registrar@culver.edu](mailto:registrar@culver.edu)

### Student Success Center

The Student Success Center oversees the First Year Experience program, the Tutoring and Academic Support Center (TASC), and other special academic programs. Dr. Alissa Burger, Director of Student Success, oversees the Student Success Center.

#### The Tutoring and Academic Support Center (TASC)

The Tutoring and Academic Support Center (TASC) provides free and confidential academic support services to all Culver-Stockton students. The center is committed to offering a wide range of academic services, including one-on-one assistance from a student tutor. Tutoring is available by appointment. Tutor names, discipline, and contact information are posted in the TASC.

TASC offers a wide variety of student services such as:

- Tutoring for specific academic disciplines and general education courses
- Assistance with study and test-taking skills, time management and note-taking
- Assistance with writing and the use of the various styles of composing papers -- APA, MLA, etc.
- One-on-one assistance or group tutoring, as needed or requested

#### Absences

There are a number of circumstances that may warrant students missing a class (illness, death in family or other family emergency, etc.). If you will be missing a class session, you should contact your professor. However, if you will be missing multiple class sessions or will be out for an extended period of time, please contact Dr. Alissa Burger at [aburger@culver.edu](mailto:aburger@culver.edu) and she will assist with notifying instructors. Please note that students may be asked to provide documentation to excuse the absence. Students are responsible for all work missed during their absence. If the student should need to leave campus indefinitely, he/she should go through the official withdrawal procedure in the Registrar's office.

#### Diversity, Equity, and Inclusion

Culver-Stockton College celebrates and encourages the multicultural development of our students, which encompasses inclusion, acceptance, respect and empowerment. Culver-Stockton College understands that each student of promise is unique and their commonalities and differences are valuable to the growth of our community. This includes dimensions of race, ethnicity, sex, gender identity, sexual orientation, socioeconomic status, age, physical attributes and abilities, as well as religious, political, cultural and intellectual ideologies and practices.

Student Success and other departments host many activities and programs for the C-SC and local community to encourage inclusion. To find out more or to get involved, please contact the Coordinator of Diversity, Equity, and Inclusion.

Contacts:

Dr. Alissa Burger, Director of Student Success  
573-288-6350 or [aburger@culver.edu](mailto:aburger@culver.edu)

Elle House, Assistant Director of Student Success and Coordinator of Diversity, Equity and Inclusion  
573-288-6714 or [ehouse@culver.edu](mailto:ehouse@culver.edu)

Jeanne Johnson, Director of the Tutoring and Academic Support Center (TASC)  
573-288-6366 or [jjohnson@culver.edu](mailto:jjohnson@culver.edu)

## Library

The Carl Johann Memorial Library supports the mission of Culver-Stockton College by offering a broad collection of academic resources online and in print, by providing research training and information literacy instruction, and by fostering an environment conducive to learning and the open and free exchange of ideas and knowledge.

The library is generally open at the following times with exceptions noted in campus-wide announcements:

Monday, 8 a.m. – 11:30 p.m.  
Tuesday, 8 a.m. – 11:30 p.m.  
Wednesday, 8 a.m. – 11:30 p.m.  
Thursday, 8 a.m. – 11:30 p.m.  
Friday, 8 a.m. – 5 p.m.  
Saturday, 1 p.m. – 5 p.m.  
Sunday, 1 p.m. – 11:30 p.m.

For one-on-one research help, please feel free to make an appointment with any of our staff members:

Dr. Katie Marney, Director of the Carl Johann Memorial Library, History Lecturer  
Liaison to the Applied Liberal Arts and Sciences Division  
573-288-6478 or [kmarney@culver.edu](mailto:kmarney@culver.edu)

Michala Peterman, Assistant Librarian  
Liaison to the Business, Education, and Law Division  
573-288-6711 or [mpeterman@culver.edu](mailto:mpeterman@culver.edu)

Robyn Lambert, Circulation Coordinator  
Liaison to the Fine, Applied, and Literary Arts Division  
573-288-6640 or [rlambert@culver.edu](mailto:rlambert@culver.edu)

## Instructional Technology

For help with online instructional technology, including our Canvas learning management system, please feel free to contact Tammy Ellison, Director of Instructional Technology and Design, at [tellison@culver.edu](mailto:tellison@culver.edu).

## Experiential Learning

Culver-Stockton College emphasizes the importance of connecting knowledge obtained in the classroom with learning acquired beyond it through our innovative approach to experiential learning. Delivered via our distinctive 12-week, 3-week academic calendar, experiential learning at Culver-Stockton effectively prepares students for future careers, engaged citizenship, and lifelong learning through the following seven approved types of experiences: 1. Professional Experiences; 2. Travel Studies; 3. Research; 4. Service Learning; 5. Creativity & Innovation; 6. Simulations; 7. Leadership.

Contacts:

Dr. Belle Cowden, Dean of Graduate and Professional Studies  
573-288-6715 or [bcowden@culver.edu](mailto:bcowden@culver.edu)

Dr. Jay Hoffman, Associate Dean of Graduate and Professional Studies  
573-288-6534 or [jhoffman@culver.edu](mailto:jhoffman@culver.edu)



### Travel Study

Culver-Stockton's travel study program provides students opportunities for short- and long-term international study as well as domestic travel courses. Funding is available in the form of travel study grants and international scholarships. For more information, contact the Coordinator of Experiential Learning.

Contact: Dr. Melissa Holt, Associate Professor of Psychology and Coordinator of Experiential Learning  
573-288-6417 or [mholt@culver.edu](mailto:mholt@culver.edu)

### Academic and Cultural Events Program (ACE)

Contact: David Lane, Director of the ACE Program and Lecturer in Speech/Theatre Education  
573-288-6398 or [dlane@culver.edu](mailto:dlane@culver.edu)

### Honors Scholars Program

Contact: Dr. Haidee Heaton, Professor of Theatre and Director of the Honors Scholars Program  
573-288-6434 or [hheaton@culver.edu](mailto:hheaton@culver.edu)

## Disability Services

Culver-Stockton College is committed to providing the best possible educational environment for all. The mission of Disability Services at Culver-Stockton College is to provide appropriate assistance and reasonable accommodations for students with disabilities, such that those students have the opportunity to succeed in the classroom, limited only by their abilities, not their disabilities.

### **Guidelines for Students Requesting Reasonable Accommodations for Disabilities Affecting Academic Performance**

A student with a disability affecting academic performance should inform the Director of The Tutoring and Academic Support Center (TASC) in writing of his/her disability and the nature of its effect on his/her academic performance. If an instructor becomes aware of or suspects a student has a disability, the instructor should refer the student to the Director of TASC.

The College provides reasonable accommodations for otherwise qualified students with disabilities to assist them in obtaining an education. Accordingly, instructors make reasonable accommodations for students with disabilities in order to allow them opportunity, consistent with their diagnostic profile, to learn course content and subsequently to demonstrate mastery of course content. Instructors should not make such accommodations for students with disabilities without specific directives from the Director of TASC.

In order to be considered eligible for reasonable accommodations, a student must submit the following to the Director of TASC:

1. In the case of a physical disability, neurological disability, or emotional disability, a current medical evaluation completed by a licensed physician is required. A current medical evaluation is one which has been completed within one calendar year of the initial request for reasonable accommodations.
2. In the case of a learning disability, a current psycho-educational evaluation completed by a psychologist licensed by a state board of examiners in psychology or certification by a state department of education in psychology is required. The psychologist must provide his/her license or certificate number in the report. A current psycho-educational evaluation is one having been completed within one calendar year of the initial request

for reasonable accommodations. A current Individualized Education Plan (IEP) will fulfill this documentation.

3. In the case of an attention deficit disorder, a current medical and a current psycho-educational evaluation are required.

In order for a student to be considered eligible for reasonable accommodations, submitted evaluations must include a diagnostic statement of the specific disability and must contain recommendations for reasonable accommodations appropriate to the disability and its effect on academic performance. Each semester, a student should request in writing that the recommendations for reasonable accommodations be made available confidentially to his/her designated instructors. This written request should be filed with the Director of the TASC and should be done so at the earliest date possible prior to the beginning of a semester for which accommodations are requested.

The Director of TASC, with appropriate consultation, will review the student's evaluations and, at the request of the student, inform instructors of appropriate accommodations. Informal reassessments of the need for continuing accommodations will occur periodically. The need for additional formal medical or psycho-educational evaluation can be initiated at the request of either TASC or the student.

Students encountering unresolved problems with individual faculty members should submit a written appeal to the Director of TASC. If the student is not satisfied with a decision made by the Director of TASC, the student may submit an appeal to the Vice President for Enrollment Management.

Examples of Reasonable Accommodations:

- use of dictionary for homework and tests
- assistance from tutors
- alternative exam arrangements (i.e., extra time for exams, separate room for testing)
- written directions to supplement oral directions (test, homework, etc.)
- additional time to read extensive homework assignments

#### Access to Facilities by Disabled Persons

Culver-Stockton College will take the necessary steps to ensure that any qualified disabled person is neither denied the benefits nor excluded from participation in any program or activity provided by the College nor denied the use of its services. Because the scheduling of classes and/or the arranging of housing may require reasonable advanced planning, disabled persons accepted for admission should identify themselves within two months of the start of the semester of admission and indicate the nature of accommodations they may need. Persons with disabilities occurring or manifesting after admission and before the start of or during the semester will be handled on a case-by-case basis.

## Financial Aid Policies

While the primary responsibility for financing a college education rests with the student and his or her family, Culver-Stockton College has designed a financial assistance program for students who would be unable to attend without such aid.

Awards are also made in recognition of academic achievements and the particular talents or ability of the student applicant. Financial aid programs and policies are established by the President of the college upon recommendation from the Director of Financial Aid. The Director of Financial Aid is responsible for coordination of the total program.

Financial aid funds are awarded to supplement the family's contribution when family funds are not sufficient to cover educational costs. The college attempts to meet a student's established financial need through a combination of gift aid (scholarships and grants) and self-help (loans and employment). For

new students, funding preference is given to full-time students who complete the application process by February 1<sup>st</sup> prior to the award year. For returning students, the financial aid priority deadline is also February 1<sup>st</sup>.

#### Determination of Need-based Financial Aid Eligibility

Culver-Stockton College utilizes the need analysis information from the Free Application for Federal Student Aid (FAFSA) to establish financial need. All students applying for financial aid based on need must complete the FAFSA need analysis form each year and designate Culver-Stockton College to receive the processed application. Need is determined by subtracting the expected family (student and parent) contribution (EFC) as calculated on the FAFSA from the cost of attendance.

The cost of attendance includes tuition, room and board, fees, and allowances for books, transportation, personal expenses and loan fees. The student's need for assistance can be met with grants, scholarships, loans, or employment, either singly or in combination. Final grade transcripts must be received from all high schools and colleges that a student has attended before any federal aid can be released. Failure to submit final grade transcripts before the end of the semester will result in the cancellation of all federal aid.

#### Eligibility for Institutional (College) Scholarships and Grants

The following assumptions apply to Culver-Stockton scholarship and grant awards:

1. College aid awards are available to full-time, degree-seeking, traditional undergraduate students only (enrolled in at least 12 credit hours per semester), who are in good academic standing. Adjustments in aid resulting from enrollment changes will not be made past the census date of each semester set by the Registrar in conjunction with the college's policy of charge adjustments.
2. Students who have earned a Bachelor's degree are not eligible for institutional aid.
3. Scholarships and grants are awarded on a yearly basis but are subject to review at the end of each semester.
4. Students enrolled in summer school have their renewal GPA computed following the summer session. Institutional scholarships can be renewed, but not lost because of summer school.
5. Students applying for renewal of either need or no-need college aid must reapply each year.
6. College funds are available for full-time degree seeking students for up to 10 semesters, except nursing students who receive funding from Blessing-Rieman College of Nursing and Health Sciences during their junior and senior years and not from Culver-Stockton College.
7. Students who have previously attended Culver-Stockton College and return following a leave of absence will return with the previous institutional aid, subject to available funding. Students who were previously enrolled and are classified as 'Readmitted' are classified as transfer students for the purpose of scholarship eligibility. If the student has earned more than 12 hours since their last term of attendance at Culver-Stockton College, they are classified as a transfer student for financial aid purposes. Students who have earned 12 or fewer hours since their last term of attendance re-enter under the criteria of any academic scholarship which they previously received, subject to available funding.
8. The maximum gift aid award from all resources will not exceed the total of tuition (12 hours or more per semester), unified student fee, and room and board for students receiving need-based financial assistance and residing on campus. For all other students, the maximum gift aid award will not exceed tuition (12 hours or more per semester) and unified student fee. Any combination of college grants and scholarships will not exceed tuition. Federal, state and other rules (such as athletic conference) may also apply. Scholarships that are reduced in one semester will not be applied to future semesters.
9. Students who are considered dependent upon their parents according to FAFSA guidelines must live on campus or commute from their parent's home address (within a 50-mile radius) to receive college-funded grants and scholarships.

10. The Financial Aid Office is the only office at Culver-Stockton College authorized to offer financial aid to students. Only awards originating from this office will constitute a commitment on behalf of the college. Recommendations for scholarships can be made by faculty or staff, and these recommendations are considered before the award is sent.

### Nursing Students

Freshman and sophomore nursing students apply to and receive financial assistance from Culver-Stockton College. Culver-Stockton institutional aid (scholarships/grants) of any kind is not renewable for the junior and senior years. Junior, senior, LPN, RN, and advanced placement students apply to and receive financial assistance from Blessing-Rieman College of Nursing and Health Sciences. More information is available in the Blessing-Rieman financial aid brochure. Continued involvement in talent areas is encouraged, but no financial assistance from Culver-Stockton will be awarded.

### Coordination of Financial Aid

Any financial aid awarded is subject to review in light of assistance received from outside organizations or agencies. Funds received subsequent to the aid awarded are usually used to replace loan and/or work funds first. College grant/scholarship funds may be lowered if outside scholarships or additional resources are received after the student is awarded and financial need is met. Refer to #8 under Eligibility for Institutional Scholarships/Grants. Each case will be considered on its merits, and any adjustments will be made within college and program guidelines.

### Financial Aid for Study in Off-Campus Programs

A student eligible to receive aid from Culver-Stockton College may continue to receive aid, if eligible, for approved off-campus study, such as internships. The student must be enrolled for credit at Culver-Stockton in order to receive assistance. In no case will aid be greater than aid awarded for equivalent on-campus course credit.

### Standards of Satisfactory Academic Progress (SAP) to Maintain Financial Aid Eligibility

Students who are not achieving the required cumulative GPA or not successfully completing his/her education program at the required pace will have a one semester grace period to continue receiving Title IV and/or state financial aid.

### Standards of Measuring SAP

#### Qualitative (GPA) Measurement

Degree-seeking students at Culver-Stockton College is considered to be in good academic standing if he or she maintains the minimum cumulative GPA for good standing, as listed in the "Categories of Academic Standing" section of the college catalog. Culver-Stockton College uses a graduated qualitative standard for both Undergraduate and Graduate students.

Undergraduate students: Transfer students entering Culver-Stockton College for the first time will be considered to be making SAP upon admission. However, if the student is admitted and their cumulative transfer GPA is below Academic Standards Committee posted standard GPA for accumulated hours, the Financial Aid Office reserves the right to place the student on an immediate warning status.

Students readmitted to Culver-Stockton College or returning from leave of absence are subject to any academic or SAP requirements in force at the time of their last enrollment at the college.

Part-time and three-quarter time students must have a 2.0 GPA at the end of their second academic year. If a student changes enrollment status between full-time and part-time, their GPA requirement will be determined individually by the financial aid office. For undergraduate

students, an academic year is considered to be 24 hours for full-time students, 18 hours for three-quarter time students, and 12 hours for part-time students.

Graduate students: These students will be considered to be making SAP upon admission. However, if the student is admitted and their cumulative transfer GPA or admitted cumulative GPA is below Academic Standards Committee posted standard GPA, the Financial Aid Office may place the student on an immediate Warning status. An academic year is considered 12 hours for full-time or 6 hours for part-time.

#### Quantitative Pace (hours) Measurement

Pace defines the pace at which a student must progress to ensure education program completion within the maximum timeframe (150% of the published length of the program). If pace falls below 67%, a student will be considered to not be making SAP. There are two components to pace: the proof of academic progress, and maximum timeframe.

#### Proof of Academic Progress Requirement

Full-time undergraduate students are required to be in good standing and earn a minimum of 48 credit hours by the end of their second academic year in order to retain eligibility for federal and state financial aid. Three-quarter time undergraduate students must complete 36 hours and Part-time students must complete 24 hours. If a student changes enrollment status between full-time and part-time, their pace requirement will be determined individually by the financial aid office. For undergraduate transfer students, hours accepted must be counted as both attempted and completed hours. It is possible for a student to make pace each semester individually, but not be making pace at the end of their second academic year. All classes dropped after census date of a term show a W on the student's transcript, and will be considered attempted hours. Pace is measured for each individual term and for cumulative hours.

Pace is calculated as follows: 
$$\frac{\text{cumulative number of hours student successfully completed}}{\text{cumulative number of hours student attempted}}$$

For example, if a student enrolls in 15 hours for the semester, and completes 12, their pace for the term is determined to be 80%. The same student will have a cumulative pace requirement. With 47 hours attempted and 32 achieved, their cumulative pace is 68%.

#### Maximum Timeframe Requirement

Undergraduates can receive federal financial aid for a period that is no longer than 150% of the published length of the educational program, as measured in credit hours. For example, for a program that has a published length of 120 hours, a student cannot receive financial aid for more than 180 attempted hours. The 150% maximum timeframe can be appealed. Students enrolling in a certificate program will have their 150% maximum timeframe calculated individually by the Financial Aid Office.

#### Evaluation of Satisfactory Academic Progress

Students that do not make the GPA or Pace Requirements are determined to be on Satisfactory Academic Progress Warning; this means they are not making satisfactory progress toward their degree according to federal guidelines. Academic progress will be monitored at the conclusion of each term of enrollment.

Undergraduate students: For traditional on-campus enrollment, fall, spring, and summer are considered three separate periods of enrollment. (Summer Terms 40 and 50 are considered one period of enrollment.) Online Campus terms are T1/T2 for fall, T3/T4 for spring, and T5/T6 for summer. If a student is enrolled in a combination of traditional

classes and Online Campus classes, that determination will be made individually by the Financial Aid Office.

Graduate students: Graduate student terms are G1/G2 for fall, G3/G4 for spring, and G5/G6 for summer.

GPA and Pace requirements are affected as follows.

- The following are considered as hours attempted, but are not considered as hours successfully completed: F grades, incompletes (I), withdrawals (W), audits (AU), and no pass (NP).
- Students who withdraw from all classes are automatically considered to be on Financial Aid Warning for pace of 0% for the term. If they do not complete at least 12 hours and maintain the appropriate GPA for their class by the end of the next term, they will be considered to be on Financial Aid Suspension. If a student is on Financial Aid Warning and they withdraw from all classes, they will be considered to be on Financial Aid Suspension immediately in their next term of enrollment (but could still file an appeal for Financial Aid Probation).
- In the case of repeated courses, the most recently earned grade and credit becomes the grade and credit of record and is included in the GPA calculation. Aid may be awarded to retake a class where a student obtained a grade of "F." Aid may be awarded one time to retake a class where a student obtained a grade other than "F"; additional retakes of the class are not covered by Title IV aid unless a higher grade is required by the student's major.
- Remedial, enrichment, and ESL courses will not be taken into consideration.
- Hours transferred in may be counted toward a student's GPA and pace requirements to remove them from SAP. Transfer hours count as both accepted and completed hours.

#### Consequences of failing to meet SAP requirements

Students who fail to make SAP will be placed on Financial Aid Warning, Financial Aid Probation, or Financial Aid Suspension. When a student fails to achieve SAP, the Director of Financial Aid will notify the student in writing by certified mail. A student's failure to receive the certified mail notification does not change the student's status.

Financial Aid Warning: This is a status assigned by the college to a student who fails to make SAP at the end of a payment period. The student will continue to receive Title IV and state aid for one payment period. No appeal is necessary for this status. At the conclusion of the warning term, the student must meet SAP requirements.

Financial Aid Probation: This is a status assigned by the college to a student who fails to make SAP (after being on Financial Aid Warning for one semester), is granted an appeal, and has eligibility for Title IV aid reinstated. The school will set forth an academic plan the student must follow. At the conclusion of the probation period, the student must meet the terms of their academic plan, or will be placed on Financial Aid Suspension.

Financial Aid Suspension: This is a status assigned to a student who fails to make SAP after being on Financial Aid Warning or Financial Aid Probation. It also can be for a student whose appeal is not granted. Once Title IV and state eligibility is terminated, the student must make up all deficiencies in both GPA and pace before Title IV and state eligibility will be reinstated. Students keep eligibility for all institutional funding.

SAP Appeal: A process by which a student who is not meeting the college's SAP standards petitions the school for reconsideration of Title IV and state aid eligibility. The appeal must include two components: why the student failed to make SAP, and what has

changed that will allow the student to make SAP at the next evaluation. Appeals without both components will not be considered. Students should include supporting documentation such as letters from outside sources. Appeals for lack of pace can be considered for death of a relative, student injury or illness, or other special circumstances. Other types of appeals will not be heard. Appeals for Maximum Timeframe Requirement will be heard for change of major. Appeals should be submitted in writing to the Director of Financial Aid. Students may appeal a maximum of two times during their academic career at Culver-Stockton College. There is no deadline for appeals; they will be heard on a rolling basis. A student may not have two consecutive probation periods for the same reason.

Appeal Approved: The student is placed on Financial Aid Probation. The student must agree to follow the Personalized Academic Plan. The student's Title IV aid will be reinstated as outlined in the academic plan. If the student deviates from the academic plan, the student will no longer be eligible for Title IV aid until they are determined to be making SAP.

Appeal Not Approved: Student is not eligible for Title IV or state financial aid, but they retain eligibility for institutional funding. Federal aid will be reinstated once the student makes up all deficiencies. All appeal decisions are final and rest within the Financial Aid Office; a student cannot appeal an appeal that is not approved.

Appeal Committee: Consists of the Director of Financial Aid and Director of Student Success, and any other pertinent college faculty/staff.

Personalized Academic Plan: This plan is determined by the Appeal Committee, which at a minimum will include the specified number of credit hours and cumulative GPA to be obtained at the end of each term. The student's compliance with the plan will be monitored by the Director of Student Success together with the Financial Aid Office. The Director of Student Success or an academic advisor will counsel the student.

### Payment of Awards

In most cases, one-half of the aid award is applied to the student's account for each semester. The billing statement from Student Accounts will reflect the student's charges and financial aid. Earnings from campus employment are not credited toward the balance due but are paid to the student, as earned, on a monthly basis.

### Terms and Conditions of On-Campus Employment

Culver-Stockton College makes all work assignments and assures the recipient that he or she will have a reasonable opportunity to earn the work award. The college also reserves the right to make or change work assignments to accommodate the changing needs of the college.

- Freshmen are limited to working 10 hours per week during their first semester.
- Students may work up to 8 hours per day, not to exceed 20 hours per week in any single campus job or combination of campus jobs.
- Students must take, within 5 hours of commencing work, a minimum 30-minute break. This break is unpaid.
- Students are not allowed to work during scheduled class hours. If a student's class is canceled or is out early, and the student works during their scheduled class hours, the Supervisor is required to document this exception. Should federal auditors request documents to support this exception, the Supervisor is required to submit this documentation.
- The College reserves the right to limit the number of jobs per student per academic year.

Employment may be terminated by the college at any time for failure to perform duties satisfactorily or violating the college policies listed above. The college is released from its obligation to find replacement employment. Work assignments terminated for this reason will not be replaced with any other form of financial aid funds. Termination of employment may jeopardize future campus employment opportunities as the number of campus jobs available is limited.

### Renewal and Adjustment of Aid

Financial aid is not automatically renewed each year. In addition to specific requirements of the federal financial aid programs, students are encouraged to file the Free Application for Federal Student Aid (FAFSA). The federal aid processor e-mails renewal reminders to all prior year applicants each year. The FAFSA should be submitted on-line as soon as possible after October 1 during the current semester, using two year's prior tax information. You may apply online at [www.fafsa.gov](http://www.fafsa.gov). (C-SC School Code is 002460) For example, for the 2022-2023 school year, you may start filing your FAFSA as early as October 1, 2021, using 2020 tax information.

For returning students the financial aid priority filing deadline is February 1<sup>st</sup>. Files completed by February 1<sup>st</sup> will receive maximum consideration for available renewal funding. A completed financial aid file consists of a valid FAFSA need analysis and all required verification documentation. Students who do not plan to file the FAFSA, and wish to renew college scholarships only must make the Financial Aid Office aware of this request. In addition, the student must also be registered for classes.

Each student must be able to document the information submitted on the need analysis with income tax transcripts and/or other data required by the college or federal government prior to the receipt of Federal Title IV financial aid (Federal Pell Grant, FSEOG, Federal Work Study, Federal Direct Loan, Federal Plus Loan, or Teach Grant).

Documentation requested must be provided to the Financial Aid Office prior to the end of the semester for which it is requested; any additional deadlines established by the U.S. Department of Education shall also apply. Failure to complete verification will result in the withdrawal of all federal and state financial aid funds. Students whose application information must be corrected by the College will be notified of those changes for the Department of Education by receiving an updated Student Aid Report (SAR) from the federal processor.

Financial aid from any source is provided for only one academic year at a time. Financial aid can be renewed each year provided the student remains in good academic standing, earns the required number of hours for his or her enrollment status by the end of each academic term, and shows financial need on the Free Application for Federal Student Aid (FAFSA), or demonstrates continued talent or academic achievement as stipulated in the original entering award. Financial aid may be adjusted per semester based upon any outside resources received.

Award adjustments may occur at any time during the year, and result from such reasons as: adjustment to the financial need calculations due to a change in the family's financial condition, errors by the family or College, additional funds available for award, or reduction in funds from outside sources. Award adjustments to federal/state financial aid may be made if a student does not attend a class in which they are enrolled.

If a student or talent area chooses not to renew participation or scholarship, the student may write an appeal to the Director of Financial Aid regarding conversion opportunity.

The Financial Aid Office will review a student's expected family contribution if the student and/or family experience a significant change in financial circumstances. An increase in need will not necessarily result in an increase in the financial aid award. Such adjustments depend upon funds available at the time the



request for review is made. Therefore, notification of changes in financial circumstances should be made as soon as they occur.

### Right to Appeal

All students have the right to appeal or reject any aid awarded by the college and to appeal any award decisions to the Director of Financial Aid. The student will be informed of the decision concerning the appeal within a reasonable time following its receipt.

### Withdrawals and Refunds

Students who withdraw prior to completion of a semester are subject to the college's policy concerning withdrawals and refunds. To secure a refund, students must complete the withdrawal process prescribed by the college. For students receiving financial aid, the refund will first be repaid to the Title IV programs, state grants and institutional funds in accordance with existing federal regulations and institutional policy in effect on the date of withdrawal with respect to the various types of aid. If any additional refund is appropriate, the funds will be repaid to the student. It is possible that students who withdraw will have an outstanding balance due to the college.

## Information Technology Policies

### Computer Software Copyright Policy

Culver-Stockton College requires all students, staff and faculty to acquire, copy, and use software in accordance with copyright requirements.

No student, faculty or staff person is allowed to illegally download any copyrighted material without express written consent of the owning party. No illegal material may be downloaded using the Culver-Stockton College network by any party. Further, no copyrighted material shall be distributed without the express written consent of the owning party. Any violation of this policy will result in disciplinary action. C-SC will release the identity of students, faculty or staff members who violate this policy to law enforcement officials who request this information.

### Email

All students are provided a Culver email address. Official communication from faculty and staff will come to this email address. Students are responsible for reading and responding to emails in a timely manner. Failure to do so may result in missing important deadlines, opportunities, or other need-to-know information.

