



CAT TRACKER

STUDENT HANDBOOK

2026 - 2027

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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 20th 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 (now Sperry), 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. Dr. Palmer left C-SC in June 2023 and the Board of Trustees elected Dr. Lauren Schellenberger as the College's 28th president beginning in July 2023.

MISSION STATEMENT

We prepare students to Be Bold, Think Big, and Create Change through community engagement, global innovation, and experiential learning.

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).

Culver-Stockton College

Student Handbook 2026-2027

Hello, Wildcats! We are ecstatic to see what you accomplish and what impact you make on our campus over the coming academic year. To maximize your potential for success, you should start by getting involved and utilizing your resources. Students who are involved on campus (particularly those who join fraternities and sororities) have more meaningful College experiences, better graduation and academic outcomes, and lead more successful lives. Take advantage of the numerous Student Success offerings we have. Sometimes hearing a peer tutor explain a difficult concept in a different way can make a world of difference in your comprehension. Our entire team is here to support you. We want nothing more than for you to grow and develop. No matter the role, our entire staff team sees themselves as educators and our primary responsibility to prepare for you life beyond The Hill and to give you the tools, capacity, and resilience to achieve all of your goals.

Our team is committed to providing you with out-of-the-classroom experiences that prepare you to Be Bold, Think Big, and Create Change. Creating change starts with yourself. It is critical that you understand what your rights and responsibilities are as a C-SC student, which starts with a strong understanding of this document.

The C-SC Cat Tracker is a guide for you and lays out many expectations you have as a C-SC student. We strongly recommend you 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 Cats Go!

Dr. Rick
Ricky Kirby, PhD
Vice President for Student Experience

Disclaimer

Each student is responsible for the information contained in the policies in 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 Experience 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.

Academic Affairs

Preferred First Name Policy

Culver-Stockton College is committed to creating an inclusive and respectful environment for all members of our campus community. We recognize that how an individual refers to themselves is deeply personal, and support the use of a preferred first name that aligns with an individual's gender identity, cultural background, or personal preference. A preferred first name is a first name that an individual chooses to use, other than their legal or given name, to be addressed by in professional and social contexts within the organization. The Preferred First Name Change Request Form allows students, faculty, or staff to designate a preferred first name to use in some campus systems, documents, and communication. A student's last name will remain unchanged.

Culver-Stockton College reserves the right to deny or remove a preferred name if it contains inappropriate or offensive language or if it is used for the purposes of misrepresentation or fraud. A valid preferred first name is limited to alphabetical characters, a hyphen, and a space.

Please complete the form found on MyCulver in its entirety. Incomplete forms may delay processing.

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. Student email accounts are deactivated approximately three (3) months after you graduate, immediately from date of withdrawal/suspension, or thirty (30) days after academic suspension if no appeal. In all cases, the account will be deleted 20 days after deactivation.

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

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 or network for:

- Any activity which is illegal under federal, state, or local law or violates College policies
- Sending harassing email, texts, twitter, Facebook messages, etc.
- Using the College's systems or networks for commercial purposes; for example, by selling access to your User ID or by performing work for profit with College resources in a manner not authorized by the College.
- 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 others' computers
- Hacking into others' 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 IT 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. IT 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 hacking 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 transferable 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. The 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.

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 an experienced and dedicated coaching staff.

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 21 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, men's and women's cross country, cheer, dance, e-sports, football, men's and women's golf, women's lacrosse, men's and women's soccer, softball, women's flag football, men's and women's track and field and men's and women's volleyball.

Culver-Stockton's sports facilities are Ellison Poulton Stadium, Charles Field House, Himsl Field, Nichols Field, and Spring Lake Country Club. Athletics also oversees the J.E. & L.E. Mabee Recreational Center and intramural sports, which are available to all students.

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

The J.E. & L.E. Mabee Center is a 26,000 square feet recreation and wellness facility with a plethora of equipment and opportunities. The J.E. & L.E. Mabee Center houses 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 seven days a week per the academic calendar. Times may vary according to recognized holidays and breaks. Please see the announcements in MyCulver or on Wildcats Connect 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. Students can learn more about intramural opportunities on Wildcats Connect.