### Internet Policy

Culver-Stockton College provides students, faculty, and staff access to the Internet via college-owned or personally-owned personal computers utilizing Culver-Stockton College's network. The bandwidth capacity is to be used primarily for academic and college business purposes, but students may also use the bandwidth for leisure purposes as long as they comply with local, state, and federal laws or mandates. Students must also comply with the C-SC Information Technology acceptable use policies including privacy policies which is located on the MyCulver portal site at [https://www.myculver.com/ICS/Campus\\_Life/C-SC\\_IT\\_PoliciesPasswords.jnz](https://www.myculver.com/ICS/Campus_Life/C-SC_IT_PoliciesPasswords.jnz)

All users of Culver-Stockton's College computer network must agree to use the facilities legally and ethically and in keeping with their intended use.

Culver-Stockton College students, faculty, and staff will not use the college computing facilities for:

- Any activity which is illegal under Federal or State law
- Sending harassing email, texts, twitter, Facebook messages, etc.

- Using the college network for commercial purposes
- Any activity that violates the integrity of or interferes with the moral operation of the college computing system
- Unauthorized use of another person's user identification and password
- Vandalizing or compromising the data of another user
- Knowingly introducing a computer virus or other destructive program to other's computers
- Hacking into other's devices, computers, or resources

### Technology in Residence Halls

Culver-Stockton College has a ubiquitous wireless network in all buildings on campus and each residence hall room has its own wireless access point. There are also three wired network ports on the bottom of this wireless access point to allow for high-speed wired connections that can enhance internet performance for such things as gaming and movies. It is important not to place furniture in front of these wireless access points because it will result in significantly reduced wireless signal. It is also important to carefully arrange furniture so as not to push furniture into these devices because it can damage the units.

As such, no wireless access points, routers, or other devices detrimental to the college infrastructure are allowed in any building on campus due to interference possibility or other issues. The Information Technology department reserves the right to disable or confiscate any such device if the device is causing performance issues with the college network. If such action is needed, the IT department will attempt to notify the student with explanations of the issues. If the student cannot be reached, the I.T. department will take the appropriate action to remove the interfering device from the network. Explanations of the issues will be left for the student as well as contact numbers for further information. I.T. utilizes a spectrum analyzer to periodically search for rogue wireless access points and other devices that interfere with wireless signal.

Any student caught attempting forcible entry to a computing resource or hack a computing resource for which they do not have ownership will result in disciplinary action. Any student caught participating in cyber-bullying, denial of service, or other forms of computing harassment will also be subject to disciplinary action.

### Printing Policies

**Overview:** Culver-Stockton recognizes that students and faculty need to print documents for academic and administrative uses. However, the College also wishes to reduce waste and promote environmental responsibility and sustainability. Currently a significant amount of paper printed on campus is not claimed by users or is immediately discarded. Therefore, Culver-Stockton has implemented a printing policy that will reduce paper and toner waste as well as more equitably distribute costs for printing to users who consume the most paper.

1. Each student will be allowed a total of 500 copies per year (250 per semester). This allotment applies to copies made on any college-owned printer whether in the library or in labs. These copies are not transferrable from year to year.
2. After the student exhausts the total 500 copies, each additional copy will be charged at the rate of \$.05 per page. Additional copies can be purchased in \$10 increments from MyCulver and usage can be tracked there as well.
3. Individual print jobs will be limited to 25 pages per job. If a student needs to make more than 25 pages in one print job, the job will need to be divided into segments of 25 pages or less. Jobs are also limited to less than 25 megabytes. Number of copies is limited to 15.
4. The Papercut printing software system allows college personnel to manage student copy credits and additional charges.
5. Unused copies may not be carried over from one academic year to the next, nor will the College issue refunds.

## Payment Policies

At the time a student formally registers for classes, either by signing and submitting the appropriate registration forms to the Registrar's Office, or by registering online, the student agrees to:

- Assume financial responsibility for any charges and/or fees as posted to his/her student account.
- Abide by the official college policies regarding withdrawal from the College.
- Assume the responsibility for understanding the College's official policy concerning schedule changes and satisfactory academic progress which may result in additional charges or the loss of eligibility for certain types of financial aid. It is considered the student's responsibility to understand how these changes can affect his/her financial situation with regard to financial aid eligibility.
- Understand that refunds of credit balances resulting from application of financial aid or third party contracts will not be made until all funds are received by the College.

### Tuition and Fee Payment

Tuition and fees are billed to the Student Account (Student Receivables) on a per semester/term basis:

- Fall semester tuition statements are mailed home and emailed to the student the first week of June, with payment due in full by August 5<sup>th</sup> (including online and graduate terms)
- Spring semester tuition statements are mailed home and emailed to the student the first week of December, with payment due in full by January 5<sup>th</sup> (including online and graduate terms)
- Charges for summer terms are due May 15
- Electronic statement notices are delivered to the student's email monthly
- Student Account information is available 24/7 on myculver.com
- Payment plans are available to eligible students and should be set up prior to the semester's payment due date

Students may not be able to move-in, practice with any sports teams or fine arts groups, or attend class if they have an unpaid balance. Students who have set up approved payment plans with Student Billing and are making agreed-upon payments will be considered in good standing.

### Payment Plans

Payment plans are available to eligible students through the College and can be set up on myculver.com. If assistance is needed, please contact Student Accounts: [studentbilling@culver.edu](mailto:studentbilling@culver.edu)

### Acceptable Forms of Payment

The College accepts cash, check, Visa, MasterCard, or Discover credit/debit cards. \*American Express is not accepted.

The following options are available for students to make payments:

- Pay online via myculver.com
- Pay at Office of Administration & Finance located in Henderson 208
- Pay via phone, Student Accounts at 573-288-6492
- Mail check to: Culver-Stockton College  
Attn: Student Billing  
One College Hill  
Canton, MO 63435

### Late Payments & Delinquent Accounts

Please note the following policies regarding late payments and delinquent accounts:

- All accounts not paid in full by the first day of each term are subject to monthly interest at a rate of 1.5 percent per month.
- The privilege of a student to utilize their board plan to purchase food in the cafeteria may be suspended if the student has an account that is past due. During any such suspension, the student may purchase food in the cafeteria with cash.

- A student may be suspended for nonpayment of indebtedness to the college at any time of each term.
- All accounts must be paid in full in order for students to enroll in succeeding terms or to receive copies of transcripts, and diplomas may be held until all financial obligations are met.
- The College reserves the right to cancel the registration of any student if a balance due from a previous term remains unpaid at the start of a subsequent term.
- Student account balances are available online at myCulver.com. Failure to receive a bill does not relieve the student of the obligation for payment.
- Culver-Stockton College reserves the right to recover all costs involved with the collection and/or litigation of delinquent accounts.
- If an account must be sent to collection or litigation due to nonpayment of the outstanding balance, the College reserves the right to demand payment in full for subsequent terms of enrollment, prior to the beginning of each term to ensure enrollment.
- The college reserves the right to demand payment in the form of a certified check, money order, cash, or credit cards in the event that one or more checks have been returned unpaid for any reason.
- A returned check fee of \$35 will be applied to the student's account for any returned checks.
- Culver-Stockton College is a non-profit institution of higher learning. As such, student receivable accounts are considered to be educational loans offered for the sole purpose of financing an education and are not dischargeable in bankruptcy proceedings.

### Books and Supplies

All textbooks are to be purchased online before the start of the academic term. Although many online book vendors may be used, Culver-Stockton College has contracted with MBS Direct as the official textbook vendor. Barnes and Noble College website can be accessed at: <https://bncvirtual.com/culver-stockton.htm>. Other supplies may be purchased on campus at the Wildcat Warehouse.

### Withdrawal and Refund Policy

Students wishing to withdraw should refer to the procedures given in the catalog section "Withdrawing from School/Leave of Absence."

### Withdrawal Before Classes Have Started

Students who withdraw prior to the first day of class shall receive a full adjustment for tuition, room and board, and some fees.

### Voluntary or Involuntary Withdrawal after Classes Have Started

Class fees, parking fees, and book charges are not refundable after the first day of class. Tuition, room and board are pro-rated according to the following schedule.

#### *Tuition, Room and Board*

- Withdrawal on the first day of class- 100% refund
- Withdrawal during the first 10% of the enrollment period - 90% refund
- Withdrawal after the first 10% through the first 25% of the enrollment period - 50% refund
- Withdrawal after the first 25% through the first 50% of the enrollment period - 25% refund
- Withdrawal after the first 50% of the enrollment period - No refund

### Refund and Repayment Calculation

Refund and repayment amounts for federal financial aid must be distributed according to a specific order of priority and percentage prescribed in federal law and regulations. Any federal aid required to be refunded to the federal government will be processed on a student's behalf.

A federal refund will be calculated for students who have completed less than or equal to 60% of the semester. The total number of days in a semester includes every calendar day of the semester starting

with the first day of the semester through the last day of finals, not including breaks from class exceeding 5 days (including weekends). For example, if the student withdraws on day 33 of a semester which has a total of 110 days, the student has completed 30% of the semester; therefore 70% of their federal aid must be returned to the government.

Financial aid from college grants and scholarships will be applied to the withdrawing student's account based on the prorated percentages of charges resulting from the refund schedule. The same percentage will be applied to outside sources of aid other than federal, unless other requirements for its receipt apply.

Students who officially withdraw, fail to complete the semester, and/or do not attend class will have an adjustment of aid, which may cause the student to owe money back to both the federal government and to the college.

#### Tuition Adjustment for Dropped Courses

Tuition adjustments will be made for full-time students dropping overload hours or dropping to part-time, and part-time students dropping hours until census date of each term of enrollment. No adjustments to the tuition charge will be made for drops after census date of the term. The tuition adjustment period is pro-rated for academic terms less than one semester in length; contact Student Financial Services for information.

#### Appeals

If a student withdraws due to documented extenuating circumstances beyond the control of the student, he/she may appeal to the Academic Standards Committee of the Faculty for any possible refund consideration. Appeals should be in writing and addressed to the Registrar, Culver-Stockton College, One College Hill, Canton, MO 63435.

#### Financial Responsibility and Delinquent Accounts

Students are responsible for verifying their student financial account is satisfied prior to moving on campus or attending class each semester. Students who have not developed an approved financial plan with Student Billing or have not paid their student account in full before the beginning of the semester will not be allowed to move on campus or begin classes. For residential students whose balances are not satisfied, room and board charges will be removed from their account and the Office of Residence Life will have permission to place a new student in that vacant space. Student account balances are available online at MyCulver.com. Failure to receive a bill does not relieve the student of the obligation to pay.

#### Late Enrollees

Any student that registers late must pay their balance in full upon enrollment, or have an approved payment arrangement in place with Student Billing before they can move in or begin classes. No exceptions will be given to students who enroll late.

#### Communication

Students are responsible for understanding and reading the Cat Tracker every year, which is where this policy is posted and subject to change. Questions regarding your student financial account can be directed to Student Billing ([studentbilling@culver.edu](mailto:studentbilling@culver.edu)) for charges and eligible payment plans, or Financial Aid ([financialaid@culver.edu](mailto:financialaid@culver.edu)) for scholarships, grants, and loans.

#### Payment Due Dates

Payment due dates will be August 5<sup>th</sup> (Fall) and January 5<sup>th</sup> (Spring). Payments should be made on the Student's (or Parent's) MyCulver. If interested in a payment plan through the College, available plans specific to the student will be listed on the Student's MyCulver. *Note: If enrolling into a student*

*payment plan, all payments must be made online through the Student MyCulver (not the Parent's) Payment Plan Section.*

## Athletic Department

The athletic department provides exemplary leadership, outstanding service and the opportunity to compete at the highest level of NAIA competition. It is the college's belief that participation in athletics promotes the best values of faith and the human spirit while leading to the total development of a well-rounded individual. Our department is committed to providing the best possible athletic environment, with experienced and dedicated coaching staff as well as ample and appropriate athletic facilities and equipment.

It is the goal of the department to serve and direct student athletes along a path that combines their educational pursuits and athletic participation in the 19 sports that the college offers. The athletic department helps teach a healthy balance of many aspects of life — social, academic, spiritual and physical. Athletics also teaches time management, teamwork and problem-solving skills while promoting better academics, benefitting physical health, boosting self-esteem and reducing pressure and stress.

The administrative offices of the athletic department are located in the Charles Field House annex.

Sports offered are baseball, men's and women's basketball, men's and women's bowling, cheer, dance, football, men's and women's golf, women's lacrosse, men's and women's soccer, softball, men's and women's track and field and men's and women's volleyball and shotgun sports.

Culver-Stockton's sports facilities are Ellison Poulton Stadium, Charles Field House, Himsl Field, Nichols Field, Spring Lake Country Club and Quincy Gun Club.

For more information, including contact information for coaching staff, visit <https://www.cscwildcats.com/>.

## Student Life

Location: Gladys Crown Student Center – Office hours 8 a.m. – 5 p.m.

Telephone number: 573-288-6334

[studentlife@culver.edu](mailto:studentlife@culver.edu)

### Student Life Mission Statement:

The Division of Student Life is comprised of the following areas: Career and Internship Services, Counseling and Wellness, Fraternity and Sorority Life, Intramural Sports, the Mabee Recreation & Wellness Center, New Student Orientation, Residential Life, and Student Engagement. The Division of Student Life is committed to *educating and empowering students of promise to build a welcoming and inclusive campus community.*

We firmly believe that students play an integral role in the development of an engaging and dynamic educational community; this is the key to its longevity and success. Working with students in a co-curricular manner is our profession and our passion.

### Student Life Vision Statement:

The vision of Culver-Stockton College Student Life is to be known as a premier educational division engaging students of promise to be leaders of positive change.

## Office of Student Life

Please come to Gladys Crown Student Center #215 if you need:

- A Student ID
- Lost and found items
- Student mail questions and mailbox keys
- Assistance in getting involved
- Stamping campus flyers for posting – this will be left for the Coordinator of Student Engagement to approve and stamp
- Posting campus announcements

A student's first picture ID is provided at their summer registration day. If that ID is lost, the student can have another one printed with a \$10 charge to their student account. If the ID stops scanning at the lunch line, please check to make sure all accounts are paid before contacting Student Life.

If you find or lose personal items, please contact Student Life.

If you do not find a Student Life staff member in their office, please stop by the Student Life specialist's desk in Gladys Crown Student Center for Student Life #215. We will do our best to help you.

## Mail

The mailroom is located on the first floor of Johnson Hall. All residential students are assigned a mailbox at the beginning of the fall semester. The mailbox will remain the same throughout all four years of attendance. In addition to the mailbox, all students will be assigned a key. These will be returned at the end of each academic year. Failure to return the mailbox key or needing to replace a lost key will result in a \$15 charge.

### Mail Policy

Students can receive the following mail with the correct address format:

- US Postal mail and campus mail
- Packages from these carriers, USPS, UPS, FedEx, DHL

Correct address format

Student Name

Culver-Stockton College

MSC #

1 College HL

Canton, MO 63435

\*\*Failure to include the MSC number may result in a delay of receipt of mail.

### Collecting Mail and Packages

US mail is typically sorted by noon. At times where the college receives larger than normal volumes of mail and packages (i.e. semester starts), this timing could be delayed. Campus mail is continuous and therefore may not be immediately available.

Packages are processed as time permits depending on the package and mail volume for that day. As with US mail, there are times that the mailroom is processing at higher than normal volumes which could delay the receipt of a package. Packages are typically available for pickup within 24 hours of delivery (except for packages delivered over the weekend). Please do not come to the mailroom to pick up a package until you have received notification from the mailroom that the package is ready for pickup.

Students must present a Culver-Stockton student ID at the time of pick-up. Packages can only be picked up by the student to whom they are addressed.

Delivery of unauthorized items will result in the items being returned to sender and could result in disciplinary sanctions and/or notification of law enforcement. Packages which are not picked up within 30 days of receipt will be returned to the sender.

#### Mail and Package Forwarding

Mail can be forwarded for students at the end of the school year, or those students who are graduating or transferring from the college. Mail cannot be forwarded if a student will be away from campus for less than 5 weeks (ex. 3-week class exemption). Mail will not be forwarded to addresses outside of the US. Mail will only be forwarded if an updated address is provided. Campus mail will not be forwarded but will be returned to the department which sent it. Packages labeled as USPS Priority or First-Class can be forwarded to another address within the US. All other packages cannot be forwarded. Students should be sure to update the address on shipping services such as Amazon, magazines, and subscription services.

#### Mailroom Hours

Mailroom hours are based upon student worker availability and can change throughout the year. Announcements will be sent in MyCulver with the most up-to-date mailroom hours.

#### Wildcats Connect

Wildcats Connect is a one-stop shop for students to find events, make connections, and to get involved on "the Hill!" Find student organizations, activities, and connect with other Wildcats. Students can access Wildcats Connect from MyCulver or via the Wildcats Connect app found on the Apple Store and Google Play Store

#### Departments of Student Life

##### Career and Internship Services

Employers expect students to be savvy about using their college years to gain related work/internship experience, add leadership experiences through extracurricular organizational involvement and athletics, and take every advantage of opportunities to learn about their strengths as they relate to the marketplace. Students will be more successful in their post-graduation pursuits if they combine excellence in academics, campus involvement and leadership, and quality internship/work experiences before graduation. The Career and Internship Services Office helps both undergraduate and graduate students translate their college experience into career development opportunities. Contact the Director of Career and Internship Services in the Gladys Crown Center or via telephone at 573-288-6536 or e-mail at [careercenter@culver.edu](mailto:careercenter@culver.edu) for more information.

##### Counseling & Wellness

Culver-Stockton College provides confidential counseling for all students, residential and commuter, free of charge. Individual services are provided for depression, anxiety, stress, ADHD, Bipolar Disorder, alcohol and drug, major mental illnesses and family or roommate issues. Consultation and educational services are provided, as well, to students, faculty and staff. The Director of Counseling and Wellness also assists students in accessing health care and provides campus wide educational programs on substance abuse, sexual assault, bystander intervention and other health and wellness topics requested by students. For more information, contact Student Life at [studentlife@culver.edu](mailto:studentlife@culver.edu) or by phone at 573-288-6334.



### Fraternity and Sorority Life

Culver-Stockton College has an active and involved Greek community with approximately 40 percent of students choosing to go Greek. Culver-Stockton hosts six national fraternities and three national sororities.

#### Interfraternity Council (IFC)

The IFC exists where two or more NIC member fraternities exist on a campus. It serves as the governing body for fraternities that are part of the IFC. There are 71 fraternities under the IFC umbrella. At Culver-Stockton, there are four of those fraternities including:

- Alpha Tau Omega Fraternity
- Delta Upsilon Fraternity
- Lambda Chi Alpha Fraternity
- Tau Kappa Epsilon Fraternity

#### Panhellenic Council (PHC)

The PHC serves as the governing body of the three national sororities on campus, listed below. The council is responsible for coordinating many of the activities that occur between Greek organizations, which include formal and informal recruitment, Greek Week, and Homecoming. In addition to providing leadership opportunities, sorority life offers opportunities for members to participate in philanthropic and community service organizations such as, the Make-A-Wish Foundation, Alzheimer Foundation, St. Jude Children's Hospital and the Robbie Page Memorial.

- Sigma Kappa Sorority
- Sigma Sigma Sigma Sorority
- Chi Omega Fraternity

#### National Pan-Hellenic Council (NPHC)

The NPHC is the governing council for nine historically black Greek-letter organizations. Collectively, these organizations are referred to as the Divine Nine. The nine organizations are Alpha Phi Alpha Fraternity, Inc., Alpha Kappa Alpha Sorority, Inc., Kappa Alpha Psi Fraternity, Inc., Omega Psi Phi Fraternity, Inc., Delta Sigma Theta Sorority, Inc., Phi Beta Sigma Fraternity, Inc., Zeta Phi Beta Sorority, Inc., Sigma Gamma Rho Sorority, Inc., and Iota Phi Theta Fraternity, Inc. Currently, we offer for membership:

- Alpha Phi Alpha Fraternity, Inc.
- Kappa Alpha Psi Fraternity, Inc.

The councils are responsible for coordinating activities, upholding standards, values and roles of their respective chapters in the community and on campus.

For more information contact the Coordinator of Student Engagement at [studentlife@culver.edu](mailto:studentlife@culver.edu)

### J.E. & L.E. Mabee Recreational Center

The J.E. & L.E. Mabee Center is a 26,000 square foot recreation and wellness facility with a plethora of equipment and opportunities. The J.E. & L.E. Mabee Center is equipped with state-of-the-art equipment such as strength training machines, free weights, treadmills, Stairmasters, arc trainers, and spinning bikes. The J.E. & L.E. Mabee Center features a movement studio; a hospital & learning lab; basketball, volleyball and tennis courts. There are a range of strength building options for students, faculty, staff, and paid alumni members to be active and keep fit at Culver Stockton College.

### Operational Hours

The J.E. & L.E. Mabee Center shall generally operate six days a week per the academic calendar. Times may vary according to recognized holidays and breaks. Please see the announcements in MyCulver for the most up-to-date information regarding hours of operation.

### General Rules

All users of The J.E. & L.E. Mabee Center must abide by the Code of Conduct for Students and Guests. These policies can be found in this document and on Canvas. Failure to do so can result in the user's removal from and suspension of their membership privileges.

All patrons of the J.E. & L.E. Mabee Center must have all four of their Recreation Center forms filled out on MyCulver. If the forms are not filled out, a patron will not be able to access the facility.

### Intramural Sports

The Culver-Stockton College Intramural Sports program is designed to give students the opportunity to participate in athletic events in order to develop leadership skills, teamwork, and sportsmanship. Other benefits of participation in intramurals include expanding opportunities to socialize through friendly competition, relieving stress through vigorous activity, and maintaining health and physical fitness.

### The Office of Student Engagement

The Office of Student Engagement at Culver-Stockton College consists of Student Activities Programming, Student Organizations, and New Student Orientation (Wildcat Welcome).

Activities and programs at Culver Stockton College are planned and implemented through various channels. The Campus Programming Council (CPC) assumes the major responsibility for planning and coordinating campus-wide student activities. CPC is comprised of a group of student volunteers charged with the mission to develop an active and diverse programming schedule for the student body. They are fully in charge of the planning and execution of the events, with the assistance of Student Life staff. Activities are designed to meet the educational, social, spiritual, and recreational needs of students. To find events and activities, please log into Wildcats Connect via MyCulver or the Wildcats Connect app.

Student organizations and clubs are integral to student engagement & involvement. They provide students with an opportunity to meet new people, develop leadership skills and convert in class learning to out of class experience and much more. Culver-Stockton College has a variety of student organizations that provide opportunities for involvement in a range of activities. Membership in these organizations is available to all students. To find organizations to join, please log into Wildcats Connect via MyCulver or the Wildcats Connect app. If you have a question about getting involved or want to start a new club please contact the Coordinator of Student Engagement at 573-288-6334.

## STUDENT LIFE POLICIES AND PROCEDURES

### Demonstration & Public Assemblies Policy

In pursuit of its mission to provide superb education within an active learning community founded upon integrity, best values of faith and the human spirit, Culver Stockton College encourages students, faculty, and staff to be independent and creative thinkers. Fundamental to this process is the creation of an

environment that respects the rights of all members of the College community to explore and to discuss questions which interest them, to express opinions and debate issues energetically and publicly, and to demonstrate their concern by orderly means. Therefore, it is the policy of the College to protect the rights of free speech, demonstration, public assembly, and expression by making its facilities available for activities related to the exercise of these rights, including peaceful assembly.

The rights of assembly, free speech, and expression do not include unlawful activity or activity that endangers the safety of the campus community or the threat of damage to the College's facilities and/or property. In addition, these rights do not permit the disruption of the normal operations of the College. To clarify expected behaviors for demonstrations and public assemblies, the following parameters must be met:

- The activity must be lawful, and may not violate or conflict with College policies or local, state, or federal laws.
- The activity may not unduly disrupt the educational purposes of the College.
- The activity may not unduly disrupt traffic, either pedestrian or vehicular.
- The activity may not jeopardize student, faculty, staff, alumni, or public safety.
- The activity may not prevent, unduly obstruct, or interfere with the regular academic and institutional activities, or other approved activities of the College.

The organizer of the demonstration whether student, administrator, faculty, staff, or alumni must contact the Division of Student Life at Culver Stockton College a minimum of five working days in advance of the anticipated demonstration. The organizer of the demonstration must meet with the Dean of Student Life. During this meeting, the organizer must provide the desired date, time, location, and expected attendance of the demonstration as well as the type of activity planned. All demonstrations will be conducted in a designated area(s) and within the time limits established by the Division of Student Life. If a demonstration were to leave Culver Stockton College property, it is the duty of the demonstration organizer to notify officials in the City of Canton, Missouri in advance.

*Disclaimer: The beliefs of the demonstrating party do not necessarily reflect the values and beliefs of the Culver Stockton College administration, faculty, staff, and board of trustees.*

### Noxious Odor Policy

All members of the Culver-Stockton community are responsible for contributing to healthy, supportive learning and living environments. The College recognizes that noxious odors have the potential to negatively impact the quality of life in our learning and living environments.

A noxious odor is any aroma of such intensity that becomes apparent to one or more persons. Any odor may become noxious or offensive when it is too strong or lingers for a period of time. Examples include, but are not limited to cigarettes, cannabis, cigar or pipe smoke, perfume, air freshener, trash left in a room, or large amounts of dirty laundry. When the source of the noxious odor can be traced to a particular room or the odor is emanating from a person and/or her/his clothing, the occupant(s) of that room or person from whom the odor is emanating may be subject to disciplinary action.

### Photographs

Culver-Stockton College students may be photographed on campus or at campus events, and those photographs may be used on the website, social media sites, and in promotional materials for the College.

### Recording Policy

To encourage a culture of open dialogue and to respect others' privacy, students, faculty, and staff may not record conversations or activities unless all involved parties have indicated either verbally or in writing that video or audio recording be permitted.

This policy does not extend to the use of campus security cameras, or the video or audio recording of events for one's private use where the campus community or general public is invited, such as athletic events, performances, presentations, and ceremonial events such as Commencement.

Video or audio recording in the classroom is prohibited unless an approved accommodation under the Americans with Disabilities Act requires such recording or the faculty member allows for such recordings. To request ADA accommodations, please contact Jeanne Johnson at [jjohnson@culver.edu](mailto:jjohnson@culver.edu).

### Social Media

Students are personally responsible for content they publish on the web and social media. A student's right to make a statement does not mean that there are no consequences in terms of the message's impact on others, judgments made by others about the student, or the impact on their future employment. Students may not use social media to harass, threaten, or incite action that will violate the Code of Conduct or local, state, or federal statutes.

## Office of the Chaplain

Culver-Stockton College, related to the Christian Church (Disciples of Christ) and following in its rich tradition, encourages and nurtures growth in academia and faith. The college community provides varied opportunities for many expressions of faith under the supervision of the chaplain's office, including three spiritual venues available for ecumenical chapel services. The chaplain is committed to fostering interfaith relationships and providing support for all students (whether religiously observant or not), coordinates religious groups on campus, offers pastoral care and spiritual guidance, serves as a liaison between the college and the larger church community, and coordinates community service efforts. The Chaplain also serves as a resource for the college community's attention to its religious and ethical commitments. The chaplain's office is located in the Gladys Crown Student Center office 208.

C-SC offers three on-campus chapels each designed to foster community and further the spiritual life of our students.

- The Merillat Chapel, located in the Robert W. Brown Performing Arts Center
- The All Faiths Chapel, located in the Gladys Crown Student Center
- The Outdoor Chapel, located north of Henderson Hall

A list of local churches is available in the Chaplain's office. The office of the Chaplain offers service opportunities around campus, the Canton community and the world. A list of service projects is available in the chaplain's office. Some service projects include EDM, spring break mission trips, and local charity work.

## Dining Services Facilities and Policies

Culver-Stockton College is your dining services provider. We value our guests and strive to be a positive part of each student's dining experience, work schedule, and overall campus ambiance. In the coming year, you will grow in academic knowledge, work, and personal experience. You can expect our friendly staff to help make this time enjoyable for you by providing healthy, delicious, diverse, and attractive food options.

### Dining Hall

The main dining room is located on the main level of the Gladys Crown Student Center. Variety is the featured attraction at this location. The menu consists of many options including fresh cooking while you

watch, soups, salad bar, deli bar, desserts and many other selections. These programs are designed to fit a variety of lifestyles and tastes. Weekly menus can be found on your MyCulver under the "Campus Life" tab and the "Dining Services Menus" link to the left.

#### Dining Hall Hours

##### *Monday - Friday:*

Breakfast—7:15 a.m. – 9:00 a.m.

Continental Breakfast—9:00 a.m. – 9:30 a.m.

Lunch—11:30 a.m. – 1:30 p.m.

Dinner—5:15 p.m. – 6:45 p.m.

##### *Saturday:*

Continental Breakfast—8:30 a.m. – 9:30 a.m.

Brunch—11:30 a.m. – 12:30 p.m.

Dinner—5:00 p.m. – 6:00 p.m.

##### *Sunday:*

Continental Breakfast—8:30 a.m. – 9:30 a.m.

Brunch—12:00 p.m. – 1:00 p.m.

#### Cat's 'Pause' Snack Bar

The Cat's "Pause" is located on the lower level of the Gladys Crown Student Center. Ordering from the "CP" is done through your MyCulver under the "Home" tab following the "CpOrder" link to the left. This is a spot where you can enjoy "hot off the grill" menu items and meals designed for students on the move. Bring a friend and share the fun atmosphere and great conversation.

#### Cat's "Pause" Hours

Monday – Friday—11:00 a.m. – 11:00 p.m.

Saturday – Sunday—12:00 p.m. – 11:00 p.m.

#### Meal Plans

Students may choose the meal plan that best suits their needs. Each meal plan includes an unlimited number of seconds in the main dining hall, with the exception of premium nights. For more information on each meal plan, contact Dining Services or visit their web page at <https://culver.edu/campus-life/dining-options/>.

Students have the first two weeks of the academic semester to select the plan that works best for them. To change meal plans, log on to MyCulver using your login information, click the "Campus Life" tab at the top of the screen and click "Meal Plan" option to the left. *Please note that the default meal plan is the Culver-Stockton Plan (Option A).*

#### CSC Dollars "CP Bucks"

Each meal plan has CSC Dollars associated with it. The amount varies depending upon which meal plan is selected. CSC Dollars work just like cash. They may be used in either the Dining Room or

the Cat's 'Pause' to purchase meals for yourself or for a guest. CSC Dollars are nontransferable, but do carry over from fall semester to spring semester. CSC Dollars DO NOT carry over from one academic year to another. *Please note that meals ("clicks") DO NOT carry over from fall semester to spring semester or from one academic year to another. "Clicks" for the week reset on Sunday.*

If you are getting low on CSC dollars you can use your credit card to add CSC dollars to your account. Log on to MyCulver using your login information, click the "Campus Life" tab at the top of the screen. Click "Meal Plan" option to the left and then click "Add CP Bucks". It must be in \$25 increments and

your current CSC dollar balance must have less than \$25. You may also add money to your card by contacting the Student Financial Services office in Henderson Hall, Room 102.

### Cat's "Pause" Meal Exchange

In order to enhance the flexibility of the student meal plans, we offer the option of meal exchange in the Cat's "Pause". The meal exchange program allows you to save your CSC Dollars and use your meals ("clicks") instead. The meal exchange option includes one main item, one side, and one drink. Meal exchange menu options are posted in the Cat's "Pause". You may only redeem two meals per visit to the Cat's "Pause".

### The LAB

The Lab Café is located next to the library on the top floor of the Carl Johann Building. This is a great place to grab a cup of coffee, a light snack, or complete meal. You can grab it to go or stay and enjoy our panoramic view of downtown Canton and the Mississippi River.

#### Lab Cafe Hours

- Monday - Thursday 7:30 am - 3 pm and 6:30-9 pm
- Friday 7:30 am - 3 pm

### To-Go Policy

In our efforts to reduce our carbon footprint, to-go containers are only allowed on a case by case approval. Our containers are the only containers to be used for carry-outs. All items must fit in the closed container. If you are approved a to-go meal, you must fill your container and leave the main dining room. You may not eat in the main dining room and have a to-go meal.

### Meal Plan Policies

- All students living in Culver-Stockton College residence halls and Greek housing are required to participate in a meal plan.
- Your ID must be presented to the cashier when you eat. This prevents others from claiming your meals and depriving you of the meal plan you paid for. You are the only one allowed to use your meal plan.
- Students may use a maximum of five meal "clicks" per day. However, only one "click" per meal period may be used in the main dining room and students may use only two "clicks" per visit to the Cat's 'Pause'.
- If your ID is lost or stolen report it to the Dining Services manager or cashier on duty. You will have a maximum of three days to replace your ID with the Student Life office. After this period, you must pay cash for your meals until you have a valid ID.
- Removal of food, beverages, utensils, tumblers, and china are not permitted without the permission of the Dining Services Director. We welcome you to eat and drink as much as you want while in the dining room, but you must keep it within this area. This policy must be followed to maintain a cost-effective and efficient dining program.
- If you are unable to attend a meal due to illness you may request a sick tray. A sick tray consists of gelatin, crackers, soup, and beverage. To get a sick tray, have your RA or friend bring your ID to dining services during the normal meal period and a staff member will prepare the tray for them to deliver to you.
- If you have a scheduling conflict or will be off campus during a meal period you may request a sack lunch with 24 hour notice. Please contact a Dining Services manager to make the necessary arrangements for a sack lunch.
- If you have special dietary needs, please let us know. We have a nutritionist on staff who will be happy to work with you to meet your specific dietary requirements.

### Working in Dining Services

There are great employment opportunities for a variety of shifts in the cafeteria or in the CP. You will hone your time management skills while receiving some basic culinary training. Contact Lindsey Dover at [ldover@culver.edu](mailto:ldover@culver.edu) for more information.

Culver- Stockton believes in an active participation with students on campus. We encourage you to enjoy our tasty selections and fun atmosphere in the dining area throughout the year. Please feel free to call 573-288-6341 or stop by the Dining Services office to speak with Dining Services Director, Lindsey Dover. You can also email Lindsey at [ldover@culver.edu](mailto:ldover@culver.edu). Check out the weekly menu and special events by following us on Twitter @CulverCafeteria or on Facebook at <https://www.facebook.com/CulverStocktonDiningServices/>

## Residence Hall Policies

### Residency Requirements

Culver-Stockton College is dedicated to the development of each student's ability to function and communicate with other people and to foster a sense of responsibility and respect for others. The situations that arise in a group living environment provide a very real laboratory for students to grow in their knowledge of themselves and others.

Because of the College's belief in the value of residence life, on-campus living is required for all full-time students. Exceptions to this policy are:

- Students who are married or who have legal dependents;
- Students who are living with their parents or legal guardians;
- Students who are 21 years of age by September 1 of the academic year may reside off campus, but will not be eligible for institutional financial aid.
- Junior or senior nursing students may choose to reside in Quincy.

A request of exception to those listed above, such as student teaching or internships should be discussed with the Coordinator of Residence Life prior to making any plans. Appeals of decisions concerning exceptions to the housing policy should be sent to the dean of student life in a letter.

By signing a housing contract, all students agree to observe all college policies, including those listed on the housing contract, this handbook and the College Catalog. In addition, the College may add other policies as needed. Students should become familiar with these policies and stay within the guidelines. A student in violation of the policies will be subject to disciplinary action, as outlined under the heading "Code of Conduct for Students and Guests" in the student handbook.

As is expected, group living results in regulating certain behaviors for the good of the community. For a complete listing of regulations, refer to the Student Code of Conduct included in this handbook. Policies of particular concern to the residential community include:

- Violation of residence hall guidelines, visitation hours, quiet hours or courtesy hours,
- Violation of noxious odor policy,
- Failure to comply with requests of any member of the residence life or college staff,
- Use/possession of alcohol or empty alcohol containers,
- Use/possession of drugs or drug paraphernalia,
- Use/possession of weapons of any kind (including knives with blades over four inches),
- Use/possession of fireworks, flammable liquids or incense,
- Use/possession of candles or incense,
- Use of tobacco products in buildings,
- Vandalism, damage to or destruction of property of any kind,
- Tampering with safety equipment or propping open exterior doors,
- Violation of any campus wide policies,
- Theft or possession of stolen property,
- Removal of college property from its assigned area or location,
- Failure to observe disciplinary sanctions, and
- Other items not listed, which endanger the campus community, will be subject to disciplinary sanctions.

### Resident Bill of Rights

These guidelines are a reminder to residents of their responsibility to their roommate(s) and other members of their living community. The enjoyment of life in a residence hall will depend, to a large extent, on thoughtful consideration that roommates demonstrate for each other. Basic rights of members of a residential community include:



1. The right to read and study free of undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
2. The right to sleep without undue disturbance from noise, guests of roommate, or other members of the community.
3. The right to expect a community member to respect one's personal belongings.
4. The right to a clean, pleasant environment in which to live.
5. The right to free access to one's room and facilities without pressure from a community member.
6. The right to privacy.
7. The right to have guests with the expectation that those guests are to respect the rights of the host's community and other hall residents.
8. The right for redress of grievances. Residence Assistants and Peer Advisors are available for assistance in settling conflicts.
9. The right to be free from fear of intimidation, physical and/or emotional harm.
10. The right to expect reasonable cooperation in the use of "room-shared" appliances (telephone, refrigerator, etc.) and a commitment to honor agreed-upon payment procedures.
11. The right to be free from peer pressure or ridicule regarding personal choices.

*Remember: To be a mature adult is to accept responsibility for the welfare of others. Only you can assure that you and other members of the community enjoy all of these rights.*

#### Access to Student Rooms & Suites

The College reserves the right to enter any room or suite to conduct official business. This includes safety and health inspections, maintenance and housekeeping functions, repair and cleaning, investigations of probable violations of college policies, and enforcement of college policies and procedures, and possible violations of state and/or federal statutes. Staff with passkeys (campus safety officers, housekeeping, resident assistants, other Student Life staff) will attempt to have the current resident(s) present when they enter a room, but staff are not obligated to this restriction. Staff will also announce themselves before entering a room or suite. Violations of college policy that are observed by any member of the campus staff will be addressed through the campus judicial system.

#### Accommodations

All housing accommodations must be filed with the Disability Office. *The office of Residence Life cannot make any accommodations without approval from the Disability Office.* Once approved, the accommodations will be honored by the Residence Life Office *if space is available* in accordance with our policies and local and federal laws. The College reserves the right to refuse any accommodation that cannot be honored without causing undue hardship on other students and the College.

#### Alcohol and Drugs

Students of legal age are permitted to possess and consume alcohol in their rooms within certain specific parameters. Culver-Stockton College is also a drug-free campus. Please review the Culver-Stockton College Alcohol & Drug Policy located within this publication.

#### Candles and Incense

Candles and incense are prohibited in the residence halls. These items present a fire hazard and also produce an odor that may disturb residents. Candles and incense can and will be confiscated by RAs, Student Life staff, or Campus Safety. If the use of candles is part of Greek house rituals, they may be used for the ritual only. Presidents of Greek organizations should contact the Coordinator of Fraternity and Sorority Life prior to the event.

#### Guest Policy

Anyone who is not a resident of a particular building is considered a guest. Overnight guests, in accordance with the visitation policy, are only allowed if the roommate agrees. The building's Residence

Assistant must be informed of all overnight guests that are not otherwise residents of Culver-Stockton College. Non-Culver guests with a vehicle must obtain a temporary parking permit from Campus Safety. Residents are responsible for the actions and behaviors of guests. Cohabitation is not permitted. Guests may remain in residence for a period of no more than three (3) days per semester. Requests for a longer duration must be approved by the Coordinator of Residence Life. The host of the guests must always be in the presence of their guest. Visitation hours for guests in student rooms are from 10 am to midnight Sunday through Thursday, with 24 hour visitation Friday and Saturday. Main lounges are open 24 hours for residents and their guests. Some Greek houses' visitation policies are set by the national organizations, and those policies may be stricter than the college's policy. Guests should check with residents to be sure they are in compliance with the policies of a particular Greek house. Please see the Coordinator of Residence Life for approval to host a guest under the age of 18.

During visitation hours, there is a limit to the number of people who can be in a room. This capacity is dependent on the residential capacity of the room. The rule of thumb is that the guest capacity is double plus one of the residential capacity. For example, a double room cannot exceed a capacity of five people. A six person suite can accommodate thirteen people. The guest capacity includes both guests and the residents of the room or suite.

#### Health History & Immunization Record Policy

In the event of an emergency it is imperative that Culver-Stockton College has an accurate record of a student's immunization record. Students submit and update this information through MedProctor by creating an account with their Culver email address at medproctor.com and uploading their immunization records. All of these required immunizations are based on Missouri state statutes that require institutions of higher education to comply. All new students must confirm through MedProctor immunity to measles, varicella, German measles, mumps and tetanus/diphtheria, meningitis (after 16 years old), hepatitis and tuberculosis screening. To meet the state requirement, each student must have two doses of the MMR vaccine and a tetanus/diphtheria booster within the past 10 years. Questions related to this immunization policy should be directed to Student Life (Gladys Crown Student Center 215). Students that do not have the vaccinations required or an approved exemption will not be allowed to participate in co-curricular activities which includes athletics and fine arts events. In all cases, Student Life will work with any student that communicates with the office and will help those that may need to go to the health department to receive their shots for immunizations.

If a TB screening is positive then the student will be required to obtain a TB skin test. If that test is positive the student's physician will recommend a treatment protocol. Students and their families should consult with their family physician about these matters.

A special note about meningitis: meningitis is a relatively rare disease, and we are unaware of any cases on our campus. However, the disease's occurrence among young adults has increased in recent years, and cases have been reported on other college campuses. Each family should consult their physician about the disease. Local health providers do provide the meningitis vaccination through the students own personal health insurance but it is encouraged that students contact their local health department who may be able to administer them for free or low cost.

If a student has a medical or religious reason they cannot be vaccinated for any of the above mentioned they will need to provide a document to the Dean of Student Life.

#### Tuberculosis Screening Policy for International Students

Culver-Stockton College requires all new international students to get a tuberculosis (TB) skin test upon arrival, regardless of their responses on the TB screening questionnaire that all new students must answer. A negative TB skin test would require no further action. A positive TB test would require a

minimum of an additional blood test, plus possible further action and treatment, according to a physician. All tuberculosis tests and treatment are at the student's expense.

### Housekeeping and Maintenance Requests

Housekeeping will clean the public areas and community bathrooms in the residence halls. Students living in suites are responsible for cleaning their own suite bathroom. Housekeepers will deep-clean suite bathrooms once a semester during breaks. However, all residents are responsible for keeping rooms and suites clean and presentable. Failure to do so can result in disciplinary action, including fines.

Charges are assessed for any damage done to college property or trash left by residents in the room or in an inappropriate area of the building. Inappropriate areas for trash include but are not limited to common areas (hallways, lounges, stairwells) and personal trash is not allowed in community trash cans. Resident Assistants will inform all residents of the appropriate location for trash for each residence hall at the beginning of the year.

Facilities may require several days to repair non-emergency items. All problems should be reported to the Residence Assistant or submitted directly to Facilities via the Help Desk. Do not try to repair or replace items yourself! Emergencies will be handled immediately if they are reported promptly.

### Keys

Keys are issued to all residential students and must be returned to Student Life upon move out or a room change. These keys remain the property of the College and may not be duplicated. A lost or stolen key must be reported expediently to a residential life staff member. The lock will then be changed and new keys cut for all residents of the room. The charge for lock replacement and new keys is \$75. The charge for replacing a lost mailbox key will be \$15. If a resident is locked out of his/her room, a staff member (Resident Assistants, Campus Safety officers) may open the door. However, staff will open the door for residents of that room only. Residents are allowed three lockouts per semester. After three lockouts where any staff member has to open a room for a resident, the resident will be fined \$15 to their student account for each additional lockout.

### Length of Occupancy

The housing contract is for the entire academic year and submission of the form indicates student's agreement to reside in college housing for that period of time. All housing contracts for students living in residence halls and Greek chapter houses begin at noon on the Sunday before the first day of classes in the fall semester and end at 6 p.m. on the last day of finals for the spring semester, with the exception of Christmas break, when all residence halls and chapter houses are officially closed. Students should vacate their housing space no later than 24 hours after completing their last final exam or by 6 p.m. on the last day of finals, whichever occurs first. If students will be graduating and/or participating in commencement, they may remain in residence until 6 p.m. on the day of commencement.

Non-graduating students remaining in residence during this time must seek approval from Residence Life and may be assessed a daily charge.

While housing is available to students through Thanksgiving break and Spring break, students wishing to remain in residence must request these accommodations in advance by completing a form published by the Student Life office. Students will receive advance notice via their Culver email address of when these requests must be made. Daily charges (starting at \$20) will be assessed to students in residence for reasons not relating to college business. In some instances, students may be asked to relocate to a temporary space if remaining in residence during a break period. All college housing, including residence halls and Greek chapter houses, is closed during the Christmas/semester break, and off-campus accommodations must be made for any students needing housing at this time.

Students also have the opportunity to live on campus over the summer. However, to be eligible for on-campus housing during the summer, students must have an on-campus job. On-campus jobs can be found in the following departments: Residence Life, Mailroom, Facilities, Information Technology, Mabee Center, and the Library (pending yearly budget approval). Students must be hired before the end of the academic year. Summer residents will not be provided on campus dining, but will be placed in a residence hall with a kitchen. Summer residents will be taxed for summer housing and this amount will be deducted from their paycheck. Residency is not required of those working on campus or taking summer courses, therefore any student seeking on campus housing during the summer should still contact the Coordinator of Residence Life.

Room checks are performed at the beginning of each closure period (Thanksgiving Break, Christmas Break, and Spring Break) to ensure that the premises have been safely and securely vacated. Students will receive instructions from Residence Life regarding how their spaces should be vacated (i.e. doors closed and locked, lights off, items unplugged, et cetera) in advance of each closure. Students who have not yet vacated at the time these checks and remain without permission will be subject to judicial action, are subject to charges, and may be asked to vacate the premises immediately.

If students become no longer enrolled in a class during the 3-week or become a part-time student, their housing may be revoked and they will have to move off campus as soon as possible. It is important for the student to understand that it is their responsibility to make sure they are still considered a full-time student and attend all classes during the 3-week. When moving out at the end of the academic year, the student rooms are expected to be returned in the condition they were found. Fines will be assessed for excessive cleaning and trash removal, as well as damages. Rooms should be left in a 'move in ready' condition.

### Assessment of Damages

#### *Damages to Personal Rooms*

All residents will be held responsible for damages done to their personal residential space. Fines will be determined by the cost of fixing said damages and can be assessed for damage done to: doors (ex: cracking, off hinges), walls (ex: tack holes, peeling paint), flooring (ex: stains, tears, etc), furniture (ex: split bed frames, torn chairs, etc), and other damage as reported by Resident Assistants, Student Life staff, and Facilities personnel. Charges will be split evenly and applied to all residents of a room unless there is documentation of one resident taking responsibility for the damage.

Depending on the severity and amount of damages done, not all damage can or will be fixed over the breaks/college closures by Facilities personnel. Therefore, residents will have the opportunity to report any inherited damages to their room through an electronic Room Check Report (RCR) upon their arrival to their room. RCRs must be completed before a resident can begin moving into their space. Without this report, students will be held responsible for any damages to their room found at the end of the academic year. Students need to complete a new RCR for any room changes that occur throughout the year.

#### *Community damages*

Damages that occur in common spaces of a residential area may be charged to all residents of that community, if the person(s) responsible are not identified. The College will take reasonable measures to identify the responsible party in all appropriate instances before assessing the community for damages. Residents are expected to report any acts of vandalism or misuse immediately to Residence Life and Campus Safety. Damages will be documented and will be passed along to all residents, when appropriate, at the end of each semester.

### Abandoned Property

Students who vacate their space are responsible for removing all of their personal items before they return keys to this space. The College will not be held responsible for any personal items belonging to a student once they have vacated that space. Moreover, students who withdraw and do not return to collect their belongings will have a limited time to claim their items. Unclaimed items will be donated or disposed of after no more than sixty (60) days, and students may be assessed a \$75 improper check out charge as well as charges for any unreturned keys. Students leaving larger items will be assessed additional charges.

### Mandatory Meetings

All resident students are required to attend one mandatory hall meeting a semester. Hall meetings are scheduled a semester in advance to give residents ample opportunity to make arrangements to be in attendance. Meetings are typically held the first week in the fall and spring semester. Fines may be assessed for those who do not attend the mandatory meetings without proper notification to Residence Life. Resident Assistants also have the ability to call mandatory meetings throughout the semester in response to any problems in the residence halls.

### Noxious Odor Policy

All members of the Culver-Stockton community are responsible for contributing to healthy, supportive learning and living environments. The College recognizes that noxious odors have the potential to negatively impact the quality of life in our learning and living environments.

A noxious odor is any aroma of such intensity that becomes apparent to one or more persons. Any odor may become noxious or offensive when it is too strong or lingers for a period of time. Examples include, but are not limited to cigarettes, cannabis, cigar or pipe smoke, perfume, air freshener, trash left in a room, or large amounts of dirty laundry. When the source of the noxious odor can be traced to a particular room or the odor is emanating from a person and/or her/his clothing, the occupant(s) of that room or person from whom the odor is emanating may be subject to disciplinary action.

### Pets

The only pets allowed in college residences are fish. All other types of pets are expressly forbidden due to sanitation and health and safety reasons. Tank size for any fish must not exceed a 10 gallon capacity.

Any student found keeping any other type of pet will be asked to immediately remove the animal from campus. The offending student may face judicial action and may be charged for any cleaning needs (carpet or floor cleaning, etc.).

Emotional Support Animals (ESAs) and service animals are allowed for freshmen in Sperry Hall and for upperclassmen in Weldon Hall. ESAs and service animals must be registered and approved each year by filing the correct paperwork with the Disability Office. This does not guarantee a single room. ESAs and service animals should be in the control of their handler (the resident) at all times. ESAs and service animals are not allowed to roam the halls unless entering or exiting the building. ESAs are only allowed in the hall in which their resident resides and not in any other buildings on campus. Service animals are allowed in all spaces on campus.

The Disability Office can be contacted at 573-288-6421 for more information about the policy for ESAs and other accommodations.

### Quiet and Courtesy Hours

To promote academic success, quiet hours begin in each residence hall and Greek chapter house at 10 p.m. each weeknight (Sunday-Thursday) to promote restful sleep and study. Quiet hours will begin at 12 a.m. (midnight) on Friday and Saturday evenings. Quiet hours end each morning at 10 a.m., but courtesy

hours are continually in effect. During courtesy hours, each resident has the right to ask that noise be kept to an acceptable level. If this does not resolve the situation, Residence Life staff will assist in resolving the problem. During Reading Day and periods where final exams are administered, quiet hours are in effect 24 hours a day. Quiet and courtesy hours are in effect both in and outside all campus buildings.

### Residence Hall Room and Board

The student agrees to pay room and board charges for the academic year as outlined in the financial information section of the college catalog. Room and board charges for the academic year are payable to the Business Office. All resident students are required to purchase a campus board plan. A student may change their board plan between the fall and spring semester, and may select a different board plan for the semester up through the second week of classes. Two residence halls do come with an upcharge for residing on campus. Stone Hall residents will be charged an additional \$500 per semester. Brown Hall residents will be charged an additional \$250 per semester.

### Use of Halls

Halls are to be considered a student's home. Students may not use rooms for commercial purposes, vending, peddling, etc., except with the written permission of the Dean of Student Life.

### Room Appliances/Fire Hazards

Small electric appliances without an exposed heat source are allowed in individual rooms. All appliances with exposed heat sources are prohibited. Only one small refrigerator and one small microwave will be allowed in each bedroom. All other appliance usage must be approved through Residence Life. Live Christmas Trees are not allowed as they are a fire hazard. The College reserves the right to restrict or prohibit use of any equipment in college residences.

Allowed Appliances: mini fridges, coffee pots, candle warmers, electric tea kettles, rice cookers, crock pots, etc.

Prohibited Appliances: air fryers, insta pots, pizza ovens, toasters, toaster ovens, hot plates, grills, air conditioners, space heaters, lava lamps, etc. Note: these appliances are also prohibited in common areas such as kitchens or lounges.

### Room Furnishings

Residents may not paint, hang wallpaper or otherwise alter their room structure. This includes hanging shelves, robe hooks or mirrors. Anything that will cause damage to rooms when decorating should not be used, including thumb tacks. To hang decorations, we recommend using poster putty, Command strips, or 3M adhesive. Caution must be used when removing hanging items so as not to damage the wall. LED light strips cannot be hung unless they can be removed without damaging the wall. Most beds can be bunked and the use of bed risers is permitted. If a resident wants to loft their bed, they must receive approval from the Coordinator of Residence Life and must use an approved bed lofting kit bought at the student's expense. Beds should never be lofted using dressers or desks. If seeking approval for a bed lofting kit, please email the Coordinator of Residence Life, Krista Barth, at [kbarth@culver.edu](mailto:kbarth@culver.edu). All furnishings must remain in the room, and lounge furniture is not to be removed from the lounge area. Monetary fines will be imposed for removing any furniture from its designated area.

### Roommates & Roommate Agreements

Sharing a living space with a roommate is an important part of a student's learning experience. Doing so challenges students to learn important skills (compromise, sharing, establishing boundaries, communicating difficulties, et cetera) that are not just useful, but essential for real-world living.

Roommate agreements are documents used by Residence Life to provide students with a structured way to help students have conversations about their needs to establish expectations for how a space will be shared. All incoming freshmen residents are required to complete a roommate agreement at the beginning of the year, which our staff will retain and keep on file to be made available upon request when necessary. Residents will be asked to revisit the roommate agreement at the beginning of the spring semester and are encouraged to reference it often as well as make adjustments/updates as needed. During any disagreements, the roommate agreement can be accessed to help solve the issue(s) and can be altered if changes arise throughout the year.

Even if roommates are friends, disagreements can happen and are normal. Residence Life anticipates that such conflicts will come up periodically. It is also an expectation, however, that residents take the necessary and appropriate measures to work through these conflicts while using our staff as a resource. If a student is found to not handle a conflict in a mature, respectful and appropriate way, that student will be subject to the campus judicial process. Residence Life considers a number of variables when assigning roommates with the ultimate goal that residents will be able to amiably coexist, compromise and maintain a positive and healthy environment in his or her assigned space.

If a student is dissatisfied with their roommate(s), they should first seek the assistance of their RA. No roommates will be granted a room change without first discussing the problem with their RA. Only after they have exhausted their resources with their RA will the Coordinator of Residence Life attempt to move one or both students.

### Room Changes

Students may not change rooms with the permission of the Coordinator of Residence Life. Before a room change can be considered, students are expected to meet the following criteria:

1. All parties completed a roommate agreement (if required of them) and referred to the agreement when a problem occurred.
2. All students sharing a living space have scheduled or held a mediation meeting with the RA (Resident Assistant) on their floor
3. The student has communicated with the roommate about their problem, whenever possible.

Students may request room changes beginning the first day of the fourth week of classes during the fall semester, but no room changes may be requested within the first three weeks of the fall semester. Room change requests will be accepted beginning with the fourth week of classes through the end of the sixth week of classes. Students who request a room change after this period has ended may be subject to a \$100 room change fee.

Students may request room changes beginning the first day of the third week of classes during the spring semester. Room change requests will be accepted beginning the third week of classes through the fifth week of classes in spring. Students who request a room change before or after this period may be subject to a \$100 room change fee.

Please note that RA's cannot approve room changes. This is a process that must be completed through the Coordinator of Residence Life. Any move must be approved through Residence Life before any residents begin relocating. Students that vacate their space or move into a new space without approval will be subject to judicial action and may be assessed a \$100 improper space change charge.

When students are granted a room change, they will have 48 hours to complete their room change. If the request is granted on a Thursday or Friday, then they are expected to have completely relocated by noon the following Monday. Students who do not complete their room change in accordance with this timeline will be subject to a \$100 improper space change charge. Furthermore, students granted a room change must ensure that they only keep the keys to their new room. Keeping the keys to their old room

will result in a \$75 fine. Key switches must be handled in the Student Life Office to ensure appropriate documentation. Simply exchanging keys with other students is not permissible. Key switches must also be done within the limited move time.