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

Student Experience

The Division of Student Experience consists of the following areas: Career and Internship Services, Chaplain, Dining Services, Counseling and Wellness Services, Residence Life, Student Conduct, Student Engagement, Fraternity/Sorority Life, OVW Grant Management, and Student Success.

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. We strive to engage students of promise to be leaders of positive change.

Campus Safety

The mission of the C-SC Campus Safety Department is to assist all members of the community in the safe and secure pursuit of a superb education by providing an environment that promotes individual responsibility and protects human rights. Staffed by a director with more than 26 years in law enforcement and four full-time safety officers, the C-SC Campus Safety Department covers our campus 24 hours a day, seven days a week during the academic year. Each residence hall is locked at all times with only its residents having keys to the exterior doors. Maintaining a safe campus community requires the cooperation of all community members, which includes not propping doors, reporting suspicious persons or unsafe items, adhering to College policies, and openly communicating with Campus Safety staff. The Safety Office is located in the Gladys Crown Student Center. The Campus Safety phone number, 573-288-6300, diverts to the staff cell phone when the officers are patrolling the campus.

Campus Safety policies can be found on page 52 of the Cat Tracker.

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 Kat Cook, Director of Career and Internship Services, via telephone at 573-288-6343, or e-mail at careercenter@culver.edu for more information.

Student Success

Student Success is located on the 3rd floor of Johann Memorial Library. The center helps students to achieve academic success through advising, academic support, and assisting students throughout their College career. Depending on each student's individual needs, they may be paired with the appropriate resources on campus including, but not limited to, an academic advisor, a Student Success coach, and/or a tutor.

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 two 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.

C-SC offers two 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

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.

Counseling & Wellness

The College recognizes that a student's emotional well-being has a profound impact on his/her ability to perform academically, adjust socially, and attain a high level of personal satisfaction in life. Students face many challenges that affect their ability to function optimally, including those related to adjustment to College, homesickness, study skills, time management, roommate conflicts, motivation, depression/thoughts of suicide, family, anxiety, alcohol or other drugs, eating disorders, relationships, and self-esteem. Students are also learning coping skills that are still being developed with life experience.

Counseling & Wellness Services provides short-term counseling focused on assessment, stabilization, and brief intervention. Students who schedule a 50-minute session with Counseling & Wellness Services should expect a referral to an appropriate community or telehealth provider following their initial counseling session if ongoing treatment appears likely to be needed. Students seeking ongoing or specialized treatment beyond three fifty-minute counseling sessions should expect to utilize community or telehealth providers.

If the Director of Counseling & Wellness Services determines that additional on-campus counseling sessions are clinically appropriate after the initial three sessions, those services will be provided at a rate of \$125 per 50-minute session. Students will be informed of the fee prior to scheduling any additional sessions and are expected to pay prior to their session. Counseling & Wellness Services may also provide wellness coaching and other non-clinical support services at its discretion. Students desiring confidential assistance with these or related problems should contact the Director of Counseling and Wellness Services on the lowest floor of Johann Memorial Library or at 573-288-6441.

Residence Life

Culver-Stockton College is dedicated to the development of residential communities focused on open communication, respect for others, and a sense of shared responsibility. Community living enhances student learning and supports personal and academic success. The situations that occur in a group-living environment provide valuable opportunities for students to grow in their knowledge of themselves and others.

Because of this belief, residence hall living is required of all full-time students. Exceptions to this policy are students who have dependents, are married or living with their parents or a legal guardian. In

addition, students aged 21 or older by September 1 of the academic year in question that do not receive institutional financial aid may choose to live off-campus. Junior and senior nursing students may also be given permission to reside off campus. Students may also appeal to the Vice President for Student Experience for exemption from our residential living requirement. All students residing on campus are required to have a meal plan. In addition, the majority of residence halls are equipped with some kitchen spaces, featuring microwave ovens, refrigerators, and stoves.

Culver-Stockton College has seven traditional residence halls and six Greek houses. Each traditional residence hall is staffed with undergraduate resident assistants (RAs), and each Greek chapter house is also staffed with undergraduate RAs. Each works to build vibrant and engaged communities, to provide individual students with assistance/support, and to make referrals to professional staff as needed. These students receive extensive training in the areas of community building, helping skills, referral options, emergency procedures, school policies, and recognition of student distress. Resident Directors also reside in traditional residence halls to provide oversight for both student staff and residents. These staff members serve as primary respondents to emergencies and incidents that occur after hours. Residence Life policies are detailed below.