Room change requests will only be granted if the Office of Residence Life can identify a new space for the resident(s). The Office of Residence Life will not remove students from their room to accommodate a room change for other residents.

### Screens

Due to the resulting damage, removal of screens from residence hall windows will result in a \$125 fine. If the screen and/or window are damaged as a result of a student removing the screen, that student will also be responsible for the cost to repair/replace the screen and/or window. If the window is missing a screen when the student moves in, they must report it on the Room Condition Report (RCR).

### Single Rooms/Open Spaces

Single rooms in residence halls, when available, are an additional \$1037.50 per semester for a double room used as a single. Purchased singles are provided on a first-come first-served basis and will only be provided if the College can allocate the space, as determined by the Coordinator of Residence Life. Spaces designed to accommodate only one residence are also an additional charge. The payment of single rooms cannot be made through financial aid funds. Single spaces are allocated outright only to students who provide documentation indicating a compelling medical need or disability where a single space is imperative to their ability to function.

Students who find themselves in a room without a roommate should contact Residence Life about their options/choices. Residence Life retains the right to consolidate students living in spaces with vacancies, but will involve students in rooms with vacancies to make satisfactory arrangements whenever possible. Residence Life can fill any open space at any time without prior notice. Students who do not adequately prepare their spaces to accommodate another roommate may be automatically assessed a charge for a single room and may face judicial action or housing relocation. If a student finds themselves in a single room that cannot be filled by the resident or the College, the resident can be charged the additional \$1037.50. This charge will be prorated based on the timing in the semester.

### Space Selection

Residence Life utilizes a space selection process each year that allows students who will return the following year to select a space and roommates for the next academic year. This process occurs late in the spring semester and is referred to as Room Draw. Students are issued electronic communication in advance of this process and receive an enrollment form with an assigned lottery number through their Culver-Stockton emails. Lottery numbers are assigned to students through the use of a formula integrating class rank, cumulative and term GPA, and number of credits earned. Lottery numbers are privately issued and are not publicized.

Students are eligible to participate in the space selection process only if they have registered for a full course load for the upcoming fall semester and have a student account in good standing. Students who have various conduct issues may be prevented from selecting certain residence halls. Please contact the Office of Residence Life to determine eligibility. A student will participate in the space selection process alone or in a group, and students may identify a proxy to represent them in the process in the event that they are unavailable. Students who have committed to reside in a Greek chapter house for the following year are to follow the room selection process as determined by their specific Greek chapter. Though housing arrangements may be made outside of the space selection process, a fee may be assessed to students eligible to participate during the space selection process who intentionally delayed.



Students who intend to commute from home during the upcoming academic year will be asked to provide such notice through this process, as well as students who do not intend to return to the institution. See the "Residency Requirements" section for commuter eligibility.

#### Storage of Items

The college does not allow students to store their belongings during the summer months. Students must make arrangements to store their belongings in off-campus locations.

#### Termination of Housing Contract

Housing contracts may be terminated during or between semesters for the following reasons:

- Withdrawal or dismissal from school
- Marriage
- Change to part-time status (less than 12 hours)
- Special approval by Residence Life or Dean of Student Life.

#### Housing Refunds

For housing contracts that are approved terminations, a refund may be considered for the resident in accordance with the tuition, room and board refund policy. See the Payment Policies section within this publication. Pro rating is available on a case-by-case basis and needs to be made within the first three weeks of classes in each semester to be considered.

#### Tobacco and Drug Policy

The use of cigarettes, e-cigarettes, vapes, marijuana, and all other drugs and drug paraphernalia are strictly prohibited within residence halls. Please refer to the Culver-Stockton College policy on alcohol, drug, and tobacco use located within this publication for more information on campus policies.

Culver-Stockton College  
2022-2023 Residence Life Calendar  
Residence Halls and Greek Chapter Houses

Fall Semester 2022

Saturday, August 6th

Residence halls open for fall athletes (new and returning) check-in

Football and Catalyst program- 9 am to 12 pm

Women & Men's Soccer and Women's Volleyball- 1 pm to 4 pm

Sunday, August 7th, 9:30 pm\*

Mandatory Policy Meeting in residence halls for all fall athletes and Catalyst participants

Friday, August 19th, 9 am to 1 pm

Residence halls open for new first-year and transfer student check-in

Friday, August 19th, 9:30 pm\*

Mandatory All Hall Program/Meeting in residence halls for all new first-year and transfer students

Sunday, August 21st, 10 am to 1 pm

Residence halls open for returning student check-in

Monday, August 22nd

12-week classes begin

Monday, August 22nd, 9 pm\*

Mandatory All Hall Program/Meeting in Residence Halls for All Residents

Monday, October 3rd: Mid-Term Break – No Classes

Residence halls remain open and limited meal service will be available.

Saturday, November 19th – Sunday, November 27th: Thanksgiving Break

Residence halls CLOSE at 6 p.m. on November 19th and reopen at noon on November 27th

*Students must submit a request in Wildcats Connect to request to remain in residence. No dining services are available.*

Monday, November 28th

Fall 3-week classes begin

Saturday, December 17th – Sunday, January 8th: Christmas Break

Residence halls CLOSE at 6 p.m. on December 17th and reopen at noon on January 8th

*All students must make alternate housing arrangements during this time.*

## Spring Semester, 2023

Sunday, January 8th, Noon

Residence halls open for the spring semester. Classes begin Monday, January 9th.

Monday, January 9th – Friday, January 13th

Mandatory All Hall Meetings will occur during this week. Specific date and time TBD

Saturday, March 4th – Sunday, March 12th: Spring Break

Residence halls CLOSE at 6 p.m. on Friday, March 4<sup>th</sup> and reopen at noon on March 12th  
*Students must submit a request in Wildcats Connect to request to remain in residence. Limited meal services are available.*

Friday, April 7th – Monday, April 10th: Easter Break

Residence halls remain open and limited meal service will be available.

Monday, April 17th– Tuesday, April 18th: Term Break

Residence halls remain open and limited meal service will be available.

Wednesday, April 19th

Spring 3-week classes begin

Wednesday, May 10<sup>th</sup>: Semester Ends

Residents NOT involved with Commencement must check out for the summer by 6 p.m.

Saturday, May 13th: Buildings close for summer

Residence halls CLOSE at 6 p.m. All remaining residents must check out of their space by 6 p.m.

\*Attendance at Mandatory All Hall Programs/Meetings is required. A fine may be assessed for those who do not attend.

*Culver-Stockton College reserves the right to make changes to the Residence Life Calendar if necessary. Should changes to the calendar occur, the College will notify students of any changes as soon as possible.*

# Campus Safety Policies and Emergency Procedures

## Campus Safety

The Culver-Stockton Campus Safety Department staff includes a director, and four full-time safety officers. The officers are responsible for working cooperatively with students, faculty, staff and local law enforcement to enhance the level of service and safety on campus. Campus safety officers have direct contact with city police, fire department, and ambulance services to facilitate rapid response in any emergency situation.

The campus safety department is responsible for providing a number of services related to safety and security. Safety officers routinely patrol campus on foot or in a marked safety vehicle, conduct vehicle checks, enforce parking and issue permits, conduct security surveys, provide student courtesy escorts, and document incidents that occur on campus. Other duties include the presentation of training and crime prevention programs. Campus Safety staff are on duty 24 hours a day during the academic school year.

## Medical Emergencies

In the event of a medical emergency contact Campus Safety at extension 6300. When reporting a medical emergency immediately provide your location and the type of emergency. If you determine the medical emergency is life threatening Dial 911. Do not move any injured persons. Make them comfortable and keep them quiet and calm, while waiting for trained medical personnel to arrive.

Unless asked by college staff or medical personnel to remain, LEAVE the area and stay out of the way. There is little benefit to the distressed party from having extra people present. Too many people in the area have proven to be a major problem with medical emergencies and have actually caused additional problems.

## Parking Information

Campus Safety/Parking Contact Information

Campus Safety Office: Gladys Crown Student Center, Room 201, Director of Campus Safety: Gladys Crown Student Center

Phone: 573-288-6300

Parking Regulations: Please note the parking and driving regulations in place throughout campus. If you have any questions, please contact Campus Safety at ext. 6300.

- The roadway and various parking lots throughout campus have designated areas that are "Yellow Zones". These are restricted areas and vehicles are not allowed to park at these locations.
- The entrance to Circle Drive in front of Sperry Hall is now "ONE WAY."
- The Faculty/Staff Parking Lot of Johnson Hall/Gladys Crown Student Center is "ONE WAY."
- No vehicles are to pass the "Yellow Zone" in the lower parking lot behind Stone Hall onto the patio area.
- The lower parking lot near Wood Hall is a restricted parking area for the residents of Stone Hall.
- The upper East parking area next to Wood Hall is restricted to Stone Hall residence.

Parking Restrictions: Vehicles may be ticketed for the following reasons:

- Parked in a handicapped, visitor or reserved area without appropriate permit
- Parked in or blocking a fire lane, yellow/loading zone or emergency entrance
- Obstructing a pedestrian walkway, parking lot entrance or building entrance
- Parked on a sidewalk or any grassy area
- Any motor vehicle determined to have been abandoned (not displaying a state license plate or state inspection or a plate or inspection permit that has expired)
- Vehicles impeding snow removal, maintenance or construction work

- Vehicles parked along any college roadway (excluding maintenance or vendors when applicable)
- Impounded/booted vehicles exceeding the 48-hour limit (see boot policy)
- Disabled vehicles illegally parked
- Parking on campus after parking privileges have been revoked
- Any vehicle parked in an unsafe manner or that is restricting traffic or creating a traffic hazard
- If the responsible party, when notified by Campus Safety to move a vehicle does not accomplish the move within the specified time

**Enforcement/Open Parking:** The enforcement of parking violations for parking in a fire lane, assigned parking spots, blocking the road, parking on the grass, handicap zones, Stone Residence Hall Reserved Parking and yellow zones are twenty four hours a day. During the week, open parking throughout campus starts at 5 p.m. and ends at 7 a.m. On the weekend open parking begins Friday at 5 p.m. and ends Monday morning at 7 a.m.

**Vehicle Towing Policy:** Any vehicle parked in violation of the parking regulations is subject to towing without notice. All parking fines and charges for towing and storage are the responsibility of the owner/driver of the vehicle and must be paid before the vehicle will be released. Culver-Stockton assumes no responsibility for damages to the vehicle either during towing or storage.

**Vehicle Recovery:** To have your vehicle released from storage you must first pay any parking fines owed to Culver-Stockton. You will then be given a paid receipt to present to the towing company at which time you will be required to pay any towing and or storage charges.

**Booting Policy:** Campus Safety can place a wheel boot on vehicles for the following reasons:

- Accounts associated with five or more citations in any one semester.
- Vehicles failing to register and or display a current C-SC parking permit who have received two or more citations in any 30-day period.

Procedure for boot removal will be as follows:

- All parking fines, plus a \$25 boot-removal fee, must be paid and the paid receipt presented to Campus Safety prior to the boot being removed.
- If the driver or responsible party has not made arrangements to have the boot removed within 48 hours, the vehicle is subject to towing and all fees incurred (including purchase of permit and boot-removal fee).

**Parking Permits:** All students and employees wishing to utilize campus parking are required to display a current parking permit. Regular student parking permits are \$75.00. Stone Residence Hall reserved parking permits are \$75.00. All student stickers are renewed annually. There are two classifications of parking: Faculty/Staff, hanging permit required; and Resident/Commuter Student, sticker permit required. Faculty/Staff lots will be designated as such. Parking permits can be purchased online using your My Culver account. Once a parking permit has been purchased, students can obtain their parking permits onsite at the campus safety office, located at Gladys Crown Student Center 201.

There are numerous times during the academic year where classes are not in session due to college agreed breaks. When these events occur, student parking rules and regulations are still in effect. Parking tickets will be issued during breaks; therefore your vehicle needs to be in the proper parking lot when you leave for break.

**Temporary Parking Permits:** Temporary parking permits will be issued by Campus Safety on an as-needed basis. Until the temporary permit is properly displayed in the vehicle, it will be treated as a vehicle parked without a permit and will be fined accordingly. Temporary permits will not be issued to unregistered vehicles.

Flashers: Flashers may be used when a student has contacted Campus Safety in an emergency only (i.e. accident or illness).

#### Parking Tickets:

- Faculty/Staff/Visitor/Unloading Areas - \$40.00
- Wrong Student Area - \$40.00
- Fire Lane - \$40.00
- Yellow Zone - \$40.00
- Handicap Zone - \$100.00
- On Sidewalk - \$40.00
- On Grass - \$40.00
- No Valid Sticker - \$40.00
- Blocking Road/Dr. - \$40.00
- Parked in Two Spaces - \$40.00

Tickets are subject to change and could be increased depending upon the violation and the amount of tickets accumulated during the year.

**Parking Ticket Appeals:** If a ticket is issued involving policy or enforcement ambiguity, a detailed appeal stating how the vehicle was not in violation of a parking regulation should be filed within 3 days (72 hours) of the violation. Appeals can be completed online by accessing your MyCulver account. All parking appeals are heard by a student parking appeals committee.

**Multiple violations:** If a student receives 3 or more parking violations in one semester, they will be referred to the Dean Of Student Life for possible disciplinary action. The college reserves the right to revoke parking privileges on campus.

**Visitors to the College:** Designated parking for visitors is available at several locations. There is visitor parking available on the west side of Henderson Hall, the north side of Gladys Crown Student Center and the north side of the Johann Library. Visitors should contact Campus Safety for a visitor parking pass.

*Please note that the College is not responsible for any damage to vehicles parking on campus. Owners assume all risk.*

#### Drone Policy

Culver-Stockton College does not allow the use and/or operation of unmanned aircraft systems (UAS), also referred to as drones, on college property or over college property. The operation or use of UAS can only be approved for educational or marketing purposes and must first be approved by Campus Safety. Operators must provide a certificate of insurance prior to approval for any UAS use and must comply with FAA regulations.

Sanctions for violations of this policy by an individual will be dealt with in accordance with the College's Code of Conduct. Using a UAS to monitor, record, or transmit private information may also result in criminal charges.

#### Emergency Communication

Communication is the key to a safe, successful response during emergency situations. In the event of an emergency on campus the following Emergency Message Systems will be used to provide warning to faculty, staff, students and visitors of the College. Faculty, staff and students are automatically enrolled in the emergency text message system.

**Emergency Text Phone Message by Cell Phone** – This is the primary means of communicating emergency messages in the event of an imminent threat. This form of communication will be used in emergency situations that threaten life safety and imminent danger is upon us. This type of warning will be used in the event of a tornado warning, armed intruder incident, terrorism, hazardous material incident or any incident that threatens life safety.

**Outdoor Warning System** – In some instances, C-SC will send emergency information via a siren; a verbal message will follow that includes instruction on how to respond to the emergency in progress. No special requirements are needed to receive this emergency message.

**Emergency E-Mail** – In some instances, C-SC will send emergency information via e-mail with instructions and/or updates about an emergency in progress or recently completed. No special requirements are needed to receive this emergency message.

**Emergency Web Page Message** – In extreme instances, C-SC will display emergency information and further updates on the C-SC home page in the event of a prolonged crisis or emergency. This means of communication will likely follow the event and is where detailed information can be accessed by both on and off campus audiences. No special requirements are needed to receive this emergency message.

Questions about emergency preparedness or receiving emergency messages at Culver-Stockton College can be directed to the Director of Security and Facilities at extension 6528.

**Insider Alert**- In some instances, C-SC will post emergency information on MyCulver through the use of the Insider Alert. This means of communication is a written message that is posted in red for the duration of the emergency. A written message will be displayed providing information about the type of emergency and in some instances response information.

### Fire Evacuation Procedures

For the safety of the residents, each residence has a fire alarm system consisting of smoke alarms and/or pull-type alarms. The Residence Assistant or Resident Directors will review with the residents of each building the evacuation procedures and related fire safety matters. Fire information is also reviewed with incoming freshmen through the presentation of Campus Safety 101. Fire drills are held early each semester to acquaint the residents with the procedures. There are two fire drills conducted each academic year, one announced and the other, unannounced.

If a fire is discovered by the faculty, staff or student or the fire alarm is activated the following actions should be implemented:

- Sound the alarm if the alarm has not been activated by pulling the nearest pull station. Contact campus safety if in a safe location to do so. If visible evidence of fire and smoke is observed contact 911.
- If you have noticed the fire - related emergency you must decide if the fire is small enough to extinguish with a fire extinguisher. If it is not small enough to extinguish the building must be evacuated. (Do not use elevators).
- If time permits, close doors and windows when exiting the building; however do not put yourself at risk during the evacuation process.
- When exiting the building remember to call out, "Fire, Fire, Fire".
- In the event of a fire do not spend time collecting papers or personal items or wait on others who are doing so.

### Fire Emergency Identified

All situations which may cause a fire will be considered an emergency. This includes any fire which has already been extinguished, regardless of the size or nature of the fire. When a fire related emergency is discovered, the following action will be taken:

When a fire related emergency is noticed the person noting the emergency must decide if the fire is small enough to extinguish with a fire extinguisher. If it is not a small fire, the person should evacuate the building immediately and initiate the following procedure(s). A method of remembering the procedure of responding to a fire is the use of the acronym A.C.E. Use the acronym for general fire response and evacuation procedures.

Alert all people in the immediate area, pull the fire alarm and dial 911.  
Contain Close doors to contain fire and smoke and quickly exit the building.  
Extinguish small fires. Do not attempt to extinguish large fires.

At all times walk, walk quickly – do not run. Notify others as you exit the building.

Evacuate to the designated meeting location for the building you are occupying and remain until contacted by campus safety or emergency personnel.

In the event an Academic building was evacuated a faculty or staff member can assist with accounting for all persons evacuated from the building. In the event of a residence hall has been evacuated, the resident should report to the Resident Director/ Head Resident or the Residence Assistant to ensure all persons have been evacuated from the building.

### Additional Emergency Procedures

When the building has been evacuated do not re-enter until an authorized representative has determined the fire has been extinguished and it is safe.

### ACE Acronym

Alert all people in the immediate area, pull the fire alarm and dial 911 to report the smoke or fire. When exiting the building call out "FIRE, FIRE, FIRE". The person making the report of a fire must make the call from a safe location.

Contain Close doors on your way out to contain the fire and smoke. This will slow the spread of the fire.  
Extinguish small fires. Do not attempt to extinguish large fires. Only attempt to extinguish the fire if it is safe to do so without personal injury and the fire is small enough. Attempt to extinguish the fire with the nearest fire extinguisher using the "buddy system".

If the fire becomes too large for the fire extinguisher to handle do not attempt to continue extinguishing the fire.

If the heat of the fire is such that you cannot get close enough to use the fire extinguisher safely without inhaling dangerous levels of smoke do not attempt to continue extinguishing the fire.

If there is no emergency escape route available do not allow the fire to get between you and the escape route, do not attempt to continue extinguishing the fire.

### Emergency Contact Numbers

Fire Department 911  
Campus Safety 6300  
Campus Safety Cell (217) 440-6394



Resident Director on Duty Call Phone (573) 288-4248

Designated Meeting Locations by Building

|  |   |
|--|---|
| Henderson Hall                                 | South of building on open lawn area (quad)                      |
| Herrick Foundation Center                      | East of building in open lawn area (quad)                       |
| J.E. & L.E. Mabee Recreation & Wellness Center | South of building in open lawn between gymnasium and ARC        |
| Carl Johann Memorial Library                   | North of building in open lawn area front on Johnson            |
| Robert W. Brown Performing Arts Center         | South of building near Weldon in lawn area                      |
| Science Center                                 | West of building near Clough in lawn area                       |
| Gladys Crown Student Center                    | Northwest of building open lawn between Herrick and Field house |
| Charles Field House                            | Northwest of building open lawn between Herrick and Field house |
| Physical Plant                                 | Northwest patio of recreational center                          |
| Stone Hall                                     | West of building open lawn at Johann                            |
| Wood Hall                                      | West of building open lawn at Johnson                           |
| Sperry Hall                                    | West of building open lawn area near Science Center             |
| Clough Hall                                    | North of building on patio of Gladys Crown Student Center       |
| Cason Hall                                     | North of building on patio of Gladys Crown Student Center       |
| Turley Hall                                    | West of building on lawn at Performing Arts Center              |
| McDonald Hall                                  | East of building on patio of Gladys Crown Student Center        |
| Zenge Hall                                     | South of building parking lot in lawn                           |
| WeldonHall                                     | North of building to Performing Arts Center in lawn             |
| Helsabeck Hall                                 | West of building on practice football field                     |
| Gerlach Hall                                   | West of building on practice football field                     |
| Johnson Hall                                   | North of building in lawn area between Henderson and Johnson    |
| W.A. Herrington Center                         | South of building near the shot put area in grass               |
| Carolyn L. & Robert W. Brown Residence Hall    | Open area on lawn east of Recreational Center                   |

Emergency Evacuation of Disabled Persons

Check on people with special needs in the event of a fire emergency and evacuation. A “buddy system” will be in place where people with disabilities arrange for fellow residents to alert and assist them in a fire emergency and evacuation.

The disabled person should be partnered with a “buddy” resident. The “buddy” resident will assist the person with evacuating the building. Always ask someone with a disability how you can help before giving assistance. Ask how he or she can best be assisted or moved, and whether any special considerations or items need to come with the person. Evacuate or assist people with disabilities to get to the nearest stairwell if possible. Do not use elevators.

## Aiding Persons with Specific Disabilities in Emergency Situations

### *Blindness or Visual Impairment*

Give verbal instructions to advise the safest route or direction using estimated distances and directional landmarks. DO NOT grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd. Give other verbal instructions or information (example: Move to the stairwell, elevators cannot be used).

### *Deafness or Hearing Loss*

Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand. Offer visual instructions to advise of safest route or direction by pointing toward stairwell exits or evacuation maps.

### *Mobility Impairment*

It may be necessary to help clear the exit route of debris (is possible) so that the person with a disability can exit to a safer area. If people with mobility impairments cannot exit, they should move to a safer area such as the nearest stairwell. If that is not possible, they should move to an office or other room with the door shut which is a good distance from the hazard. Notify police or fire personnel immediately about any people remaining in the building and their locations. Police or fire personnel will decide whether people are safe where they are, and will evacuate them as necessary. They may determine that it is safe to override the general rule against elevators. If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.

## Evacuation Maps

Emergency evacuation maps are located in common areas on each floor of the building. The map indicates suggested evacuation routes, primary exits, pull stations and fire extinguisher locations.

## Fire Extinguisher Use

The P.A.S.S. method should be utilized when using a fire extinguisher. When using a fire extinguisher to extinguish a fire be aware of your surroundings. If at any time, the fire you're trying to extinguish is creating an unsafe environment evacuate the building immediately. P.A.S.S. is an acronym that provides details on the appropriate method of using the fire extinguisher:

Pull the pin.

Aim at the base of the fire

Squeeze the discharge handle to release the agent. Short bursts at the base of the fire.

Sweep from side to side for proper distribution.

## False Alarms/Arson

Missouri Revised Statute 569.080.1: A person commits the crime of tampering in the first degree if he or she for the purpose of causing a substantial interruption or impairment of a service rendered to the public by a utility or an institution providing health or safety protection, damages or tampers with property or facilities of such a utility or institution, and thereby causes substantial interruption or impairment of service. Tampering in the first degree is a Class C felony.

Missouri Revised Statute 569.090.1: A person commits the crime of tampering in the second degree if he or she tampers with property of another for the purpose of causing substantial inconvenience to that person or another. Tampering in the second degree is a Class A misdemeanor.

### Arson

Missouri Revised Statute 569.040.1: A person commits the crime of arson in the first degree when he or she:

1. Knowingly damages a building or inhabitable structure, and when any person is then present or in near proximity thereto, by starting a fire or causing an explosion and thereby recklessly places such person in danger of death or serious physical injury; or
2. By starting a fire or explosion, damages a building or inhabitable structure in an attempt to produce methamphetamine.

Arson in the first degree is a Class B felony, unless a person suffered serious physical injury, death or to produce methamphetamine as a result from the fire or explosion, in which case arson in the first degree is a class A felony.

Missouri Revised Statute 569.050.1: A person commits the crime of arson in the second degree if he or she knowingly damages a building or inhabitable structure by starting a fire or causing an explosion. Arson in the second degree is a Class C felony unless a person has suffered serious physical injury or has died as a result of the fire or explosion, in which case arson in the second degree is a Class B felony.

Missouri Revised Statute 569.055.1: A person commits the crime of knowingly burning or exploding when he or she knowingly damages property of another by starting a fire or causing an explosion. Knowingly burning or exploding is a Class D felony.

Culver-Stockton College will cooperate fully with local law enforcement agencies and the State Fire Marshal's Office in investigating any tampering of safety devices or arson involving students or campus property. Tampering with safety devices or equipment is forbidden and will be dealt with as a discipline issue.

### Locker Policy

There are 27 student lockers for commuter students located on the basement floor of the lower level of Carl Johann Memorial Library. The use of these lockers will be coordinated and supervised by Campus Safety. Only Culver-Stockton College issued locks will be used on these lockers and the locks must remain on the lockers at all times, even when not in use. If you wish to use one of these lockers, please go to Campus Safety and have one assigned to you. You must have a valid Student ID to be issued a combination code. The lockers are free (as long as there is no damage and abuse) and are issued on a first-come, first-serve basis. They are for student use only! Students will sign an agreement when issued a combination code.

Lockers are good for the academic year they are issued. All lockers must be cleaned out by last day of classes in May. Should a student decide to leave the college without cleaning out the locker, the locker will be cleaned out and all items left inside will be thrown away unless claimed within one week after an attempt to notify the student.

Damaged lockers will result in a fine to be added to the student's account. Lost locks will also result in a fine to replace the new lock. Locks not issued by Campus Safety will be removed do to safety reasons.

### Tornado Response and Shelter in Place

Tornado Watch means weather conditions are favorable for the development of tornados in or around the watch area. When a tornado watch has been issued for your area (Lewis County), you should monitor weather radio, local radio or television for additional warnings.

Tornado Warning means a tornado has been sighted by the public or local law enforcement, or that Doppler radar has indicated an area of rotation that could develop, or has developed, into a tornado, and be prepared. Take shelter immediately, remember tornados can form and move quickly with little or no advanced notice. There may be no time to issue a warning in the event this happens.

## Tornado Procedures

### Tornado Watch

When the National Weather Service issues a Tornado Watch it will be received on the Weather Radio. The information will be disseminated in the form of an Emergency E-Mail Message and/or a message posted on the Insider Alert to inform faculty, staff and students.

The notification will include the following information/instructions:

- Culver-Stockton College in under a tornado watch
- Time the tornado watch expires
- Normal routine will not be interrupted unless tornado warning is issued.

If the outdoor warning system sounds indicating a tornado warning for Lewis County, proceed immediately to the nearest designated area of shelter in your building. If underground shelter is not available, move to an interior room or hallway on the lowest floor of the building, staying away from windows and doors.

In the event faculty, staff, students and visitors are required to seek shelter to the lowest level of the building during a tornado warning the tornado crouch position should be utilized.

### Tornado Warning

When the National Weather Service issues a Tornado Warning, there will be a number of emergency message systems implemented. The systems activated for a tornado warning include Emergency Text Message, Outdoor Warning System, and Emergency E-Mail. Once receiving the information, all individuals on campus will proceed to the nearest designated tornado shelter areas or the lowest level of the building away from door and windows.

**IF YOU ARE IN A BUILDING, REMAIN IN THAT BUILDING AND GO TO THE NEAREST DESIGNATED SHELTER AREA.**

**IF YOU ARE OUTSIDE, IMMEDIATELY ENTER THE NEAREST BUILDING AND PROCEED TO THE NEAREST DESIGNATED SHELTER AREA.**

**REMAIN IN THE SHELTER UNTIL THE TORNADO WARNING IS OVER. THE ALL CLEAR SIGNAL WILL BE PROVIDED BY TEXT MESSAGE AND/OR CAN BE OBTAINED BY CALLING CAMPUS SAFETY AT (217) 440-6394. THE OUTDOOR WARNING SYSTEM WILL ALSO PROVIDE AN ALL CLEAR, HOWEVER IT MAY NOT BE HEARD FROM INSIDE A BUILDING.**

**Trouble Areas to Avoid:**

- All outside walls, elevators, windows of buildings
- Any low-lying area that could flood
- Vehicles-do not use for shelter
- Building areas with large roof span
- If you are in the open:
  - Attempt to reach shelter, such as a building with a basement
  - If there is no time to find shelter or escape, lie flat in a ditch or depression, avoiding areas subject to rapid water accumulation or flooding in heavy rains.

### Tornado Facts and Information

Remember, tornados can form with little or no advanced warning. Tornados can occur anywhere or anytime of the year. Tornados are most likely to occur sometime between 3 P.M. and 9 P.M., but have been known to occur at all hours of the day and night. The average tornado moves from southwest to northeast, but tornados have been known to move in any direction. After you have received the warning or observed threatening skies, you must make the decision to seek shelter before the storm arrives. **It's up to you!**

### Theft/Loss Statement

Lock your doors! Residents have the tendency to leave room doors open while they run to the bathroom, shower, drinking fountain, or to visit a friend. This is when many thefts occur. The College is not liable for loss of or damage to personal property. It is recommended that residents insure possessions before coming to campus. It is not advisable to keep valuables in plain sight or to keep large sums of money in your room. We also suggest that you record serial numbers of valuable items and/or take photographs of your important belongings. If a theft occurs, report it to a staff member immediately.

### Missing or Unaccounted for Students

This policy, with its accompanying procedures, establishes a framework for cooperation among members of the college community in the event that a student is perceived to be and is reported missing. A student shall be deemed missing when he or she is absent from the College for more than 24 hours without any known reason. All reports of missing students shall be directed to Campus Safety who will investigate each report and make a determination about whether the student is truly missing. All students have the opportunity to identify an individual (a confidential contact) to be contacted by the College during a missing person's investigation. If the allegedly missing student is under 18 years of age, the College is required to notify the parent or guardian of the situation within 24 hours if the student is not located. If, after a thorough campus-based investigation involving the confidential contact, the student remains unaccounted for, the parent/guardian and the Canton Police Department will be notified. This notification will take place no more than 24 hours from the time the report is received.

Students shall be given the opportunity to designate confidential contact information, specific to the possibility of being reported missing, during residence hall check in procedures. This Confidential Contact Registration Form will be kept on file in the Department of Campus Safety. A registration form is also available for completion on MyCulver. Each student who files a Confidential Contact Registration Form is solely responsible for the accuracy of the contact phone number and for the update of information should the confidential contact person and /or number change.

### Recreational Equipment Policy

Self-propelled recreational equipment, including but not limited to bicycles and skateboards, may be used for transportation purposes only and cannot be used inside of buildings. The College reserves the right to prohibit any behavior that can damage property or cause personal injury.

### Sex Offender Registration

The federal Campus Sex Crimes Prevention Act, required institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, or each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

In Missouri, convicted sex offenders must register with the Missouri State Highway Sex Offender Registry. You can link to this information at [www.missouri-sexoffenders.com](http://www.missouri-sexoffenders.com).

### Weapons and Fireworks

The use and possession of weapons and fireworks is prohibited. A weapon is defined as any object that is designed to cause injury or shoot a projectile. This includes paintball guns, blowguns, pellet/BB guns, archery equipment, knives with blades over four inches long and ammunition. The use of fireworks is prohibited due to potential injuries, damage and disturbances.

## Student Organizations & Campus Involvement Policies and Procedures

Campus involvement is a vital part of learning and success in college. Student organizations are important ways for students to be involved in college while making friends and having fun. Participation in student organizations plays an important role in the overall college experience by cultivating leadership, communication, and organizational skills.

### Classifications

Culver-Stockton College has a variety of student organizations that provide opportunities for involvement in a range of activities. Below are the classifications that fit many of the existing organizations.

- Academic
- Arts
- Athletic
- Greek
- Honor Society
- Multicultural
- Political
- Religious
- Service
- Social

### Privileges

The following privileges are available to any Registered Student Organization (RSO):

- Leadership Development
  - As well as developing leadership skills within the organization, student members will have the advantage of special leadership development opportunities offered through the Student Life office. Please contact the Coordinator of Student Engagement to develop leadership training for your organization or executive board.
- Space Reservations
  - RSO's may reserve spaces throughout the College to hold meetings and events through the school year. RSO's must use the facilities request form located on myCulver to request the use of a room.
- Games/Equipment Rentals
  - RSO's may request to use the equipment from Student Engagement at no charge. Equipment such as sound equipment, game equipment, LCD projector, screen and miscellaneous athletic equipment, is available. Students will submit the Equipment Request Form in Wildcats Connect to request equipment.
- Bulletin Boards
  - Throughout campus there are various boards available where signage may be posted regarding upcoming events, news, etc. All advertising must receive stamped approval through the Coordinator of Student Engagement or the Dean of Student Life. Any non-approved advertising will be taken down, and all advertising must be removed by the organization within two days of the event's completion. Tape is not permitted on the windows, and only painters tape may be used on painted surfaces. Failure to follow

these rules may lead to damage charges charged to the organization. Please see the Campus Advertising and Promotions Policy below for more information.

- **Signage Materials**
  - There are materials available to create signage and publicity for upcoming events such as butcher paper, markers, paint, scissors, helium, etc. RSO's may use these supplies to promote their organizations and events. Please contact the Coordinator of Student Engagement for these materials.
- **Staff Assistance**
  - Through the Student Life staff, RSO's may obtain assistance in planning and evaluating programs such as educational, cultural, social, and recreational events.
- **Student Benefit Fee**
  - The Student Government Association has been given the responsibility of allocating funds to recognized student organizations who request financial support. RSO's will need to submit the SBF request form in Wildcats Connect. For further details, please contact the SGA Treasurer.
- **Recognition**
  - All student organizations must be recognized in order to operate at Culver-Stockton College. RSO's who submit their registration and are approved will have a page in Wildcats Connect and be listed on the Culver-Stockton College website. Also, organizations will be considered for the various leadership awards in the spring semester each year.
- **Tabling Opportunities**
  - Having members readily available to talk to students in a busy area is a great way to recruit new members or advertise events. RSO's can table outside of the dining hall by reserving a table via the Tabling Request Form in Wildcats Connect.
- **Participation in Student Involvement Fair**
  - At the beginning of each year, the Student Involvement Fair will take place on campus. This is a great opportunity to get in touch with new and returning students to recruit new members. Student organization officers may sign up via the Student Organization Fair Registration Form in Wildcats Connect.
- **Event Planning Assistance**
  - Student Life Staff members will be available for consulting for event planning.

### Starting a New Student Organization

Students of the college are encouraged to organize and promote common interests through student organizations. If a particular interest is not already cultivated by a registered student organization, or the need for another organization exists, students are able to create an organization to meet that need. To submit a registration for a new student organization, students must log in to Wildcats Connect, click on "Groups, All Groups," then either click on "Register a new Student Organization" or "Register a new Honor Society." For assistance in the creation of a new Student Organization, please see the Coordinator of Student Engagement in the Student Life office.

Here is a list of items to look into to start an organization:

- Faculty or staff advisor of their own choice,
- Constitution, which must include the following:
  - statement of purpose
  - non-hazing statement
  - non-discrimination statement
  - compliance with College policies statement
  - criteria for membership
  - rules of procedure

- NOTE: A constitution template including the non-hazing, non-discrimination, and compliance statements can be found under "Documents, Group Folder," on the Office of Student Engagement page in Wildcats Connect. Students can access the Office of Student Engagement's page by clicking on "Groups."

Current list of officers and members. Organizations must have a minimum of five members (with the exception of honor societies).

If fraternity or sorority, you must upload the most recent copy of your Certificate of Insurance.

### Returning Student Organization Registration

In order to be considered a registered student organization for the current academic year, each organization must submit a registration in Wildcats Connect. For a returning student organization, students must log in to Wildcats Connect, click on "Groups, All Groups," then either click on "Register a new Student Organization" or "Register a new Honor Society." For our first year in Wildcats Connect, all student organizations will be considered new organizations. Organizations must have a minimum of five members (with the exception of honor societies). For assistance with the registration for your organization, please see the Coordinator of Student Engagement in the Student Life office.

### Reservations

If an organization is planning to utilize space on campus (for example a meeting or event, or tabling), it is required to book the space through the appropriate sources. It is important to remember that each organization is responsible for cleaning up after itself after space utilization. If the reserved space requires a special room set up, please contact Joni Mowen at [jmowen@culver.edu](mailto:jmowen@culver.edu). Here are some of the buildings with available spaces on campus. Student organizations can request space in MyCulver:

- Johnson Hall & Outdoor Areas
- Gladys Crown Student Center
- J.E. & L.E. Mabee Recreation & Wellness Center
- I.D.E.A. Center
- Any Academic Building
- Joe Charles Field House
- W.A. Herington Center
- Any Residence Hall
- Robert W. Brown Performing Arts Center & Auditorium

*To reserve a space, student organizations are to fill out and submit a facility request form found on MyCulver. This form will provide the needed contact and set-up information to properly acquire the space and ensure that the event goes as smoothly as possible. Once submitted, the form will need to be approved by your advisor and will then be forwarded to the proper individuals.*

### Open Burning/Fire Pit Policy

Culver-Stockton College prohibits the use of any open burning devices on campus unless approved by Student Engagement and Campus Safety. The College does have a fire pit that can be reserved by students, student organizations, teams, faculty or staff. The fire pit was made possible by the Class of 2012 and Chair of the Board, Ronald Leftwich '64. The reservation of the fire pit must follow the below procedures:

Process of Reserving Fire Pit:

- Submit the Fire Pit Request Form and get necessary approvals in Wildcats Connect.
  - Complete this two weeks prior to the event. Spontaneous use of the fire pit may be permitted but must be approved by Campus Safety.



Public Safety Regulations regarding the Fire Pit:

- The Director of Campus Safety and/or Student Life reserves the right to cancel the use of the fire pit at any time if weather conditions warrant any sort of safety issues, excessive wind (exceed 10 miles per hour) or dry conditions from the lack of moisture.
- The fire must be contained in the fire pit, and the wood may not be above the rim of the rim of the pit.
- Means of extinguishment will be five gallons of water. A bucket can be made available upon request.
- The fire cannot be left unattended.
- Campus Safety (573-288-6300) must be called at the beginning and end of the event.

Other Conditions:

- The Physical Plant may be able to supply the wood. Please contact the Director of Facilities to request wood for the fire pit. It is up to the event host to buy a starter log or newspaper and kindling to start the fire. No other type of fuel may be used.
- The fire must be extinguished by 10:30 p.m. and the area completely clean and cleared by 11 p.m. Sunday thru Thursday and extinguished by 11:30 p.m. and the area completely clean and cleared by 12 a.m. Friday and Saturday.
- If the fire department is called for any reason the sponsoring group/individual is responsible for paying all costs incurred from the call.
- Reservations will be confirmed or denied by Student Life in Wildcats Connect. Reservations are not guaranteed until you receive an email confirmation.

Fundraising

Fundraisers can build awareness for programs and build strong community contacts. In addition to monetary support, these events are great publicity for your organization. In order to host a fundraiser, an RSO must submit the Fundraising Request Form in Wildcats Connect. You must have the form and all documentation submitted no less than 14 days prior to the event. It is also important to be aware of the Fundraising and Solicitation Policy listed below.

Campus community members are not permitted to use college facilities to raise funds or solicit in any manner outside of normal college advancement operations unless the Dean of Student Life gives prior approval.

All forms of fundraising outside of normal college advancement operations must receive prior approval from the Dean of Student Life. In addition to receiving prior approval from the Dean of Student Life, individuals, organizations, or athletic teams wishing to solicit donations from individuals, businesses, or corporations must also receive prior approval from the Office of Alumni & Advancement. The Dean of Student Life & Vice President of Advancement must give prior approval for all athletic team fund-raising activities, as well as any fund-raising solicitations taking place at an intercollegiate athletic event. These approvals will all be secured by submitting the Fundraising Request Form in Wildcats Connect.

In accordance with college policy regarding sales and services on campus, there will be no selling or taking orders for articles or services by non-college agents on campus unless approved by the Dean of Student Life. Any person attempting to sell any item on campus should be reported to the Residential Life staff or Dean of Student Life. In addition, no raffles are allowed for any reason.

Students are not permitted to use their rooms or other space within the housing unit for any commercial purpose, peddling or vending, except with written permission in advance through the Dean of Student Life.

Registered student organizations are allowed to solicit membership and other sign ups with prior approval from the Coordinator of Student Engagement. Any non-college solicitation which is non-fiduciary (ex: church solicitation, giving out free items, etc.) must be approved by the Dean of Student Life. Non college agencies must stay in designated areas and may not roam the campus. They may not harass any student, faculty, staff or college guest in their solicitation. The rule of thumb to follow is: the student needs to engage you first instead of you engaging the student.

### Contracts

Contracts are used for a variety of services such as entertainment and special events. Student organizations may not sign contracts. All contracts with registered student organization involvement must be approved by the Coordinator of Student Engagement & the College's Finance and Administration Office before being sent to the outside party.

### Movies/Films

Federal copyright law restricts the use of video cassettes and DVDs for private showings and prohibits their public performance. A public performance includes, but is not limited to, showing a motion picture in a location open to the public, showing a motion picture to a selected group of people gathered in a location not open to the public (i.e. residence hall floor, lounge), or showing a motion picture by broadcast or transmission. *If a student organization wishes to show a film/movie, a group member MUST CONTACT the Coordinator of Student Engagement (573-288-6334) to discuss obtaining the rights for the movie. The College also has a partnership with the Lewis Street Playhouse in Canton, Missouri for movie showings.*

### Equipment Request

Equipment can only be reserved by C-SC departments or registered student organizations. C-SC departments and student organizations assume responsibility for any damaged, lost, or stolen equipment. Services are available on a first-come, first-served basis. The right is reserved to refuse service for any reason. To request equipment, please submit the Equipment Request Form in Wildcats Connect no less than ten days in advance.

### Event/Program Registration

All registered student organizations are welcome to host events and programs that are open to the campus community. Such events are great ways to promote and publicize an organization and/or cause. *If a group wishes to sponsor such an event, the events must be submitted and approved in Wildcats Connect no less than 14 days before the event. Events involving alcohol have additional approval steps, and require approval 30 days in advance. To request approval, please submit the Special Events Using Alcohol Agreement Form in Wildcats Connect. For more information, see the Special Events Alcohol policy below.* To submit an event in Wildcats Connect, log in, then click on "Events," then "Create an Event." If your organization has not submitted their registration, they will not be able to host an event.

### Community Service

Community service is a great way for RSO's to get connected to the community. For information about ideas for projects or ways to get involved, contact Student Life at 573-288-6334. When a RSO completes any type of community service project, contact Student Life and include the project, how many hours were worked, as well as any money that was raised for donation. When a RSO fills out an event registration form, there is a place to indicate whether or not it is a community service project.

### Campus Advertising and Promotions Policy

Culver-Stockton College has developed a set of guidelines to govern the advertisement and promotion of campus activities around campus. These guidelines are intended to:

- Keep the College's buildings clean and in good condition
- Ensure consistency with College standards for publications

- Comply with relevant College policies and procedures

### Banners and Flyers

Culver-Stockton College defines a "banner" or "flyer" as any form of print publicity — with no regard to size, shape or content — that is displayed in a public area. The following policies and regulations must be adhered to when placing flyers on Culver-Stockton College's campus:

1. All flyers and advertising must be approved and stamped by the Coordinator of Student Engagement before being placed up around campus. The Division of Student Life has full discretion in approving flyers and banners.
2. The name of the sponsoring organization, individual, class, or faculty member must be clearly indicated on each flyer or banner, as well as the time, date and location of the event. Coordinator of Student Engagement.
3. Banners hung up on campus must not impede the flow of pedestrian traffic otherwise they will be removed.
4. Copyrighted images may not be used.
5. All flyers must be in good taste. Poor taste includes, but is not limited to: sexually explicit pictures or photographs of any persons without clothing; statements, symbols, depictions or references to alcohol or drugs (i.e. pictures of beer, kegs, beer steins or the acronym "BYOB"); foul language; and any other offensive or vulgar material.
6. Use thumb tacks, staples, and/or tape to place flyers on bulletin boards. Use painters tape to place flyers on indoor walls. The use of tape other than painters tape (i.e. duct, scotch, packing and strapping tape, etc.) is not permitted under any circumstances. Failure to do so may result in the assessment of damage charges to the sponsor.
7. Flyers are not allowed to be placed on any glass surfaces. Any flyers found on these surfaces will be removed. Posters and flyers should be hung on the hanging strips at the top of the windows in the Gladys Crown Student Center.
8. Flyers and banners may not be placed on top of existing materials on the College's bulletin boards or walls.
9. Posting is not permitted on trees, benches, trash cans, or campus exteriors.
10. Flyers are not allowed to be placed on or over themed bulletin boards located in the residence halls, nor on the calendar located outside of the cafeteria. Posting in the residence halls must be approved by the Coordinator of Residence Life and posting on the cafeteria bulletin board must be approved by the Coordinator of Student Engagement.
11. Banners and flyers may not be posted more than two weeks before the event. The posting organization, individual, class, or faculty member is responsible for removing all flyers and banners within 48 hours of the conclusion of the publicized event.

### Other Important Information

1. Banner paper, paint, and markers are available for registered student organizations to use. These supplies are available and the registered student organizations can contact the Coordinator of Student Engagement.
2. The approval stamp is valid for two weeks and after this time, advertisements must be taken down. All flyers and banners will be checked for expiration dates throughout the week.
3. Organizations, businesses, or citizens that are not part of the campus community may display signs on campus following all campus sign posting guidelines. All signs must still be approved through the Division of Student Life; however these signs may be preempted by campus postings. There will be a dedicated bulletin board in the bottom floor of the Gladys Crown Student Center for community events.
4. There will be a dedicated bulletin board in the bottom floor of the Gladys Crown Student Center for the posting of items that are for sale. Flyers placed on this board still follow the above rules.

### Off Campus Events

Many RSO's will have events that are held off campus. *All off-campus events must be approved by the Coordinator of Student Engagement.* It is imperative to remember that even though an event is not on campus, it is a campus-sponsored event, and the same policies apply on or off of campus property. Students and guests must abide by all policies listed in the Student Handbook, event at off-campus events.

### Food Services for Events

If an RSO would like to have food or beverages available at an event or meeting, an opportunity to consider is to contact Lindsey Dover at [ldover@culver.edu](mailto:ldover@culver.edu) or 573-288-6565 to discuss different options. RSO's are not required to use Dining Services when wishing to have food and beverages, however, they are strongly encouraged to.

### Financial Responsibilities

RSO's are responsible for keeping their own records of the organization's financial accounts. Culver-Stockton College is not responsible for the overdraft of a RSO's account or any financial delinquencies accrued by the organization. In order for the Coordinator of Student Engagement to approve any contractual arrangements that the RSO may incur, proof of funding will be required. If an RSO has been allocated funds through the Student Government Associations Student Benefit Fee, it is the responsibility of the RSO to keep track of their use of the allocation. The Student Government Association (SGA) is not responsible for the overdraft of these funds. RSO's have the opportunity to schedule individual or group sessions to discuss financial responsibility with the Coordinator of Student Engagement.

### Sanctions for Organizations

Hearings for alleged policy violations by student organizations are conducted by the Coordinator of Student Engagement. In the case of fraternities and sororities, a judicial body will review cases adjudicated by the Interfraternity Council and Panhellenic Council hearings in which there is a policy violation finding. If the Greek Review Board is not functioning then the Coordinator of Student Engagement or Dean of Student Life will act as the judicial body. It is then the responsibility of the Coordinator of Student Engagement and the judicial body to determine if suspension or revocation of college recognition should occur. The Dean of Student Life may also override or conduct organizational judicial hearings. The sanctions listed below may also be applied to student organizations. Any of the following sanctions may be assessed to an organization found guilty of a policy violation:

1. Written warning
2. Disciplinary fines
3. Probation
4. Suspension
5. Dissolution
6. Community billing
7. Educational sanctions
8. Community service
9. Restitution
10. Revocation of privileges.

### Academic Requirements for Executive Officers of Student Organizations

All executive board members of registered student organizations must have and maintain a 2.75 grade point average (GPA), both cumulative and the most recent semester, during the duration of their position. A 3.0 GPA is required for new freshmen and transfer students, who do not have a Culver

Stockton College GPA. Involvement in student organizations is not an extenuating circumstance or a reasonable justification for grades to decline.

Grade reports will be checked at the end of each semester, and officers who have not met the minimum requirement of 2.75 GPA will be allowed one probation semester in order to raise their GPA above or at a 2.75. If the 2.75 cumulative GPA is not met after the probation semester, the officer will be removed from their position. This is not intended to be a punishment, but rather a way to help students be academically responsible. As part of Culver Stockton College's mission, students' academic success is our highest priority.

Student organizations can appeal this academic requirement to the Coordinator of Student Engagement. The appeal must come from the student organization president and the faculty/staff advisor.

Each individual organization may set their own standards for academic performance for members via requirements or by-laws of their constitution. Each individual organization may also raise their standards for academic performance for their executive board.

# Culver-Stockton College Code of Conduct

## Governance & Regulation

The Provost and Vice President for Academic Affairs and the Dean of Student Life are responsible for creating and maintaining an atmosphere on campus that facilitates the educational goals of the institution.

It is the intent of college policies and procedures to set forth in a clear and uniform manner the responsibility of all who join the college community. Each student is subject to the policies and regulations in effect at any given time. At the time of admission, the student indicates his/her willingness to be governed by these policies and acknowledges the right and responsibility of the College to take disciplinary action for failure to abide by them. The administration reserves the right to request the student to withdraw at any given time without bringing specific charges. Examples of misconduct subject to disciplinary action are detailed in the Code of Conduct. It is the student's responsibility to become familiar with policies and regulations appearing in the Cat Tracker and in the College Catalog. Regulations and policies also exist for students residing in college residence halls and fraternity/sorority chapter houses.

## Regulation

The regulation of Culver-Stockton College is the work of the Board of Trustees, professional staff, faculty, and students. Primary responsibility for enforcement of rules and regulations lies with the Dean of Student Life. However, any officer of the College, member of faculty or staff, or current student has responsibility to address violations of college rules. The College expects and requires the respect of the students in fostering and maintaining high standards of conduct.

## Conduct System

The Conduct System of a college community plays an important role in reinforcing college expectations and enabling students to live and study in an atmosphere conducive to academic and personal success. Students whose behavior violates college policy meet with the Dean of Student Life or his/her designee or the Conduct Panel for an administrative hearing to explore the situation and determine if disciplinary sanctions are necessary. Students may appeal a decision and/or sanction to the Appeals Council. The designated council then hears the case and makes recommendation(s) to the Dean of Student Life regarding the original hearing process and outcome.

The Appeals Council is composed of three faculty members, two administrators, and two students selected by the Student Government Association Executive Board. Operational procedures for the conduct councils are defined by the Dean of Student Life and are published in this document. The Conduct Panel is composed of faculty and staff with the Dean of Students serving as the ex-officio member. The Conduct Panel may be called upon to hear cases that may result in a student's suspension or dismissal from the College (i.e. sexual assaults, fighting, dealing of a controlled substance, etc.).

## Student Life Council

The Student Life Council has responsibility for reviewing and approving policies related to student co-curricular life on campus as published in the student handbook, the Cat Tracker. The council then makes said policy recommendations to the Board of Trustees.

The Student Life Council includes:

- Vice President of Academic Affairs
- Dean of Student Life (Chair)
- Coordinator of Fraternity and Sorority Life
- Director or Assistant Director of Campus Safety
- Coordinator of Residence Life

- Director of Counseling & Wellness
- Coordinator of Student Engagement
- Chaplain
- Coordinator Diversity, Equity, and Inclusion
- Director of Student Services at Blessing-Rieman School of Nursing
- Three faculty appointed by the Provost and Vice President for Academic Affairs
- Student Government Association President
- PanHellenic Council president and Interfraternity Council president
- One female student and one male student (non-Greek), all of whom are appointed by the Student Government Association President
- One commuter student appointed by the Student Government Association President
- The C-SC President and Chief Financial Officer serve as ex-officio members

## Student Bill of Rights

### Preamble

Culver-Stockton College exists for the transmission of knowledge, the pursuit of truth, the development of the student and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Procedures for achieving these purposes may vary at times, but these standards of academic freedom of students are essential to the student way of life at Culver-Stockton College.

### Freedom of Access to Higher Education

The admission policies of Culver-Stockton College are a matter of institutional choice. The requirements and procedures for admission are outlined in the College Catalog. Under no circumstance is a student barred from admission to Culver-Stockton College on the basis of race, national origin, sex, sexual orientation, disability or religious affiliation. Thus, within the limits of our facilities, we are open to all students who are qualified according to our admission standards. The facilities and services at Culver-Stockton College are open to all enrolled students, and at certain times this right carries over to the community at large.

### In the Classroom

Students should have protection against prejudiced or capricious academic evaluation by the following procedure:

- For resolving grievances informally, the professor involved, the division chairman, and the Provost and Vice President for Academic Affairs must be informed. They will receive a full description in writing and/or conversation, giving them the opportunity to request additional information about such allegations.
- If the Provost and Vice President for Academic Affairs finds that the allegations merit further consideration, they will, with the professor's division chair, informally resolve the situation taking such action as the Provost may deem appropriate, and shall report in writing to all parties involved.
- At the same time, the students are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
- Students are also responsible for checking their culver.edu email on a regular basis as communication about any grievances maybe through electronic mail.

### Student Records

Culver-Stockton College has a carefully considered policy as to the information which should be part of a student's permanent educational record and as to the conditions of its disclosure. To prevent improper disclosure, academic and disciplinary records are separate, and the conditions of access to each are set

forth in an explicit policy statement. Transcripts of academic records contain only information about academic status.

Information from disciplinary or counseling files is not available to unauthorized persons on campus or to any person off campus without the written consent of the individual except under legal compulsion or in cases where the safety of persons or property is involved. No records are kept that reflect political activities or beliefs of the student. Provisions are made for periodic routine destruction of non-current disciplinary records. Administrative staff and faculty members will respect confidential information about students that they acquire in the course of their work.

### Student Life

In student life, certain standards must be maintained if the freedom of students is to be preserved.

- Freedom of Association  
Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the Culver-Stockton College community. They are free to organize and join associations to promote these common interests.

The membership policies and actions of a student organization are determined by a vote of those persons who hold a bona fide membership in our college. Affiliation with an extramural organization does not itself disqualify a student organization from institutional recognition.

All recognized campus organizations must have a faculty or staff advisor of their own choice. Campus advisors may advise organizations in the exercise of responsibility, but will not have the authority to control the policy of their respective organization.

Campus organizations, including those affiliated with an extramural organization, are open to all students without respect to race, creed, or national origin, except for religious qualifications which may be required by organizations whose aims are primarily sectarian. The purpose and actions of the student organizations are to be in accordance with the mission and values of the College. Students who want to start an organization must contact the Director of Student Engagement to start the process. Information on the process of starting an organization can be found in the Cat Tracker under the section labeled "Student Organizations".

- Freedom of Inquiry and Expression  
Students and student organizations are free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They are free to support causes by orderly means which do not interrupt the operation of Culver-Stockton College. At the same time make clear to the academic and larger community that their public expressions of policies speak for the organization itself. Students and student organizations should be mindful that we are a Disciples of Christ institution who is committed to creating a community of wholeness and breaking down barriers that separate us. Expression that is discriminatory or creates a hostile environment, which is a violation of our Code of Conduct, will not be tolerated or approved.

Students who want to bring a speaker to campus must work with their student organization advisor and the Coordinator of Student Engagement for final approval.

- Student Participation in Institutional Government  
As constituents of the academic community, students are free, individually or collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body has a clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the Student Government Association is carefully outlined, and the actions of the Student Government Association within the areas of its jurisdiction are reviewed only through orderly and



prescribed procedures. Please visit the Student Government Association's Wildcats Connect page for more information about meeting times and dates.