Student Conduct

Living and studying in an educational community requires each of us to live within certain parameters and expectations. Students at Culver-Stockton College are expected to behave so as to bring honor and dignity to themselves and to their College by displaying the values of responsibility, civility, and accountability.

Responsibility: Students use good judgment in their decision-making.

Civility: Students are respectful and courteous to others at all times.

Accountability: Students accept personal responsibility for their actions, and they accept the consequences of their decisions.

Regulations concerning students' conduct are detailed in the Code of Student Conduct. Culver-Stockton College takes a restorative approach to student conduct, working with the student to identify better choices, acknowledge how their choices impact themselves, others, and their future, and work with the student to create a plan so that future violations are less likely to occur. Students found in violation of College policy may receive a written warning, community service requirement, probation, suspension, or other sanctions as described in the student handbook. It is expected that each student be aware of all policies and procedures listed in the Code of Conduct. Questions regarding the Code of Student Conduct should be made to the Director of Residence Life & Conduct.

Student Engagement

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 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 Engagement 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.

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 four 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.
- Delta Sigma Theta Sorority, 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

Student IDs

Please come to Gladys Crown Student Center #104 if you need:

- A Student ID
- Lost and found items
- Student mail questions and mailbox keys

- Assistance in getting involved
- Assistance in planning, promoting, and getting approval for events
- 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 \$25 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.

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 \$30 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 items not allowed on campus will result in the items being returned to sender and could result in disciplinary sanctions and/or notification of law enforcement if illegal items. 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 before leaving the College at the end of the year.

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 by visiting csc.campusgroups.com or via the Wildcats Connect app found on the Apple Store and Google Play Store. Students will need to log in with their Culver credentials to access the platform.

Dining Services

Dining Services Facilities and Policies

Culver-Stockton College Dining Services is the students' 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, students will grow in academic knowledge, work, and personal experience. Students can expect our friendly staff to help make this time enjoyable for them 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 in an all-you-can-eat format 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. Our menus and special meals are available through Nutrislice which can be accessed on the Wildcats Connect app.

Dining Hall Hours

Monday - Thursday:

Breakfast:	7:30 am – 9:30 am
Full Service Lunch:	11:30am – 1:30pm
All Day Dining:	1:30pm – 5:30pm
<i>Includes Salad & Fruit Bar, Sandwich Bar, & Soup Bar.</i>	
Full Service Dinner:	5:30pm – 7:30pm

Friday:

Breakfast:	7:30 am – 9:30 am
Full Service Lunch:	11:30am – 1:30pm
All Day Dining:	1:30pm – 4:00pm
<i>Includes Salad & Fruit Bar, Sandwich Bar, & Soup Bar.</i>	

Saturday:

Brunch:	9:00 am – 2:00 pm
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<i>Sunday:</i>	
Brunch:	10:00am – 1:00pm
Fellowship Table Dinner:	5:00pm – 6:00pm
Chef's Specialty Dinner:	6:00pm – 7:00pm

Cat's "Pause" Snack Bar

The Cat's "Pause"(CP) 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 students 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:	9:00am - 9:00pm
Saturday – Sunday:	1:00pm - 9:00pm

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. Students can grab it to go or stay and enjoy our panoramic view of downtown Canton and the Mississippi River.

Lab Cafe Hours

Monday - Thursday:	7:30am - 3:00pm 6:00pm - 9:00pm
Friday:	7:30am - 3:00pm

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. 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 the "Meal Plan" option to the left. *Please note that the default meal plan is the Culver-Stockton Plan (Option A).*

C-SC 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 the Dining Room, the Lab, some concessions at events, or the Cat's 'Pause' to purchase meals for yourself or for a guest. CSC Dollars are non-transferable, 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 students are getting low on CSC dollars they can use their credit card to add CSC dollars to their account. Log on to MyCulver, 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 the student's current CSC dollar balance must have less than \$25. Students may also add money to their card by contacting the Student Billing office in Henderson Hall, Room 208, calling 573-288-6492, or emailing studentbilling@culver.edu.