- Student Publications

Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and institutional authorities and of formulating student opinion on various issues on the campus and the world at large.

Student publications at Culver-Stockton College are financially supported by the College. The institution recognizes the principles of editorial freedom, but may find it necessary to limit this right in extreme cases because of legal responsibility.

### Off-Campus Freedom of Students

Exercise of Rights of Citizenship- Culver-Stockton College students are both citizens and members of the academic community. As citizens, they do enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations of all students

The College ensures that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of rights of citizenship both on and off campus.

### Procedural Standards in Disciplinary Proceedings

In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling, guidance, and admonition. At the same time Culver-Stockton College has a duty and the disciplinary powers to protect its educational purpose through the setting of standards of scholarship and conduct for the students who attend the institution and through the regulation on the use of its facilities. In the exceptional circumstances when the preferred means fail to resolve problems of student conduct, proper procedural safeguards should be observed to protect the student from unfair imposition of serious penalties.

The investigation of alleged offense and administration of discipline will guarantee procedural fairness to the accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions which may be applied. They will also take into account the presence or absence of an honor code and the degree to which Culver-Stockton College officials have direct acquaintance with student life in general and the involved student and the circumstances of the case in particular. The jurisdictions of faculty or student judicial bodies, the disciplinary responsibilities of the institutional officials, and the regular disciplinary procedures, including the student's right to appeal the decision, will be clearly formulated and communicated in advance. Minor penalties will be assessed informally under prescribed procedures.

In all situations procedural fair play requires that the student be informed of the nature of the complaint against the student (which will be through electronic mail and it is the student's responsibility to check their electronic mail on a regular basis), and that the student be given a fair opportunity to refute them, that the institution not be arbitrary in its actions, and that there be provision for appeal of a decision. The following are recommended as proper safeguards.

### Standards of Conduct Expected of Students

Culver-Stockton College has an obligation to clarify those standards of conduct that it considers essential to the education process and its community life. These general behavioral expectations and the resultant specific regulations represent a reasonable regulation of student conduct, but the student is as free as

possible from imposed limitations that have no direct relevance to the students' education. Offenses are clearly defined and interpreted in a manner consistent with the aforementioned principles of relevancy and reasonableness.

Disciplinary proceedings are instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available body of institutional regulations.

Students are asked to sign a student covenant when they first come to Culver-Stockton College as a symbol of their commitment to the values, policies, and procedures of this institution and will be held to these agreed on standards.

#### Investigation of Student Conduct

The College reserves the right to enter any room or suite to conduct official business. This includes investigations of probable violations of college policies, enforcement of college policies and procedures, and possible violations of state and/or federal statutes. Premises occupied by students and the personal possessions of students will not be searched unless proper authorization has been obtained. Issues of safety do allow a reasonable observation of rooms for breaks to reduce problems that may arise due to the frequency of students not "securing" their rooms for extended absences (i.e., window open, refrigerators running). For premises such as residence halls, an appropriate and responsible authority will be present if such a search is made. The student should be present, if possible, during the search.

Students detected or arrested in the course of serious violations of Culver-Stockton College regulations or infractions of ordinary law will be informed of their rights. No form of harassment will be used by Culver-Stockton College administrative officials to obtain either admissions of guilt or information about conduct of other suspected persons.

#### Status of Student Pending Final Actions

Pending action of the charges, the status of a student should not be altered, or the student's right to be present on the campus and to attend classes suspended, except for reasons related to the student's physical or emotional safety and well-being, or for reasons relating to the safety and well-being of other students, staff, faculty, or college property.

#### Student Complaints

Students who wish to file a complaint regarding incidents with fellow students, faculty, or staff of the College may do so by reporting their grievance with the Dean of Student Life. All complaints will be investigated and outcomes will be kept on file in the Student Life Division. If it is a complaint that is an alleged violation of the Code of Conduct it will go through our conduct process as outlined in this document. If the complaint does not meet a Code of Conduct violation then it will be evaluated to determine who is best to respond to the complaint. For example, financial complaints will be directed to the CFO for response and possible resolution, academic complaints will be directed to the Provost and Vice President of Academic Affairs, facility complaints will be directed to the Director of Facilities, etc. The process should take less than two weeks for a response and resolution. Any appeals that deal with the Code of Conduct are outlined in the Code of Conduct appeal process. Any appeals that are outside of the Code of Conduct can be brought to the Senior Leadership Group for a final decision. The Dean of Student Life will see that all complaints are resolved in a timely manner.

In addition, as an accredited institution of higher education through the Higher Learning Commission (HLC), students, faculty, staff and members of the public may submit a complaint about any HLC accredited institution. The link for an HLC complaint can be found here <https://www.hlcommission.org/Student-Resources/complaints.html>.

## Enforcement

The primary interpretation of the Student Bill of Rights will be decided by the Student Life Council.

## Privacy Policy

The Family Educational Rights and Privacy Act (FERPA) provides students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the registrar, dean, head of the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where they may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes to be inaccurate. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to a school official with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including campus law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the college can disclose education records without consent to officials of another school in which a student seeks or intends to enroll.
4. FERPA permits colleges or universities to let parents of students under the age of 21 know when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Culver-Stockton College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605

In conjunction with FERPA legislation, Culver-Stockton College designates the following items as directory information: student name, student address (including local, home, and e-mail), student local and home phone telephone number(s), academic field(s) of study, photograph(s), video(s), academic advisor, participation in officially recognized sports and activities, height and weight of athletes, dates of attendance, degrees, honors and awards received, most recent previous school attended, full-time/part-time status and year in school.

Culver-Stockton College may disclose any designated directory information without prior written consent of the student in accordance with FERPA guidelines. Students do have the right to withhold any or all items designated as directory information from being released without prior written consent as long as the Registrar is notified in writing to the contrary by the end of the first week of the semester. However, please be advised that withholding certain designated directory information may hinder verification of educational information for employment opportunities.

Students have the right to allow parents of a dependent student access to copies of any and all academic information. Students must complete a form in the Registrar's Office to allow mailing of grade reports to parents.

## NOTICE OF AVAILABILITY

As an enrolled student at Culver-Stockton College, you are entitled to the following information upon request and may obtain copies by contacting the offices referenced in this document. Much of the information may also be found on the Culver-Stockton College website located at <https://culver.edu/about/disclosures/>

Athletic participation and EADA report/Data. Complete copies of the EADA (Equity in Athletics Disclosure Act) and athletic graduation rates of intercollegiate sports offered at Culver-Stockton College are available in the Office of the Registrar, Henderson Hall, Room 109, Culver-Stockton College, Canton, MO 63435.

Campus Crime Statistics and Institutional Security Policies for Culver-Stockton College. The complete annual security report for Culver-Stockton College contains: 1) crime statistics, 2) current campus security policies, 3) current policies for reporting campus crimes, 4) policies for issuing security warnings to students/employees, 5) status of allowing confidential reports of crimes, 6) policies for addressing sexual assault and intimate partner violence and, 7) policies for addressing missing students. The complete copy of the report is available in the Office of Campus Safety, Gladys Crown Student Center, Culver-Stockton College, Canton, MO 63435.

Campus Fire Safety Report. The complete annual fire safety report for Culver-Stockton College contains: 1) fire statistics, 2) fire protection system information and fire evacuation drills, 3) general fire safety policies and rules, 4) training information for faculty, staff and students and, 5) statements which identify areas for fire safety improvement. The complete copy of this report is available in the Office of Campus Safety, Gladys Crown Student Center, Culver-Stockton College, Canton, MO

Culver-Stockton College's Graduation/Completion rates. The Graduation Rate Survey is completed annually for submission to the National Center for Educational Statistics. The report is mandatory by the federal government. A full copy of the report is available in the Office of the Registrar, Henderson Hall, Room 109, Culver-Stockton College, Canton, MO 63435

FERPA (Family Educational Rights and Privacy Act) for students. Students have certain rights with respect to their educational records. For a complete copy of these rights, contact the Office of the Registrar, Henderson Hall, Room 109, Culver-Stockton College, Canton, MO 63435.

Financial Assistance. Culver-Stockton College shall provide information on financial assistance availability and eligibility. Information includes: type of aid available, application forms/ procedures to use in applying for aid, eligibility requirements, selection criteria, criteria used to determine amount of aid award, satisfactory student progress standards, how to re-establish satisfactory progress status, disbursement methods, loan qualifications and student employment conditions, and conditions for

federal loan repayment for students who participate in volunteer services. Policies and procedures available in the Office of Student Financial Services, Henderson Hall, Room 102, Culver-Stockton College, Canton, MO 63435.

Institutional Information. The following information is available in the *Culver-Stockton College Academic Catalog*: 1) requirements and procedures for withdrawing from the institution, 2) cost of attendance (tuition/fees charges, books/supplies costs, room and board charges, related charges), 3) refund policy and summary of requirements for return of Title IV grants or loans, 4) current academic programs of the institution (current degree programs, educational/training programs, faculty), 5) names of associations, agencies accrediting the institution, 6) description of special facilities and services for disabled students, 7) the school's policy on enrollment in study abroad programs.

Privacy and Security of Information (Gramm-Leach-Bliley Act) Culver-Stockton College takes your privacy seriously. In compliance with provisions of the Gramm-Leach-Bliley Act, a copy of our policy can be obtained from the Administration and Finance Office, Henderson Hall, Room 208, Culver-Stockton College, Canton, MO 63435.

Title II of the Higher Education Act Institutional Report. Section 207 of Title II of the Higher Education Act mandates that the Department of Education collect data on state assessments, other requirements, and standards for teacher certification and licensure, as well as data on the performance of teacher preparation programs. The Title II report is available in the Office of the Registrar, Henderson Hall, Room 109, Culver-Stockton College, Canton, MO 63435.

## Code of Conduct for Students and Guests

Culver-Stockton College is a community of scholars dedicated to developing the whole student. Culver-Stockton students are expected to behave in a manner that will foster their own development and enhance the total learning environment. The purpose of this statement is to define the rights, freedoms and responsibilities regarding conduct of individuals and groups that make up the student academic community, and to identify those standards of conduct Culver-Stockton College deems essential for fulfilling its educational mission and its community life. These standards shall govern the conduct of students and their guests on the campus of Culver-Stockton College or at college sponsored activities and functions, if such conduct adversely affects the college community and/or the pursuit of its objectives.

Students may be held accountable for the actions of their guests. All members of the college community should familiarize themselves with the detailed statements issued online on Canvas and at <https://culver.edu/campus-life/student-handbook/>.

Culver-Stockton College is committed to preserving the exercises of freedom of inquiry, freedom of thought, freedom of discussion and expression, the right of petition and of peaceful assembly. Note should be taken that a student who exercises his or her right as a private citizen whether individually or as a member of a group must assume full responsibility for the consequences of his or her actions, and must not identify his or her position or action as representing the College.

Rights and freedoms imply duties and responsibilities, and all of these require orderly procedures for implementation. In order to fulfill its functions as an educational institution and to protect the rights of all members of the college community, Culver-Stockton College has the right and duty to maintain order within the College and to exclude persons who disrupt the educational process. Where circumstances require, the College may call upon civil authority to maintain order.

Culver-Stockton College considers cultivation of self-discipline to be of primary importance in the educational process and essential to the development of responsible citizens. All students of the College are expected to conduct themselves, both within the College and elsewhere, in such a manner as to be a credit to themselves and to Culver-Stockton College. As responsible men and women, they are expected also to seek the resolution of all issues through the process of reason. Moreover they have the responsibility for complying with local, state and federal laws, and with all published college policies and regulations. In a community of learning, individual or group conduct that is unlawful, that disrupts or interferes with the educational process, that causes destruction of property, or that otherwise infringes upon the rights of other members of the college community or of the college itself cannot be tolerated.

### Non-Discrimination Policy

Culver-Stockton College is an Equal Opportunity/Affirmative Action institution and does not discriminate on the basis of the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information, marital status, or any other classification protected by law in admission, employment, benefits, educational programs, or activities. Further, faculty, staff, students, and applicants are protected from retaliation for filing complaints or assisting in an investigation of discrimination. Student inquiries regarding non-discrimination policies may be directed to the Dean of Student Life and employee inquiries should be directed to Human Resources, Culver-Stockton College, One College Hill, Canton, MO 63435. Further inquiries regarding the institution's compliance may be made by contacting the Assistant Secretary for Civil Rights, US Department of Education.

Definition of Terms throughout this document are as follows:

- The term "college" means Culver-Stockton College.
- The term "student" includes all people taking courses at the College, both full time and part time.
- The term "faculty member" means any person hired by the College to conduct classroom activities.
- The term "college official" includes any person employed by the College, performing assigned administrative or professional responsibilities.
- The term "member of the college community" includes any person who is a student, faculty member, college official or any other person employed by the college. A person's status in a particular situation shall be verified by the dean of student life.
- The term "college premises" includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by the college (including adjacent streets and sidewalks).
- The term "organization" means any number of people who have complied with the formal requirements for college recognition.
- The term "judicial body" means any person or people authorized by the dean of student life to determine whether a student has violated the Student Code and to recommend imposition of sanctions.
- The term "administrative hearing officer" means a college official authorized on a case-by-case basis by the dean of student life to impose sanctions upon students found to have violated the Student Code. The dean of student life may authorize an administrative hearing officer to serve simultaneously as an administrative hearing officer and the sole member or one of the members of a judicial body. Nothing shall prevent the dean of student life from authorizing the same administrative hearing officer to impose sanctions in all cases.
- The term "Appellate Board" means any person or people authorized by the dean of student life to consider an appeal from a judicial body's determination that a student has violated the Student Code or from the sanctions imposed by the administrative hearing officer.
- The term "shall" is used in the imperative sense.
- The term "may" is used in the permissive sense.
- The term "policy" is defined as the written regulations of the college as found in, but not limited to, the Student Code, the Cat Tracker, and the College Academic Catalog.

### Student Covenant

Students reaffirm their commitment to our Code by signing the Student Covenant at Matriculation when they come as new students. The covenant states:

*As students of promise we believe that demonstrating honesty, respect for others, and self-discipline are critical to the integrity of Culver-Stockton College. We affirm that in order to remain truthful and positive representatives of ourselves, peers, and community, we hold ourselves accountable to:*

*\*produce academic work by our own effort that credits others honestly*

*\*contribute positively to the living and learning environments of all*

*\*respect others as we would expect to be respected*

*\*respect property as if it were our own*

*\*uphold and defend the Code of Conduct of our institution*

### Student Conduct Authority

The Dean of Student Life are designated by the college president to be responsible for the administration of the Student Code. The Provost and Vice President of Academic Affairs is designated by the college president to be responsible for the administration of the Student Code in academic settings. The Dean of Student Life shall convene and train the hearing officers, the Conduct Panel, and the Appellate Board according to their defined role in the hearing process. The Academic Standards committee is trained by the Provost and Vice President of Academic Affairs with assistance from the Dean of Student Life. The Dean of Student Life will also develop policies for the administration of the conduct program and procedural rules for the conduct of hearings which are not inconsistent with provisions of the Student Code.

Decisions made by a judicial body and/or Hearing Officer shall be final, pending the normal appeal process. Mediation may be employed to settle disputes within the student community in cases which do not involve a violation of the Student Code. All parties must agree to mediation, and to be bound by the decision with no right of appeal.

Prohibited conduct on the college campus, at a college-sponsored event, or elsewhere where such conduct has adversely affected the college community and/or the pursuit of its objectives, for which students or their guests are subject to disciplinary action, includes, without limitation, the following types of acts, or attempts to commit such acts. The following acts should be read broadly and are not designed to define misconduct in exhaustive terms.

1. Endangerment. Any act of violence, force, coercion, threat, harassment or intimidation; physical abuse of or assault of any person; sexual harassment or assault (see sexual assault policy later in this document); conduct that threatens or endangers the health or safety of any person; hazing; physical detainment of any person against his/her will; stalking; creating a hostile environment through the use of profanity or demeaning comments of an ethnic, religious, sexist, ableist, sexual orientation or racist nature; hate crime; possession, storage, use of, or attempt or threat to use any kind of ammunition, firecrackers, explosives, firearms, or weapons.
2. Property. Theft of, damage to, defacement or destruction of college property or the property of others; vandalism; or alteration, fabrication, misuse, or destruction of the college documents, records, identification cards, or parking stickers and/or parking citations.
3. Disruption. Obstruction, disruption or attempted obstruction or disruption of teaching, research, administration, disciplinary procedures or other college or college-authorized activities, functions, events or operations; blocking the entrance or exit of any college facility or building, or any corridor or room therein; blocking or impeding normal pedestrian or vehicular traffic on or adjacent to college property; or disorderly conduct, obscene conduct or expression, or participation in a riot. (Nonexclusive examples include: food fights, party raids, shouting down public speakers, false fire alarms, tampering with smoke alarms or other fire equipment.)

4. Trespass. Unauthorized entry into, presence in, seizure or occupation of any college facility which is locked or closed to student activities, or otherwise restricted as to its use.
5. Illegal Activity. Violation of local, state and federal laws. (Nonexclusive examples include: possession, distribution, sale or use of illegal drugs, narcotics or drug paraphernalia, violation of Department of Liquor Control laws, illegal traffic in pharmaceuticals, moving vehicular offenses, driving while intoxicated, breaking and entering, larceny, assault, false fire alarms, tampering with smoke alarms or other fire equipment, hate crimes.) Conviction of any felony and/or misdemeanor involving a corrupt, depraved or degenerate act or practice.
6. Other Regulations. Violation of college rules including, without limitation, the governing of residence halls (such as published or contracted occupancy dates), ESA policies, dining facilities, student organizations, the use of college facilities; regulation of time, place and manner of meeting or assembly. Violations of the College Parking Policies.
7. Non-compliance. Failure to comply with directions of a college official acting in the authorized performance of duty; failure to comply with subpoena duly issued by an official judicial body of the college; lying to a college official; failure to comply with or complete disciplinary sanctions. Disrespect in the form of verbal or physical abuse directed toward a college official is also prohibited.
8. Bad Checks. Failure to clear within thirty (30) days after notification a check returned for insufficient funds by a local business or the college.
9. Inciting. Inciting others to commit acts of the kinds herein prohibited.
10. Violation of any College policy as listed in the Academic Catalog or the Cat Tracker.
11. Retaliation. Culver-Stockton College prohibits retaliation against any person who makes a complaint of discrimination or harassment, opposes discrimination or harassment, or testifies, assists or participates in an investigation proceeding or hearing relating to such discrimination or harassment. Retaliation includes social media harassment.

Authority for prescribing these rules and regulations is vested in the President of Culver-Stockton College. Authority for implementation of these rules and regulations has been delegated to the Dean of Student Life through the President of the College. The President reserves the right to rescind or alter any delegated authority when, in his/her discretion, the exercise of the delegated authority is abused or is deemed to be in conflict with the purposes of Culver-Stockton College.

After a conduct meeting is conducted by the Dean of Student Life (or a delegate or conduct panel) upon any student who engages in any prohibited conduct, as such is defined above, and in the event that a constituted judicial body cannot be convened or in the case of special or unusual circumstances, the Dean of Student Life is authorized by the President to impose any of the sanctions listed in the code of conduct.

Interpretation and revision regarding the Code of Conduct shall be referred to the Dean of Student Life or his or her designee for final determination. The Code of Conduct shall be reviewed every year by a committee of faculty, staff, and students, under the direction of the Dean of Student Life. Revisions to the Code of Conduct must be approved by the Student Life Council.

The prohibited conduct stated in this document is intended to apply to non-academic offenses.

#### Conduct within an Academic Setting

Student conduct within an academic setting is subject to additional and often more stringent expectations than those holding in the College at large. Students in a classroom context, whether face-to-face or online, are expected to behave respectfully and honestly towards instructors and peers. They are also expected to behave respectfully and honestly in all interactions with faculty and academic administrators.



Students exhibiting disrespectful or disruptive classroom behavior are subject to disciplinary sanctions by the instructor up to and including temporary dismissal from the classroom setting until the matter can be resolved. Students are not to attend a class from which they have been dismissed until a resolution has been reached with the course instructor.

In cases in which an instructor has temporarily dismissed a student from class without a resolution being reached, the instructor shall notify the Provost and Vice President of Academic Affairs or his/her designee in writing of the student's dismissal. If the student is removed for longer than one day than a conduct hearing must take place in order to resolve the situation.

#### Conduct Proceedings and Social Media

Students are personally responsible for content they publish on the web and social media. Students should be very careful when posting about any conduct proceedings as some courts have held individuals liable for defamation and libel. It is also important to note that students should make sure they are not creating a hostile environment for another student, faculty, or staff member with threats or accusations and could be subject to violations within the Code of Conduct.

#### Violations of Law and Prohibited College Conduct

Students are expected to abide by our Code of Conduct even when off campus. If a student is charged only with an off-campus violation of federal, state or local laws, but not with any other violation of this Code, disciplinary action may still be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the college community. The College may opt to defer action until the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., "no contest" or "nolo contendere").

College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code, for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus, as judged by the Dean of Student Life to be in the best interest of the college community and the student.

When a student is charged by federal, state or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, however, the college may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the college community. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, faculty, and staff members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

#### Procedural Principles

Any member of the college community may file a complaint against any student for misconduct. Complaints shall be prepared in writing and directed to the Dean of Student Life or Provost and Vice President of Academic Affairs if in an academic setting. Any complaint should be submitted as soon as possible after the event takes place, preferably within three business days of the event. When a student is faced with a complaint of prohibited conduct:

1. The student shall be notified of the complaint in writing – these will be sent via email and it is the responsibility of all students to check their Culver email on a regular basis;
2. The student shall be referred to the appropriate document regarding his/her rights and responsibilities;

3. A hearing shall be set at a suitable time and place. Conduct meetings will be heard by the Dean of Student Life or designee or the conduct panel;
4. The student shall be permitted to present witnesses;
5. If the student desires, an advisor from the faculty or staff, who is not serving on a hearing committee, may be assigned to assist the student in preparation for the hearing. If the complaint involves sexual misconduct (Title IX) the student may be accompanied by an advisor of their choice, who may be, but is not required to be, an attorney. Upon advance request, the college will assign an advisor to the student; the Dean of Student Life must be notified if the student chooses this option. See the Policy on Sexual Misconduct (Title IX) for additional information regarding hearing procedures.
6. Formal rules of evidence applicable in a court of law do not apply; the judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code;
7. The student shall be assured of procedural fairness; and
8. In the event of an adverse decision or a penalty that the student considers excessive, the student has the right of appeal.

### Appeal Process

A decision reached by the judicial body or a sanction imposed by the administrative hearing officer may be appealed by the accused student to an appellate board within three (3) business days of the decision. In the case of student conduct issues initially addressed by the Dean of Student Life, a student life administrator, or a student life conduct panel, such appeals shall be in writing and shall be delivered to the Dean of Student Life. In the case of student conduct issues within an academic setting, initially addressed by the Provost and Vice President of Academic Affairs or his/her designee, such appeals shall be in writing and shall be delivered to the assistant to Provost and Vice President of Academic Affairs.

Except as required to explain the basis of new evidence, an appeal shall be limited to review the written record of the initial hearing and supporting documents for one or more of the following purposes:

- To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Code of Conduct was violated, and giving the accused student a reasonable opportunity to prepare and present a rebuttal of those allegations.
- To determine whether the decision reached regarding the accused student was based on evidence that is sufficient to establish that a violation of the Code of Conduct occurred.
- To determine whether the sanction(s) imposed were appropriate for the violation of the Code of Conduct which the student was found to have committed.
- To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

If an appeal is upheld by the appellate board, the matter shall be remanded to the original judicial body and the Dean of Student Life for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s). The decision of the appellate board shall be final and binding.

In cases involving appeals by students accused of violating the Code of Conduct, review of the sanctions by the appellate board may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the Dean of Student Life may, upon review of the case, reduce, but not increase, the sanctions imposed by the judicial body.

In cases involving appeals by people other than students accused of violating the Code of Conduct, the Dean of Student Life may, upon review of the case, reduce or increase the sanctions imposed by the judicial body or remand the case to the original judicial body.

### Appeals of Interim Suspension

Students placed on interim suspension shall have the right to appear before the Provost and Vice President of Academic Affairs within three business days from the effective date of the personal service of the notice of temporary suspension.

During the hearing only the following issues shall be considered:

1. Whether the information concerning the student's conduct was reliable.
2. Whether conduct and surrounding circumstance reasonably indicate that the continued presence of the student on the campus, or facilities, pose a substantial threat to himself or herself, to others or to the rights of others to continue their normal college functions and activities.

### Sanctions

Prohibited conduct may result in one or more of the following sanctions, depending on the offense. All sanctions given as a result of policy violations must be resolved before the accused student may register for class, receive grades, transcripts, or graduate. Students with an extensive history or pattern of disciplinary issues are subject to increased levels of sanctions including suspension and expulsion, even if the current violation normally would result in a lower level sanction. Following a judgment according to applicable disciplinary procedures, sanctions will be imposed with appropriate appeal procedures available.

Possible sanctions include:

1. Disciplinary Warning. A written notice that a continuation or repetition of prohibited conduct, within a specified period of time, will be grounds for more serious disciplinary action.
2. Disciplinary Fine. A financial order that discourages prohibited conduct in regards to college policy.
3. Community Billing. A fee imposed on the smallest group responsible for damage to college property. When damages are incurred to common areas of residence halls such as lounges, hallways, stairwells, bathrooms, etc., and the vandal or vandals are not known, the smallest group responsible for the area (section, floor, hall) that is damaged will split the cost equally for repairing the vandalism. Such a fine will be levied against the group if the responsible party has not been identified within seven (7) days of the notification of the event. Community billing has been implemented to promote resident ownership of their area of living for the safety and wellbeing of all residents. Community billing will be enacted and enforced by Residence Life professionals. The cost levied will be billed to the appropriate student accounts.
4. Restitution. Reimbursement for damage to, destruction, or misappropriation of property, as well as compensation for personal injury.
5. Educational Sanctions. Session(s) for the students' betterment and education related to the offense. For example, counseling, anger management, and Alcohol 101.
6. Discretionary: Work assignments or community service related to the specific violation.
7. Parental Notification. Notifying legal guardians of the offense.
8. Deferred Sanction. Any of the listed sanctions may be deferred by the disciplinary body for a specified period not to exceed one (1) calendar year. Should the student, during this period, be determined to have committed another violation of the Code, the deferred penalty shall take effect, in addition to the sanction imposed for any new offense.
9. Disciplinary Probation. Action permitting a student to remain at the college on probationary status. During the period of probation, if the student is found guilty of a further violation of a college regulation, the student may be subject to suspension, separation or expulsion from the college.
10. Revocation of Privilege. Loss of privilege on campus, including but not limited to living in college housing, using college dining facilities, having an automobile on campus, etc.
11. Involuntary Withdrawal from one or more courses. This is done by the Provost and Vice President of Academic Affairs for an academic related issue.

12. **Deferred Suspension.** A student found responsible of a more severe Code of Conduct violation may be placed on deferred suspension. The length of deferred suspension may only be one semester or one academic year long. During deferred suspension, the student, while remaining regularly enrolled, must return to good standing. Academic advisors will be notified when a student has been placed on deferred suspension. Students on deferred suspension will be assigned various educational and/or community service sanctions. At the end of the deferred suspension period (which is set by the conduct officer), the student's case will be reviewed by the conduct officer that gave out the deferred suspension. Based on information presented at this meeting, the conduct officer may choose to continue deferred suspension, place the student on probation with additional education sanctions, or place the student on suspension.
13. **College/Social Probation.** Action permitting a student to remain at the college on probationary status, but the student may be prohibited from participating in co- and extracurricular college activities or holding office in college organizations. Regular sessions with a college staff member may be required. Financial aid may be withdrawn. Other conditions may apply if appropriate. In order to get off probation the student would need to meet with the conduct officer after the probation period.
14. **Interim Suspension.** In certain circumstances, the Dean of Student Life or a designee, may impose a college or residence-hall suspension prior to the hearing only: a) to ensure the safety and wellbeing of members of the college community or preservation of college property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses a definite threat of disruption or of interference with the normal operations of the college. During the interim suspension, students shall be denied access to the residence halls and/or the campus (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible, as the Dean of Student Life or designee may determine to be appropriate.
15. **Suspension.** Exclusion of a student from the college for a definite period of time, not to exceed one calendar year, as set forth in the written notice of suspension subject to other college regulations. There will be no refunds of payments made to the college.
16. **Expulsion.** Termination of a student's status with the college for a definite period of time, exceeding one calendar year. Upon expiration of the designated period of separation, the student seeking to reenter the college shall be required to reapply. There will be no refund of payments to the college.
17. **Dismissal.** Permanent dismissal of a student from the college. There will be no refund of payments to the college.

### Sanctions for Organizations

Hearings for alleged violations of policies by student organizations are conducted by the Dean of Student Life or by the conduct panel. In the case of fraternities and sororities, a judicial body will review cases adjudicated by the Interfraternity Council and Panhellenic Council hearings conducted by the Greek Review Board. If the Greek Review Board is not functioning then the Coordinator of Student Engagement or Dean of Student Life will act as the judicial body. It is then the responsibility of the judicial body to determine if suspension or revocation of college recognition should occur. In cases where a student organization may pose a health or safety risk to the college community the Dean of Student Life (or designee) may impose an interim suspension for that student organization until the conduct meeting may happen. The details of an interim suspension are listed in this document. The sanctions listed below may also be applied to student organizations.

Any of the following sanctions may be assessed to an organization found guilty of a policy violation:

1. Written warning
2. Disciplinary fines
3. Probation
4. Suspension
5. Dissolution

6. Community billing
7. Educational sanctions
8. Community service
9. Restitution
10. Revocation of privilege includes the suspension or revocation of the College's recognition of the organization. Such recognition is required for reserving and using college facilities and securing college-related funding as well as other privileges provided by the college.

#### Interim Withdrawal that is not Conduct Based

As mentioned earlier in the Code of Conduct, the Dean of Student Life or a designee, may impose a college or residence-hall suspension prior to a conduct meeting. However, in some cases the college reserves the right to do an interim withdrawal of a student that may not be disciplinary in nature. It can only be implemented in cases:

- to ensure the safety and well-being of members of the college community or preservation of college property
- to ensure the student's own physical or emotional safety and well-being; or
- if the student poses a definite threat of disruption of or interference with the normal operations of the college.

Interim withdrawal that is not conduct based is employed in those extraordinary circumstances in which, in the judgment of the college, the regular student conduct process is not able to address and ameliorate the behaviors presented in such cases. All resolutions will be considered on a case-by-case basis with the possibility of campus accommodations, if appropriate. Culver-Stockton College is committed to supporting all of its students in their educational pursuits but expects that students will have the willingness and ability to maintain a reasonable concern for their own welfare and that of others. Also, students experiencing difficulties are still expected to take personal responsibility to manage their health and behaviors and seek appropriate resources as necessary. If these difficulties rise to the level of disrupting the community, interfering with the College's educational mission, putting the student or others at risk, or diminishing the student's ability to manage critical personal care, a separation from the college may be needed.

NOTE: The College will make every effort to involve parents and provide accommodations, counseling services, and health referrals within the scope of its mission and capabilities, but may deem the student's needs beyond the college's capacity. When appropriate, the Dean of Student Life may notify the primary parent or legal guardian of any student who engages or threatens to engage in behavior that would cause physical harm to self or others or is seriously neglecting self-care.

#### Review Committee

The Review Committee designated by the Dean of Student Life must approve all recommendations for a college-initiated interim withdrawal. This committee will include the Dean of Student Life, Director of Counseling and Wellness, Director of Student Success, and the Coordinator of Residential Life. The Dean of Student Life may appoint other staff as appropriate. Once documented and approved by the Dean of Student Life and review committee, the terms of the withdrawal become effective immediately and the student will be required to leave campus immediately, even though he or she will be able to appeal the decision as outlined earlier in this policy.

#### Returning to campus

When the student is given a non-conduct based interim withdrawal, the student might have actions that need to be accomplished in order to return to campus. These may include:

1. Student may be required to obtain a psychological/medical/substance abuse evaluation (independent of the college) and provide documentation specifically addressing the following:
  - a. Ability for unsupervised community living, academic success, and willingness to utilize available and recommended resources.
  - b. Appropriate management and/or resolution of mental health or health issues that preceded recommendation for evaluation.
  - c. Recommendation regarding continuity of care and treatment needs. For example, a student may be recommended to attend counseling sessions with the Director of Counseling and Wellness (or mental health provider of their choice) or follow up with their personal physician or a specialist off campus. The student may be referred to community professionals who specialize in certain areas and will have to make their own arrangements for medical/psychological/substance abuse care off campus. The student is responsible for any financial responsibilities and transportation for obtaining services off campus.
2. Removal from campus housing if a student remains a disruption or imminent risk with appropriate accommodations.
3. Requirement of a behavioral contract incorporating professional support services, etc.

#### Leave of Absence

A student may voluntarily request a medical leave of absence due to emotional or physical health issues that inhibit their ability to excel in their academic endeavors. The student may be asked to meet with the Director of Counseling and Wellness, and provide documentation from an appropriate mental health professional separate from the College if warranted or their own physician recommended leave based on health issues. Please note that students may request a leave of absence for psychological or health reasons without providing a specified diagnosis.

# Culver-Stockton College Policies

## Alcohol, Tobacco and Other Drug Use Policy

### Overview

C-SC is committed to fostering an environment which encourages good citizenship and a corresponding respect for federal, state and local laws as well as for institutional regulations. C-SC expects faculty, staff and students to meet appropriate standards of performance, to observe basic rules of good conduct, and to comply with C-SC policies and procedures. This policy shall be communicated to faculty/staff members and students annually through inclusion in the faculty, staff and student handbooks, respectively.

C-SC supports and complies with the provisions of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). In the discharge of its responsibilities as an employer and institution of higher education, C-SC aggressively promotes and requires a drug-free workplace among its faculty, staff and students. Unlawful possession, use and/or distribution of drugs and alcohol on campus or as part of C-SC activities is strictly prohibited.

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, all C-SC employees and students must, as a condition of employment and/or enrollment, (i) abide by C-SC's policy on controlled substances and (ii) inform C-SC within five (5) days after any conviction of a drug or alcohol statute. Each employee or student convicted for felony and/or misdemeanor drug violations of a criminal drug statute will be subject to strong disciplinary action up to and including termination of employment and/or enrollment. Likewise, the College retains the right to make referrals for prosecution by the proper authorities in instances where violations of local, state or federal standards of conduct have occurred.

Anyone desiring information about drug and alcohol counseling, treatment or rehabilitation programs that are available to students and employees should contact the Director of Counseling and Wellness.

### Student's Responsibilities

C-SC seeks to foster an atmosphere which not only affords those of legal age the privilege of choice regarding alcohol use but also respects and supports any individual's choice to abstain from alcohol. This policy places major responsibility on students of legal age. The responsible student, regardless of age, will:

- Make an informed decision about choosing to consume alcohol;
- Know, understand and conform to federal, state and local laws and adhere to C-SC regulations on alcohol use;
- Assume accountability for one's behavior (and those of guests) and accept the consequences of all actions;
- Be prepared, whenever choosing to consume alcohol, to provide his/her C-SC student ID and proof of age if requested to do so by staff;
- Not make alcohol the main focus in his/her activities, for consuming alcohol to get intoxicated is not responsible use;
- Not pressure other students to consume alcohol, whether directly or indirectly;
- Not pressure other students to engage in sexual activity when either or both of them have been consuming alcohol;
- Not behave in a way that is disruptive or otherwise harmful to self or others, including times when this behavior is related to alcohol consumption;
- Show care and concern for students whose use of alcohol may be damaging to themselves or the community and refer to Residence Life, Student Life, Counseling Services, any faculty or staff member for additional assistance.

### Education

C-SC, as an educational institution, includes alcohol education in both its curricular and co-curricular offerings. All incoming first-year and transfer students must complete a web-based alcohol education program (Social Responsibility) prior to the completion of their first semester at C-SC. Those students of legal age who do not complete the online alcohol education program will be considered in violation of the campus alcohol policy if found with alcohol, regardless of their age. In addition, a variety of co-curricular educational efforts will be routinely facilitated by staff and peer educators.

### Assistance

C-SC recognizes substance abuse and/or chemical dependency as an illness that can be treated. C-SC will provide any student having a problem with alcohol or other drugs the same careful consideration and offer of treatment that is extended to students with any other illnesses. A student is considered to have an alcohol or drug abuse problem when the student's behavior, academic performance and/or personal health is at risk. Students who seek counseling or treatment for an alcohol or other drug use problem will not be subject to disciplinary action because of said counseling or treatment. Further, no record of such treatment or counseling will be used in any way to place the student in jeopardy at a future time; counseling records are the property of the Director of Counseling and Wellness and are not part of students' C-SC education records. Students may be provided substance abuse treatment at the college depending on the necessary level of care determined during an assessment and will be referred to outside agencies if necessary.

### Medical Amnesty

Students should seek professional medical help when there is an alcohol or drug related medical emergency. To encourage such action, disciplinary action may not be taken if campus staff or local emergency services are contacted for assistance. Medical amnesty applies to the person in need of medical assistance and to those who seek the medical assistance. Amnesty may be granted only after the persons involved meet with the Dean of Student Life or her/his designee to discuss the incident. Other consequences – education, treatment, parental notification – may be required. Failure to complete educational assignments or treatment recommendations will result in disciplinary action. Medical amnesty applies to the alcohol or drug policy violation; however, the student(s) will be held responsible for any other policy violations (i.e., vandalism or violence). Medical amnesty will not be granted in situations that do not involve medical assistance and the Dean of Student Life reserves the right to deny amnesty requests from students who continually abuse alcohol or drugs. If the individual who calls for help is doing so on behalf of a student organization that hosted the precipitating event, this act of seeking medical help will serve as a mitigating factor in determining outcomes for the organization.

### Permissible Possession and/or Consumption of Alcohol

C-SC students who are at least twenty-one (21) years of age may consume alcoholic beverages in residential facilities within the following guidelines:

1. Alcohol use may take place in the privacy of a residence hall room with the door closed;
2. Alcohol use may take place with others of legal age only and in groups that comply with the room/suite capacity requirements (drinking in a suite lounge is only acceptable if everyone present in that suite lounge is 21 years old or older);
3. No minors may be present;
4. Alcohol use may not take place in a first-year residence hall, sorority chapter house, or any other restricted housing area prohibiting the use of alcohol, even if the student is of legal drinking age;
5. Alcohol may not take place in public areas, unless they have been approved through the campus event regulations (i.e. Homecoming tailgating).
6. Beer, wine, and individually packaged malt beverages (e.g., wine coolers) are permitted when in their original containers (bottles or cans). Alcohol other than beer, wine, or individually packaged malt beverages (e.g. wine coolers) is not permitted. This includes hard alcohol (vodka, rum, etc.),



even if the student is of age. Malt beverages that contain over 5% alcohol are not allowed (i.e. Four Loko, etc.);

7. Containers/packages must be closed when being transported into buildings; and
8. Behavior must be respectful, civil, consistent with C-SC policies, and generally above reproach.

When choices or behavior stray beyond the boundaries described above, students will be found in violation of the alcohol policy and subject to disciplinary action based on the Student Code of Conduct. Examples of policy violations include, but are not limited to, possession or consumption of hard liquor, kegs or other common sources of alcohol, possession or consumption in public areas (balconies, hallways, lounges, patios, etc.), drinking games and distribution or sale to minors. Alcohol paraphernalia is also not allowed, such as bongos, beer pong tables, or other devices to consume alcohol quickly as they promote "binge drinking" which goes against the alcohol responsibility talked about earlier in this document. Also, students should be aware that if you are underage "empties" or empty containers of alcohol will be removed from a student's room and will result in a conduct meeting, even if claiming to use them as decoration.

All students in a room in which alcohol and underage students are present will be subject to disciplinary action, and the resident(s) of a room in which a violation occurs will be assumed to have principal responsibility. The question of "who" is consuming alcohol is irrelevant in such cases. To comply with safety guidelines and deter reckless behavior, C-SC mandates that maximum space capacity is double the occupancy plus 1–five (5) in a standard double, seven (7) in a triple room, etc. This guideline is to be followed whether or not alcoholic beverages are being consumed.

Students are responsible for themselves and their guests at all times. The use of alcoholic beverages shall not impinge upon the freedom and rights of roommates, neighbors, and/or other students. Disruptive, destructive, or illegal behavior related to the consumption of alcoholic beverages is subject to C-SC disciplinary action and/or civil enforcement.

#### Events Allowing Alcohol

A specific policy exists to guide student organizations, administrative entities, and community sponsors of events involving alcohol on or off campus. Interested parties should review the below policy and submit the Special Events Using Alcohol Agreement Form in Wildcats Connect no less than 30 days in advance of event.

Students wishing to consume alcohol while traveling regionally, nationally or overseas on C-SC business should familiarize themselves with the Culver-Stockton College Travel Policy. Email [academicdean@culver.edu](mailto:academicdean@culver.edu) for a copy of the policy.

#### Policy Enforcement and Consequences

Choices or behavior which conflict with the C-SC alcohol policy will be confronted and documented by campus safety and/or student life staff for follow-up by the dean of student life or her/his designee. For further information regarding the administrative hearing process and possible sanctions, students should refer to the Code of Conduct located in the student handbook, also available online on Canvas and at <https://culver.edu/campus-life/student-handbook/>.

## Special Events Alcohol Policy

All individuals are obligated to observe every rule, ordinance, and law of the State of Missouri or the state in which the event is held, the City of Canton, and Culver-Stockton College regarding alcoholic beverages. The following laws are especially important:

- It is unlawful to possess, consume or transport any alcoholic beverages if under twenty-one (21) years of age.
- It is unlawful for a person, after purchasing or otherwise obtaining alcoholic beverages, to sell, give or deliver it to another person under the age of twenty-one (21).
- It is unlawful for any person to misrepresent his or her age for the purpose of buying, accepting or receiving alcoholic beverages from a licensee.

### Student Organization Sponsored Events – ON CAMPUS

1. All events involving alcohol must be registered in Wildcats Connect. To request permission to serve alcohol at an event, please submit the Special Events Using Alcohol Agreement Form in Wildcats Connect no less than 30 days in advance of event.
2. The organization faculty, staff or alumni advisor must be present for the entirety of the event.
3. Events may not begin before 1 p.m. and must end by 1 a.m. No event shall last longer than a total of six (6) hours.
4. No organization shall host a weekday social event (Sunday through Thursday) involving alcohol unless the event is held on the eve of an approved C-SC vacation day in which the residence halls/houses are open but classes are not in session.
5. On-campus events involving alcohol shall only be held in approved spaces.
6. Non-alcoholic beverages and food must be readily available.
7. All events involving alcohol must utilize an approved third-party vendor for alcohol distribution. No hard liquor may be served.
8. No "open bar" events are allowed.
9. No alcoholic beverages shall leave the event location.
10. At least one (1) hour prior to the event ending time, alcohol will no longer be served.
11. Only one (1) drink may be served to an individual at a time, and the individual must pay for the beverage him/herself.
12. No member or guest shall permit, tolerate, encourage, or participate in "drinking games."
13. The purchase and/or use of a bulk quantity of alcoholic beverages such as kegs, party balls, punch bowls, trash/garbage containers, bulk juice containers, or any other large commercial alcohol container is prohibited.
14. Anyone dispensing alcohol may not consume any alcoholic beverages during his/her designated serving time and may not serve alcoholic beverages to someone who, in his/her judgment, is intoxicated.
15. Alcoholic beverages MAY NOT BE PURCHASED through the organization's treasury or C-SC or grant funds. No organization may co-sponsor or co-finance an event where alcohol is purchased by any of the host groups or organizations.
16. No organization or department may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol).
17. Any organization sponsoring, co-sponsoring or participating in an event will be held equally liable for regulating the event.
18. NO OPEN PARTIES – Admission to any event shall be ONLY by guest list at the door. This list MUST be submitted to Student Life at least 48 hours in advance, and anyone who is not on the list shall be prohibited.
19. The maximum number in attendance at any event cannot exceed the maximum occupancy of the designated space. Any person invited to the event must be supplied on an accompanying list with the event registration form.

20. All members and guests in attendance must be at least eighteen (18) years of age unless escorted by a parent or guardian.
21. The organization(s) must designate at least two non-drinking individuals who are at least twenty-one (21) and will serve as risk managers for the event. Their responsibility is to ensure all persons entering the function are on the guest list and registered to attend, to ensure each person has provided legal identification, and to ensure all C-SC regulations are met. These members shall also serve (if needed) as representatives to law enforcement and/or emergency officials, C-SC representatives, and/or the third party vendor.
22. All organizations are expected to adhere to common standards of decency and non-discrimination. Members of organizations should be aware their events are representative of their organization. Event themes should be respectful and sensitive to ethnicity, race, religion, ability, gender and sexual orientation.
23. No special mention, pictorial or otherwise, of the fact that alcohol will be present at the event should be made when advertising the events. Themes cannot have any reference to alcohol or infer alcohol will be present at the event.
24. All promotional material (including advertising, posters, flyers, favors and T-shirts) should be sensitive in nature regarding the aforementioned areas of theme sensitivity.

*Exceptions to the above rules may happen but need approval by the Coordinator of Student Engagement and the Director of Campus Safety.*

#### Student Organization-Sponsored Events – OFF CAMPUS

In addition to the expectations listed above, the following guidelines must be met for hosting an event involving alcohol off-campus.

1. Events involving alcohol held off-campus shall only be hosted at approved businesses or rental facilities appropriate for hosting public events with alcohol present. All areas shall be enclosed. No events will be held on any property that is privately rented or privately owned by a C-SC student.
2. Each sponsoring organization must designate a form of safe transportation to and from the event. Any student organization whose organizational insurance policy dictates they cannot supply designated drivers must abide by their insurance policy, but buses and shuttle companies are highly encouraged as safe transportation.
3. Transportation must go directly from a campus site to the event site and vice versa. No property other than Culver-Stockton College's campus and the event facility may be utilized as a pick-up or drop-off point.
4. A faculty, staff or alumni advisor must visit the event but does not need to stay for its entirety. Contact information should also be shared in case of emergency.

#### C-SC or Community Sponsored Events Involving Alcohol – ON CAMPUS

1. All events involving alcohol must be registered through the Student Life event registration form at least thirty (30) days prior to the function.
2. Events may not begin before 1 p.m. and must end by 1 a.m. No event shall last longer than a total of six (6) hours.
3. Events involving alcohol shall only be held in approved spaces. On select occasions (e.g., Homecoming), an outdoor event may be held in a tented area with fencing or walls to create a single point of entry. No alcoholic beverages shall leave the event location.
4. Non-alcoholic beverages and food must be readily available.
5. All events involving alcohol must utilize an approved third-party vendor for alcohol distribution. No hard liquor may be served.
6. No "open bar" or "BYOB" (bring your own beverage) events are allowed.
7. Common source alcohol containers, such as kegs, are prohibited.
8. Anyone dispensing alcohol may not consume any alcoholic beverages while serving and may not serve alcoholic beverages to someone who, in his/her judgment, is intoxicated.

9. All members and guests in attendance must be at least eighteen (18) years of age unless escorted by a parent or guardian.
10. A single point of contact must be identified for on-site communication with C-SC staff and/or emergency officials.

*Exceptions to the above rules may happen but need approval by the Coordinator of Student Engagement and the Director of Campus Safety.*

## Drug Policy (Other Than Alcohol)

Culver-Stockton College is a drug-free campus. The possession, sale and/or consumption of controlled substances are expressly forbidden anywhere on campus. In addition, a student will be held responsible for the possession of drug paraphernalia found in his/her room, or use of drugs or drug paraphernalia in his/her room, whether or not the student is present at the time the violation is committed. These policies also extend to disruptive behavior resulting from the use of drugs. The local police will be contacted for all drug violations. Concerns or questions involving drugs should be directed to the Student Life Office, ext. 6334.

### Marijuana Policy

Federal law prohibits the use of marijuana on college campuses. Thus marijuana use, even for medical situations as allowed by Missouri state law, is not allowed or authorized. Students are not allowed to possess, use, or distribute marijuana at Culver-Stockton even if they might have a medical card authorizing them to do so. Students who violate this policy are in violation of the Code of Conduct and are subject to sanctions listed in the Code of Conduct policies.

## Hazing Policy

Hazing is defined as any mental, physical, or sexual requirement, request, or obligation placed on any person, on or off campus, that could cause discomfort, pain, fright, disgrace, injury, or that is personally degrading, or that violates any federal, state, local statute, or college policy. Although often associated with fraternities and sororities, the Culver-Stockton College anti-hazing policy applies to all college organizations and groups of individuals. The college is committed to the rights and welfare of its individual students; therefore, students who violate the anti-hazing policy are subject to the maximum penalty of expulsion from the college.

## Tobacco Policy

### Tobacco-Free Environment

1. **Definition.** The college bans the use of all tobacco products in all student residence halls (including Greek houses), nonresidential buildings, spectator seating in outdoor athletic facilities, and college-owned vehicles. In addition, electronic cigarettes (regardless if they have tobacco in them) are also banned from use in all buildings on campus.
2. **Scope.** This policy applies to all students, staff, faculty, visitors, vendors, and guests equally. Signs noting college policy will be displayed in all buildings. The college also will place containers at all entrances to buildings and other structures so that tobacco-product users can discard those products before entering any building. Tobacco users should refrain from standing next to entrances and windows when smoking.
3. **Education.** The college's counseling and wellness office will have the responsibility of providing the college community with educational information regarding the use of tobacco products.
4. **Sale of Tobacco Products.** Tobacco products and electronic cigarettes will not be sold on campus.

### Penalties

For employees, the determination and administration of penalties due to any violation of the tobacco policy will be at the discretion of the supervisor and will be administered like any other deficiency of work expectations. Students are subject to the guidelines presented in this student code of conduct.

## CULVER-STOCKTON COLLEGE POLICY ON SEXUAL MISCONDUCT (TITLE IX)

### I. STATEMENT OF POLICY AND NOTICE OF NONDISCRIMINATION

Culver-Stockton College (the "College") is committed to providing an environment free of discrimination and administers its academic programs and extracurricular programs without regard to race, color, creed or religion, gender, marital status, national origin, military status, disability, age, or any other characteristic protected by law. Title IX requires all higher education institutions that receive federal financial assistance not to discriminate on the basis of sex in our educational programs. In keeping with that commitment, the College maintains a strict policy prohibiting unlawful harassment, sexual misconduct, dating violence, and stalking or otherwise. Any inquiries concerning Title IX can be addressed to the Title IX Coordinator or to the United States Department of Education Office for Civil Rights (OCR).

The College does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. To that end, this policy prohibits specific forms of behavior that violate Title IX of the Education Amendments of 1972 ("Title IX"); Title VII of the Civil Rights Act of 1964 ("Title VII"); and all applicable Missouri laws. Such behavior also requires the College to fulfill certain obligations under the Violence Against Women Reauthorization Act of 2013 ("VAWA") and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act").

The College prohibits Sexual Assault, Sexual Exploitation, Intimate Partner Violence, Stalking, Sexual or Gender-Based Harassment, Complicity in the commission of any act prohibited by this policy, and Retaliation against a person for the good faith reporting of any of these forms of conduct or participation in any investigation or proceeding under this policy (collectively, "Prohibited Conduct"). These forms of Prohibited Conduct are unlawful, undermine the character and purpose of the College, and will not be tolerated.

The College adopts this policy with a commitment to: (1) eliminating, preventing, and addressing the effects of Prohibited Conduct; (2) fostering the College's Community of Trust, in which Prohibited Conduct is not tolerated; (3) cultivating a climate where all individuals are well-informed and supported in reporting Prohibited Conduct; (4) providing a fair and impartial process for all parties; and (5) identifying the standards by which violations of this policy will be evaluated and disciplinary action may be imposed. Employees or Students who violate this policy may face disciplinary action up to and including termination or expulsion. The College will take prompt and equitable action to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects. The College conducts ongoing prevention, awareness, and training programs for Employees and Students to facilitate the goals of this policy.

This policy applies to the entire college community, including but not limited to, faculty, staff, administration, students, vendors and visitors associated with the College. The College reserves the right to make revisions to this policy at any time and students should check the website or MyCulver for the most recent version of the policy.

## II. TITLE IX COORDINATOR

### A. Role of the Title IX Coordinator

Pursuant to Title IX of the Education Amendments of 1972 and the U.S. Department of Education's implementing regulations at 34 C.F.R. Part 106, the College's Title IX Coordinator has primary responsibility for coordinating the College's efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination in all the operations of this College, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX.

Sexual misconduct against students, including sexual harassment, sexual assault, rape, and sexual exploitation, can be a form of sex discrimination under Title IX. The Title IX Coordinator oversees the College's response to reports and complaints that involve possible sex discrimination to monitor outcomes, identify and address any patterns, and assess effects on the campus climate, so the College can address issues that affect the wider school community.

A student should contact the Title IX Coordinator or Deputy Title IX Coordinator(s) in order to:

- seek information or training about students' rights and courses of action available to resolve reports or complaints that involve potential sex discrimination, including sexual misconduct,
- file a complaint or make a report of sex discrimination, including sexual misconduct,
- notify the College of an incident or policy or procedure that may raise potential Title IX concerns,
- get information about available resources (including confidential resources) and support services relating to sex discrimination, including sexual misconduct, and
- ask questions about the College's policies and procedures related to sex discrimination, including sexual misconduct.

The College's Title IX compliance team includes:

- Caitlin Erickson is the College's Title IX Coordinator and can be reached by telephone at (573) 288-6453, or by email at [cerickson@culver.edu](mailto:cerickson@culver.edu).
- Dr. Alissa Burger is the College's Deputy Title IX Coordinator and can be reached by telephone at (573) 288-6350, or by email at [aburger@culver.edu](mailto:aburger@culver.edu).
- Pat Atwell is the College's Deputy Title IX Coordinator and can be reached by telephone at (573) 288-6424, or by email at [patwell@culver.edu](mailto:patwell@culver.edu).
- Amy Baker, Executive Director of Human Resources, is the College's Deputy Title IX Coordinator and can be reached by telephone at (573) 288-6493, or by email at [abaker@culver.edu](mailto:abaker@culver.edu).
- The Dean of Student Life may be reached by telephone at (573) 288-6334.
- Campus Safety may be reached by telephone at (573) 288-6300, or by email at [campussafety@culver.edu](mailto:campussafety@culver.edu). Campus Safety's office is located in the Gladys Crown Student Center in room 201.

In the event that the incident, policy, or procedure about which the student seeks to file a report or complaint creates the appearance of a conflict of interest with one of the members of the Title IX compliance team, students may contact any other member of the team.

Inquiries or complaints that involve potential violations of Title IX may also be referred to the U.S. Department of Education's Office for Civil Rights, which can be reached at: <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html> or the Educational Opportunities Section of the Civil Rights Division of the U.S. Department of Justice (DOJ): <http://www.justice.gov/crt/complaint/#three>.

### B. Functions and Responsibilities of the Title IX Coordinator

The Title IX Coordinator's functions and responsibilities include the following:

### (1) Training for Students, Faculty, and Staff

The Title IX Coordinator collaborates with other institutional offices to ensure there is ongoing training, consultation, and technical assistance on Title IX for all students, faculty, and staff, including:

- regular training for faculty and staff outlining their rights and obligations under Title IX, including the appropriate response to reports of sexual misconduct, the obligation to report sexual misconduct to appropriate College officials, and the extent to which counselors and advocates may keep a report confidential, and
- regular training for students outlining their rights under Title IX; with regard to sexual misconduct, this training will include what constitutes sexual misconduct and when it creates a hostile environment, the definition of consent, reporting options (including reports to responsible employees, campus and local law enforcement, and confidential reporting to counselors or advocates), the grievance procedures used to process complaints, applicable disciplinary code provisions relating to sexual misconduct and the consequences of violating those provisions, the role of alcohol and drugs in sexual misconduct, the effects of trauma, strategies and skills for bystander intervention, the offices or individuals with whom students can speak confidentially, the offices or individuals who can provide support services, the employees who must report incidents to the Title IX coordinator, and Title IX's protections against retaliation.