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 students to save their CSC Dollars and use their 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." Students may only redeem two meals per visit to the Cat's "Pause."

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 students are approved for a to-go meal, they must fill their container and leave the main dining room. Students 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.
- If a student has special dietary needs, please contact the Office of Access & Accommodations at accommodations@culver.edu and they will work with the student on accommodating their needs.
- Students must present their student ID to eat. This prevents others from claiming others' meals and depriving them of the meal plan they paid for. Students are the only ones allowed to use their 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 a student's ID is lost or stolen, report it to the Dining Services manager or cashier on duty. Students will have a maximum of three days to replace their ID with the Student Life office. After this period, students must pay cash for their meals until they 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 students to eat and drink as much as they want while in the dining room, but it must be kept within this area. This policy must be followed to maintain a cost-effective and efficient dining program.
- If a student is unable to attend a meal due to illness they may request a sick tray. A sick tray consists of gelatin, crackers, soup, and a beverage. To get a sick tray, have an RA or friend bring the student's ID to dining services during the normal meal period and a staff member will prepare the tray for them to deliver to the student.
- If students have a scheduling conflict or will be off campus during a meal period they may request a sack lunch with 24 hour notice. Please contact Isaac Ellison iellison@culver.edu or to make the necessary arrangements for a sack lunch.

Working in Dining Services

There are great employment opportunities for a variety of shifts in the cafeteria or in the CP. All Dining Services employees must work at least a three hour shift that is pre-approved by a member of the Dining Services Leadership Team. Students will hone their time management skills while receiving some basic culinary training. Check out the Career Services on-campus student employee job board for more information.

Culver-Stockton Dining Services 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 email Isaac Ellison at uellison@culver.edu with any feedback about your dining experience.

STUDENT EXPERIENCE 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 students, 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 Vice President for Student Experience 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 Vice President or their designee. 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. This information will be available in Wildcats Connect and utilizing the College's other promotions avenues (flyers, digital monitors, etc.). All demonstrations will be conducted in a designated area(s) and within the time limits established by the Division of Student Experience. 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 and are not to be interpreted as a position of Culver-Stockton College.

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 submitting their immunization records to their admission counselor or 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 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 Residence Life (reslife@culver.edu or Gladys Crown Student Center 104). 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 Experience 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 should submit their reasoning, steps took to understand each disease/illness, and note their understanding that if an outbreak were to occur on campus, there will be additional measures the College must take to support a healthy community.

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.

Noxious Odor Policy

All members of the Culver-Stockton College 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, e-cigarettes, vapes, 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. Recordings made for the sole purpose of reporting policy violations to College officials or law enforcement may be exempt

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 accommodations@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.

RESIDENCE HALL POLICIES AND PROCEDURES

Residency Requirements

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 off campus.

A request of exception to those listed above, such as student teaching or internships should be discussed with the Director of Residence Life & Conduct prior to making any plans. If a student wants to appeal to live off campus (not at their parent's home) and keep their institutional aid, they must file an appeal with the Financial Aid Office. Institutional aid may be reduced for students allowed to live off campus. Appeals of decisions concerning exceptions to the housing policy should be sent to reslife@culver.edu.

By signing a housing contract, all students agree to observe all College policies, including those listed on the housing contract, this handbook and the Academic 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,
- Unauthorized 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,
- Use/possession of vaping products or electronic cigarettes 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 Resident Directors 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 Experience 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 Accessibility and Accommodation Services. *Residence Life cannot make any accommodations without approval from Accessibility and Accommodation Services.*

The College reserves the right to refuse any accommodation if a request for a reasonable accommodation or reasonable modification was not made by or on behalf of a student with a disability, or if there is no disability-related need for the request, and/or if it would impose an undue financial and administrative burden on the student housing provider or would fundamentally alter the nature of the provider's operations.

Alcohol and Drugs

Students of legal age are permitted to possess and consume alcohol in their rooms within certain specific parameters. There is no alcohol allowed in freshman housing, regardless of the residents' age. Culver-Stockton College is also a drug-free campus. Please review the Culver-Stockton College Alcohol & Drug Policy located in this document.