### (2) Investigations

The College is responsible for conducting adequate, reliable, and impartial investigations of reports and complaints of sexual misconduct. The Title IX Coordinator ensures federal compliance of this response, including:

- determining whether the report or complaint alleges conduct that may, upon investigation, constitute prohibited sexual misconduct,
- appointing an investigative team upon such determination,
- making certain that individual reports and complaints are handled properly and in a prompt and timely manner,
- informing all parties regarding the grievance process,
- confirming that all parties have been notified of grievance decisions and of the right to, and procedures for, appeal, if applicable,
- maintaining information and documentation related to the investigation in a secure manner, and
- monitoring compliance with timeframes specified in the grievance procedures.

The Title IX Coordinator evaluates requests for confidentiality by those who report or complain about sexual misconduct in the context of the College's responsibility to provide a safe and nondiscriminatory environment for all students. The College's Confidentiality Policy is set forth below.

### (3) Remedies, Including Interim Measures

Upon learning of a report or complaint of sexual misconduct, the Title IX Coordinator ensures the institution promptly takes steps to ensure the complainant's equal access to the College's programs and activities and protect the complainant as necessary. Such steps include taking interim measures before the final outcome of any investigation, providing remedial measures after the final outcome of investigation, and making the complainant aware of all available

resources, including but not limited to: housing assistance, academic support, counseling, disability services, and health and mental health services.

Upon a finding of prohibited sexual misconduct, the Title IX Coordinator determines, in conjunction with other relevant offices, whether campus-wide remedies should be adopted in response, including review and revision of the College's sexual misconduct policies, increased monitoring, supervision or security at locations where sexual misconduct is reported to occur, and increased education and prevention efforts, including to targeted populations.

If the Conduct Panel finds that an individual engaged in prohibited sexual misconduct, the Title IX Coordinator reviews proposed sanctions before they are imposed to ensure that they, along with the College's interim and long-term measures taken in response to the sexual misconduct, are reasonably calculated to stop the sexual misconduct and prevent its recurrence.

#### (4) Monitoring and Advising

In order to address sexual misconduct on campus and ensure ongoing compliance with Title IX, the Title IX Coordinator:

- reviews regularly all reports and complaints raising potential Title IX issues throughout the College to ensure that the College responded consistent with its Title IX obligations, even if the report or complaint was initially filed or raised with another individual,
- reviews regularly all reports and complaints raising potential Title IX issues throughout the college to identify and address any patterns,
- reviews regularly the College's policies and procedures to ensure that they comply with the requirements of Title IX,
- ensures the maintenance of files related to grievances, reports, complaints, and other records of potential sex discrimination, including sexual misconduct, in a secure manner,
- assesses regularly the College's compliance with, and the effectiveness of, policies and procedures related to sex discrimination, including sexual misconduct, and recommends modifications where appropriate,
- coordinates regularly with the Director of Campus Safety who serves as the College's Clery Act Compliance Officer with respect to overlapping obligations related to sexual misconduct against students, including prevention, education, and training,
- consults regularly campus stakeholders to promote campus-wide awareness and discussion of Title IX-related issues, and develop and implement any modifications of policies and procedures to prevent and eliminate sex discrimination, including sexual misconduct, and
- ensures that appropriate policies and procedures are in place for working with local law enforcement and coordinating with local victim advocacy organizations and service providers, including rape crisis centers.



### III. PROHIBITED CONDUCT UNDER THIS POLICY

Conduct under this policy is prohibited regardless of the sex, sexual orientation and/or gender identity/expression of the Complainant or Respondent. Prohibited Conduct includes the following specifically defined forms of behavior: Sexual Assault, Sexual Exploitation, Intimate Partner Violence, Stalking, Sexual or Gender-Based Harassment, Complicity, and Retaliation.

#### 1. DEFINITIONS

##### A. Sex-Based Harassment

"Sex-based harassment" includes *sexual harassment* and *gender-based harassment*.

##### B. Sexual Harassment

"Sexual harassment" includes any of three types of misconduct on the basis of sex, all of which jeopardize the equal access to education that Title IX is designed to protect: Any instance of quid pro quo harassment by a school's employee; any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; any instance of sexual assault, dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

##### C. Gender-Based Harassment

"Gender-based harassment" is *unwelcome conduct* of a nonsexual nature based on a student's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.

##### D. Unwelcome Conduct

Conduct is considered "unwelcome" if the student did not request or invite it and considered the conduct to be undesirable or offensive.

Unwelcome conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Unwelcome conduct can involve persons of the same or opposite sex.

Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that a student may have welcomed some conduct does not necessarily mean that a student welcomed other conduct. Also, the fact that a student requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.

##### E. Hostile Environment

A "hostile environment" exists when *sex-based harassment* is sufficiently serious to deny or limit the student's ability to participate in or benefit from the College's programs or activities.

A hostile environment can be created by anyone involved in a College's program or activity (e.g., administrators, faculty members, students, and campus visitors).

In determining whether *sex-based harassment* has created a hostile environment, the College considers the conduct in question from both a subjective and objective perspective. It will be necessary, but not enough, that the conduct was *unwelcome* to the student who was harassed. But the College will also need to find that a reasonable person in the student's position would have perceived the conduct as undesirable or offensive in order for that conduct to create or contribute to a hostile environment.

To make the ultimate determination of whether a hostile environment exists for a student or students, the College considers a variety of factors related to the severity, persistence, or pervasiveness of the *sex-based harassment*, including: (1) the type, frequency, and duration of the conduct; (2) the identity and relationships of persons involved; (3) the number of individuals involved; (4) the location of the conduct and the context in which it occurred; and, (5) the degree to which the conduct affected one or more student's education.

The more severe the *sex-based harassment*, the less need there is to show a repetitive series of incidents to find a hostile environment. Indeed, a single instance of *sexual assault* may be sufficient to create a hostile environment. Likewise, a series of incidents may be sufficient even if the *sex-based harassment* is not particularly severe.

#### *First Amendment Considerations*

This policy does not impair the exercise of rights protected under the First Amendment. The College's sexual misconduct policy prohibits only sex-based harassment that creates a hostile environment. In this and other ways, the College applies and enforces this policy in a manner that respects the First Amendment rights of students, faculty, and others.

#### **F. Sexual Assault**

"Sexual assault" is actual or attempted sexual contact with another person without that person's *consent*. Sexual assault includes, but is not limited to:

- Intentional touching of another person's intimate parts without that person's *consent*; or
- Other intentional sexual contact with another person without that person's *consent*; or
- Coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's *consent*; or
- *Rape*, which is penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's consent.

#### **G. Consent**

"Consent" must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.

The College offers the following guidance on Affirmative Consent and assessing incapacitation:

A person who wants to engage in a specific sexual activity is responsible for obtaining Affirmative Consent for that activity. Lack of protest does not constitute Affirmative Consent. Lack of resistance does not constitute Affirmative Consent. Silence and/or passivity also do not constitute Affirmative Consent. Relying solely on non-verbal communication before or during sexual activity can lead to misunderstanding and may result in a violation of this Policy. It is important not to make assumptions about whether a potential partner is consenting. In order to avoid confusion or ambiguity, participants are encouraged to talk with one another before engaging in sexual activity. If confusion or ambiguity arises during sexual activity, participants are encouraged to stop and clarify a mutual willingness to continue that activity.

Affirmative Consent to one form of sexual activity does not, by itself, constitute Affirmative Consent to another form of sexual activity. For example, one should not presume that Affirmative Consent to oral-genital contact constitutes Affirmative Consent to vaginal or anal penetration. Affirmative Consent to sexual activity on a prior occasion does not, by itself, constitute Affirmative Consent to future sexual activity. In cases of prior relationships, the manner and nature of prior communications between the parties and the context of the relationship may have a bearing on the presence of Affirmative Consent.

Affirmative Consent may be withdrawn at any time. Once Affirmative Consent is withdrawn, the sexual activity must cease immediately. In evaluating Affirmative Consent in cases of alleged incapacitation in which drugs or alcohol are involved, the following questions should be considered: (1) *Did the person initiating sexual activity know that the other party was incapacitated? and if not,* (2) *Should a sober, reasonable person in the same situation have known that the other party was incapacitated?* If the answer to either of these questions is "YES," Affirmative Consent was absent and the conduct is likely a violation of this policy.

Incapacitation is a state beyond drunkenness or intoxication. A person is not necessarily incapacitated merely as a result of drinking or using drugs. The impact of alcohol and other drugs varies from person to person.

One is not expected to be a medical expert in assessing incapacitation. One must look for the common and obvious warning signs that show that a person may be incapacitated or approaching incapacitation. Although every individual may manifest signs of incapacitation differently, typical signs include slurred or incomprehensible speech, unsteady gait, combativeness, emotional volatility, vomiting, or incontinence. A person who is incapacitated may not be able to understand some or all of the following questions: "Do you know where you are?" "Do you know how you got here?" "Do you know what is happening?" "Do you know whom you are with?"

One should be cautious before engaging in Sexual Contact or Sexual Intercourse when either party has been drinking alcohol or using other drugs. The introduction of alcohol or other drugs may create ambiguity for either party as to whether Affirmative Consent has been sought or given. If one has doubt about either party's level of intoxication, the safe thing to do is to forego all sexual activity.

*Being impaired by alcohol or other drugs is no defense to any violation of this policy.*

## H. Sexual Exploitation

“Sexual exploitation” occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person’s *consent*. Examples of behavior that could rise to the level of sexual exploitation include:

- Prostituting another person;
- Recording images (e.g., video, photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness without that person’s *consent*;
- Distributing images (e.g., video, photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not *consent* to such disclosure and objects to such disclosure; and,
- Viewing another person’s sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person’s *consent*, and for the purpose of arousing or gratifying sexual desire.

## I. Intimate Partner Violence

Intimate Partner Violence includes any act of violence or threatened act of violence that occurs between individuals who are involved or have been involved in a sexual, dating, spousal, domestic, or other intimate relationship. Intimate Partner Violence includes “dating violence” and “domestic violence” and may include any form of Prohibited Conduct under this policy, including Sexual Assault, Stalking, and Physical Assault.

Physical Assault is threatening or causing physical harm or engaging in other conduct that threatens or endangers the health or safety of any person. Physical Assault will be addressed under this policy if it involves Sexual or Gender-Based Harassment, Intimate Partner Violence, or is part of a course of conduct under the Stalking definition.

## J. Stalking

Stalking occurs when a person engages in a course of conduct directed at a specific person under circumstances that would cause a reasonable person to fear bodily injury or to experience substantial emotional distress.

Course of conduct means two or more acts, including but not limited to acts in which a person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person’s property. Substantial emotional distress means significant mental suffering or anguish.

Stalking includes “cyber-stalking,” a particular form of stalking in which a person uses electronic media, such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact.

## K. Retaliation

The College strictly prohibits any material adverse action against any individual for reporting, providing information, exercising one’s rights or responsibilities under this policy, or otherwise being involved in the process of responding to, investigating, or addressing allegations of sexual misconduct. No retaliatory action shall be taken against any person who shall make a good-faith report of alleged harassment, whether the report is shown to have been valid or not. The college

will take strong responsive action if retaliation occurs. Anyone who is aware of possible retaliation or has other concerns regarding the response to a complaint of sexual misconduct should report such concerns to the Title IX Coordinator or to a Deputy Title IX Coordinator, who shall investigate the matter and make findings so the College can take appropriate actions to address such conduct in a fair and impartial manner.

#### IV. REPORTING

Any student or who believes he or she has been harassed, assaulted, stalked or experienced sexual violence in anyway by an employee, student, vendor, visitor or any agent of the college should promptly report the fact incident or incidents and the names of the individuals involved to campus safety, the dean of student life, the director of human resources or to local law enforcement. The dean of student life may be reached at (573) 288-6334 and the director of human resources may be reached at (573) 288-6493. Campus Safety may be reached at (573) 288-6300. You may also contact the Title IX Coordinator at (573) 288-6453, or by email at [cerickson@culver.edu](mailto:cerickson@culver.edu). In the event of an emergency local law enforcement should be contacted by dialing 911 in addition to contacting Campus Safety. All full-time employees are considered mandated reporters ("Responsible Employees") (except the Licensed Counselor and Chaplain) and are required to report all forms of sexual harassment or sexual misconduct.

If you have been the victim of sexual misconduct, your first priority should be to get to a place of safety.

- You should then obtain the necessary medical treatment.
- You have the right to decide whether or not to make a statement to law enforcement but it is strongly recommended that you contact Campus Safety at (573) 288-6300 to help guide you through the process. Campus Safety's office is located in the Gladys Crown Student Center in room 201. You can also reach them through email at [campussafety@culver.edu](mailto:campussafety@culver.edu).

There are several options to consider when filing a report. Again, someone can help you through this process to make the best decision for the victim.

##### A. Reporting and Confidentially Disclosing Sexual Violence: Know the Options

The College encourages victims of sexual violence to talk to somebody about what happened – so victims can get the support they need, and so the College can respond appropriately. Different employees on campus have different abilities to maintain a victim's confidentiality.

Some are required to maintain near complete confidentiality; talking to them is sometimes called a "privileged communication." Disclosures to these employees will not trigger a College investigation into an incident against the victim's wishes. Some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX Coordinator. A report to these employees (called "responsible employees") constitutes a report to the College – and generally obligates the College to investigate the incident and take appropriate steps to address the situation.

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become a victim of sexual violence. The College encourages victims to talk to someone identified in one or more of these groups.

##### B. The Options

1. Privileged and Confidential Communications (Professional and Pastoral Counselors)

Professional, licensed counselors and pastoral counselors (Chaplain) who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a victim's permission.

## 2. Reporting to "Responsible Employees."

A "responsible employee" is a College employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty.

When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX coordinator all relevant details about the alleged sexual violence shared by the victim and that the College will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the College's response to the report. A responsible employee should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.

If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Coordinator of the victim's request for confidentiality.

Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for the College to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to.

## 3. Requesting Confidentiality From the College: How the College Will Weigh the Request and Respond.

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students, including the victim.

If the College honors the request for confidentiality, a victim must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when the College may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students.

The College has designated the following individual(s) to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence: Dr. Alissa Burger, Deputy Title IX Coordinator; Pat Atwell, Deputy Title IX Coordinator; or Amy Baker, Deputy Title IX Coordinator.

When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, the Title IX Deputy Coordinators will consider a range of factors, including the following:

The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:

- whether there have been other sexual violence complaints about the same alleged perpetrator;
- whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
- whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
- whether the sexual violence was committed by multiple perpetrators;
- whether the sexual violence was perpetrated with a weapon;
- whether the victim is a minor;
- whether the College possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence); and
- whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the College will likely respect the victim's request for confidentiality.

Confidentiality will be observed to the extent possible while still allowing a thorough investigation. Students should understand that most employees are obligated to report any sexual misconduct, harassment, and/or hazing incident to campus safety. However, the request of the complainant to remain confidential will be considered during the investigation. The Chaplain and Professional Licensed Counselor are the only employees that are protected by law to hold confidence. It should be noted that the College may do an investigation without the person's consent if action is severe, predatory, pervasive, or persistent. In cases where an individual reporting sexual misconduct requests anonymity or does not wish to proceed with an investigation, the College will attempt to honor that request but, in some cases, the Title IX Coordinator or Deputy Title IX Coordinator may determine that the College needs to proceed with an investigation based on concern for the safety or well-being of the broader College community (e.g., risk of future acts of sexual violence or a pattern of sexual misconduct). The College reserves the right to take appropriate action in such circumstances, including in cases when the individual reporting the misconduct is reluctant to proceed.

If the College determines that it cannot maintain a victim's confidentiality, the College will inform the victim prior to starting an investigation or as soon as reasonably possible and will, to the extent possible, only share information with people responsible for handling the College's response.

The College will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or College employees, will not be tolerated. The College will also:

- assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus;
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- inform the victim of the right to report a crime to campus or law enforcement – and provide the victim with assistance if the victim wishes to do so.
- The College may not require a victim to participate in any investigation or disciplinary proceeding.

Because the College is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the College to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

If the College determines that it can respect a victim's request for confidentiality, the College will also take immediate action as necessary to protect and assist the victim.

### Miscellaneous

#### *Take Back the Night and other public awareness events*

Public awareness events such as "Take Back the Night," the Clothesline Project, candlelight vigils, protests, "survivor speak outs" or other forums in which students disclose incidents of sexual violence, are not considered notice to the College of sexual violence for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts, and the College will provide information about students' Title IX rights at these events.

#### *Anonymous Reporting*

Although the College encourages victims to talk to someone, the College provides an online form for anonymous reporting (See Option 2 below). The system will notify the user (before he or she enters information) that entering personally identifying information may serve as notice to the College for the purpose of triggering an investigation.

#### *Amnesty*

The College encourages reporting of sexual misconduct and seeks to remove any barriers to an individual/group making a report. The College recognizes that an individual who has been drinking or using drugs at the time of the incident may be hesitant to make a report because of potential consequences for their own conduct. An individual(s) who reports sexual misconduct that was directed at them or another person, either as a Complainant or a third party witness, will not be subject to disciplinary action by the College for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. The College may, however, initiate an educational discussion or pursue other educational interventions regarding alcohol or other drugs. These interventions do not include involuntary leaves for students from the College.



Amnesty will not be extended for any violations of College policy other than alcohol/drug use. In addition, amnesty does not preclude or prevent action by police or other legal authorities.

#### 4. Reporting Option Examples

##### OPTION 1: REPORT INCIDENT, BUT CHOOSE NOT TO FILE A COMPLAINT OR CHARGES

- A report is a written account of what happened. A complaint is a formal request for the College to investigate the assault and adjudicate as appropriate. You are encouraged to file a report of the incident, even if you are not certain you want to file a complaint.
- Telling your experience to any campus official does not obligate you to report it to the law enforcement, nor does reporting it to law enforcement obligate you to file an official report to the College—these are separate processes.
- As mentioned earlier, the College may file a complaint even if you do not want to file a formal complaint if the College believes there is a threat to the safety of the college environment.
- There are no time limits for filing a complaint.

##### OPTION 2: FILE A COMPLAINT WITH THE COLLEGE

- Campus Safety, C-SC's Title IX Coordinator, or the Dean of Students can take your complaint. There is also a silent witness form online under campus life, and campus safety.
- You have formal and informal avenues you can pursue, or you can decide not to pursue the case at any time.
- Investigations are conducted by members of campus safety that have been trained in Title IX investigations.

##### OPTION 3: PURSUE CRIMINAL CHARGES

- If you want to file an official report of the incident with law enforcement, you can initiate a report by contacting the Canton Police Department or Lewis County Sheriff's Office.
- Members of the Division of Student Life or Campus Safety can also assist you in contacting law enforcement.
- Your report does not obligate you to follow through with legal action or action through the College.

##### OPTION 4: PURSUE BOTH COLLEGE AND CRIMINAL CHARGES

- Processes outlined in options 2 and 3 occur simultaneously.

#### Reporting to Law Enforcement

The College encourages individuals to report incidents of sexual misconduct to local law enforcement officials. Timely reporting to law enforcement is an important factor in the successful investigation and prosecution of crimes, including sexual violence crimes, and may lead to the arrest of an offender or aid in the investigation of other incidents.

An individual who has experienced sexual misconduct has the right to choose whether to file a police report. Filing a police report can result in the investigation of whether sexual violence or related crimes occurred and the prosecution of those crimes against a perpetrator. In the event of an emergency local law enforcement may be contacted by dialing 911. Local law enforcement may also be contacted as follows:

Canton, Missouri Police Department  
108 North 5<sup>th</sup> Street  
Canton, MO 63435  
Phone: (573) 288-4412 (Non-Emergency)

Lewis County, Missouri Sheriff  
107 South Washington Street  
Monticello, MO 63457  
Phone: (573) 767-5287 (Non-Emergency)

### Resolution

As outlined in the Code of Conduct, the college is committed to the prompt resolution of any alleged violation of this policy. The appropriate administrator will conduct an investigation as is necessary to determine the validity of the complaint. All such claims will be promptly investigated and corrective action taken, if warranted, to ensure that further harassment or sexual misconduct does not occur and the victim is protected through the best efforts of the college. It should be noted that the College's ability to investigate in a particular situation may be affected by any number of factors, including whether the report is anonymous, the Reporting Party is willing to file a report or to consent to an Investigation, the Reporting Party's request for confidentiality, the location where the alleged conduct occurred, and the College's access to information relevant to the alleged or suspected violation of the Policy. The College is nonetheless committed to investigating and resolving all alleged and suspected violations of the Policy to the fullest extent possible under the circumstances.

### V. WHAT ASSISTANCE IS AVAILABLE?

Several options can be offered to a survivor of sexual assault, harassment, stalker, or a victim of intimate partner violence as appropriate to the circumstances, including:

- discussion about options regarding different levels of addressing the assault;
- assistance with filing charges through the College conduct system;
- issuance of a no-trespass or no-contact letter;
- referral to counseling, spiritual guidance, and other support services (the college offers free counseling to anyone that may request it or need it);
- if the person reports to the person allegedly causing the violation accommodations can be made to possibly change report lines until the situation is resolved;
- accommodations can be made academically or residentially; and
- assistance in notifying proper law enforcement authorities, if the student or employee so chooses.

Contact information for assistance is listed above in the reporting section.

### VI. AFTER A REPORT IS FILED (INVESTIGATION AND CONDUCT PROCESS)

The College's investigative and resolution processes of reports of violations of this policy will be prompt, fair and impartial. The procedures set forth below are intended to afford a prompt response to reports of sexual misconduct, to maintain privacy and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

After a report is filed there will be a Title IX investigation in which a trained investigator will determine whether there is "more likely than not" evidence that an alleged violation occurred. Please refer to the Code of Student Conduct on conduct authority. The timeframe of an investigation will depend upon the availability to interview witnesses, access information, and whether or not law enforcement is involved (based on the reporting party's request). The timely manner of an investigation is important and most investigations will be completed within one week, but other factors may delay the response. The trained investigator will conduct interviews of both parties and any witnesses. The reporting party and the responding party have the opportunity to have an advisor of their choice during any meeting or interview. The College will keep both parties (the reporting party and the responding party) informed throughout the process. Prior to completion of the investigative report, the college will send each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format, and the parties will have 10 calendar days to submit a written response which the investigator will consider prior to completion of the investigative report.

Interim actions or supportive measures may be provided before a final decision is made if necessary in order to protect the parties and the broader campus community. Interim actions and supportive measures may be provided whether or not there is a complaint or resolution process commenced. The College will make accommodations and provide supportive measures for an individual who believes they have experienced sexual misconduct, or to others involved in the process including those adversely affected by allegations of sexual misconduct if requested and reasonably available. The College may take such steps even when an individual asks that the College keep a reported violation of this policy confidential and that it not investigate the matter, and regardless of whether an individual chooses to report to law enforcement.

Examples of interim or supportive measures include:

- Referral to counseling, medical or mental health services
- Establishing a no contact directive prohibiting the parties involved from communication with each other during the resolution process
- Education to the campus community
- Providing campus escorts
- Offering adjustments to academic deadlines or course schedules

Additionally, a student or employee may be temporarily suspended pending completion of an investigation, particularly when, in the judgment of the Title IX coordinator(s) or their designee(s), the safety or well-being of any member of the campus community may be jeopardized by the on-campus presence of the respondent.

To request an interim action or supportive measure, individuals who believe they have experienced sexual misconduct should contact the Title IX coordinator or Dean of Student Life. If a respondent, witness or person accused of misconduct feels that they need interim measures, please contact the Title IX coordinator.

The College will maintain as confidential any interim actions or supportive measures provided to an individual, to the extent possible (e.g. to the extent that maintaining such confidentiality would not impair the ability of the College to provide the accommodations or protective measures).

Any concern about a violation of an interim action and/or supportive measure or need to change the level of protection should be reported to the Title IX coordinator.

An informal resolution (i.e. mediation or couple counseling) will only be used if both parties voluntarily agree to do so. In cases of sexual harassment or sexual assault informal resolution will not be used and only the formal resolution process will be utilized. The reporting party can end the informal process at any time and begin the formal complaint process.

If the Title IX investigator determines that "more likely than not" a violation occurred the responding party will have the option to accept the finding of the investigator or dispute the finding. If the responding party accepts the finding of the investigator then it will be sent to the Dean of Student Life for sanctioning. If the responding party disputes the finding it will be referred to the Conduct Panel, made up of three (3) faculty and/or staff members that have been trained to hear conduct issues. The Title IX Coordinator will sit on the panel as an ex officio member to regulate policy but will not have a final vote in the case. The Dean of Student Life or designee will act as hearing officer, but will not have a final vote in the case. The Conduct Panel meeting will occur no later than five (5) business days after the investigation concludes including receipt of written responses from both parties. The Conduct Panel will determine only if a policy violation has occurred. If they determine a policy violation has occurred it will be given to the Dean of Student Life to review and make a sanction. The range of sanctions is set forth in the Code of Student Conduct.

Hearing procedures are as follows:

- A live hearing will be held as a part of the formal adjudication process. The hearing may be conducted with all parties physically present or, at the request of either party, participants may appear virtually, with technology enabling them to see and hear each other;
- The responding party, the reporting party, and their advisors will have access to any information that will be presented at the conduct meeting;
- Both fact and expert witnesses may be presented by either party;
- Legally privileged information (such as medical records) may not be used without that party's voluntary, written consent;
- Each party's advisor is permitted to cross-examine the other party and any witnesses in the live hearing directly, orally, and in real time;
- Cross-examination may be conducted by the party's advisor and never by the party personally;
- If a party does not have an advisor to conduct cross-examination, the college will provide an advisor to the party free of charge;
- Only relevant cross-examination and other questions may be asked of a party or witness; the hearing officer will determine whether a question is relevant, and explain any decision to exclude a question as not relevant, before a party or witness answers a cross-examination or other question;
- Questions and evidence regarding the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the alleged conduct, or concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent;
- An audio or audiovisual recording or transcript of any live hearing will be made available to all parties for review.

The reporting party and/or the responding party will have the option to appeal the decision and/or sanction as outlined in the Code of Student Conduct. All appeals are heard by the Appeals Committee. Please refer to the Appeals section in the Code of Student Conduct. The Appeals Committee is made up of faculty, staff, and students. The committee has been trained by the Title IX Coordinator and Dean of Student Life. Their decision will be conducted in an impartial manner and any committee member with a conflict of interest will not hear the case. The reporting party and/or responding party have three (3) days to submit a written appeal. Written notification will be provided to the reporting party and responding party regarding the final outcome. The Title IX Coordinator will be kept informed throughout the process and will review all findings to make sure they are compliant with policy.

The College will comply with law enforcement requests for cooperation and such cooperation may require the College to suspend the fact finding aspect of the Title IX investigation while the law enforcement agency is in the process of gathering evidence. The College will promptly resume its Title IX investigation as soon as notified by the law enforcement agency that it has completed the evidence gathering process. The College has an obligation to make reasonable efforts to investigate and address instances of sexual misconduct when it knows or should have known about such instances, regardless of reporting party cooperation and involvement.

#### VII. RETALIATION

No retaliatory action shall be taken against any person who shall make a good-faith report of alleged harassment, whether the report is shown to have been valid or not. The college will take strong responsive action if retaliation occurs. Anyone who is aware of possible retaliation or has other concerns regarding the response to a complaint of sexual misconduct should report such concerns to the Title IX Coordinator or to a Deputy Title IX Coordinator, who shall investigate the matter and make findings so the College can take appropriate actions to address such conduct in a fair and impartial manner.

Complainants (or reporting party) will be kept informed of the final decision in the disciplinary process and have the right to appeal a decision made by a judicial authority at any time in the process. As stated earlier in the Code of Student Conduct the complainant will have three (3) business days to write an appeal.

#### VIII. COMPLAINTS INVOLVING CULVER-STOCKTON COLLEGE EMPLOYEES

Complaints that involve an employee of Culver-Stockton College will be referred to the Human Resources Office. The Executive Director of Human Resources will lead the investigation and will consult with the Title IX Coordinator as needed.