Should a resident need to be administered naloxone (Narcan) to reverse the effects of an opioid overdose, please contact the RA on duty or Campus Safety. Additional information can be found in the Alcohol/Drug Policy section of this document.

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 Experience staff, or Campus Safety, and disposed of. 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 Office of Student Engagement, for approval 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 Director of Residence Life & Conduct. 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 Director of Residence Life & Conduct 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.

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. Fines and other charges are placed directly on students' accounts. Disputes can be sent to reslife@culver.edu.

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 Campus Help Desk Request found on

MyCulver. 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 Residence Life upon move out or a room change. Students may not exchange keys with other students to facilitate a room change. Doing so will result in a \$250 fine. These keys remain the property of the College and may not be duplicated. A lost or stolen key must be reported expediently to a Residence 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 \$100. The charge for replacing a lost mailbox key will be \$25. 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 pm 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 pm 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 pm 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 found on Wildcats Connect. Students will receive advance notice via their Culver email address and on Wildcats Connect of when these requests must be made. Daily charges (starting at \$25) 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 may also have the opportunity to live on campus over the summer. However, to be eligible for on-campus housing during the summer, students must meet one of the following criteria:

- Enrolled in at least 3 credit hours for the summer semester at C-SC
- Employed in an on-campus job
- Employed in the local area
- Internship in the local area
- Demonstrated housing insecurity or special circumstances as determined by the Director of Residence Life & Conduct

On-campus jobs can typically be found in the following departments: Residence Life, Mailroom, Facilities, Information Technology, Mabee Center, Dining Services, 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. 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 submit the summer housing request form on Wildcats Connect.

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, Residence 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. It is critical that all damages are reported immediately so that Residence Life can determine who is responsible.

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 a 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 term. Students must complete a new RCR for any room changes that occur throughout the year or they will be held responsible for all damages to the room.

Community damages

Damages that occur in common spaces of a residential area (bathrooms, lounges, stairwells, etc.) 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.

Fines and Fees

Note: prices are subject to change based on market value, seriousness of damage, and repeated violations. Appeals of room damage fines need to be submitted to the Director of Residence Life & Conduct by June 15th, 2026.

<u>Violation/Description</u>	<u>Charge</u>
Additional cleaning during break	\$50 minimum
Additional cleaning, trash removal, and abandoned items	\$100 minimum
Alcohol/empty containers	\$50
Bathroom cleaning	\$75 minimum
Candles/incense per Incident	\$50
Carbon monoxide alarms-removal or tampering	\$250
Extended stay	\$50 minimum
Failure to defrost/clean refrigerator at checkout	\$50
Failure to vacate during emergency/fire alarm	\$100
Health/hazardous substance fee	\$100
Improper checkout	\$75
Improper room layout at checkout	\$125
Improper space change	\$250
Lockout charge (each time after 3 times being keyed in)	\$15
Lost key requiring recore	\$125
Lost key not requiring recore	\$50
Removal or relocation of public furniture	\$200 minimum
Smoke detector removal/tampering	\$250
Unauthorized appliances	\$75
Unauthorized pets (additional cleaning charges may apply)	\$300 minimum
Unauthorized propping of exit doors	\$50
Window screen removal/replacement	\$200
Fire extinguisher removal/tampering	\$200
Bathroom cabinet or counter repair	\$200 minimum
Bathroom drawer repair	\$100 minimum
Blind repair/replacement	\$175 minimum
Carpet (cleaning, stains, small tears) less than 1 square foot	\$40 minimum
Carpet (cleaning, stains, small tears) between 1 and 4 square feet	\$100 minimum
Carpet (cleaning, stains, small tears) greater than 4 square feet	\$160 minimum
Damaged furniture in common areas	\$150 minimum
Damaged room furniture	\$100 minimum
Mattress replacement	\$300 minimum
Damaged light fixture	\$125 minimum
Wall/ceiling damage (paint and drywall)-less than 1 square foot	\$75 minimum
Wall/ceiling damage (paint and drywall)-1 square foot to 4 square feet	\$125 minimum
Wall/ceiling damage (paint and drywall)-greater than 4 square feet	\$200 minimum
Towel rack replacement/repair	\$75 minimum
Toilet paper holder	\$75 minimum
Mailbox key replacement	\$25

Mandatory Meetings

All resident students are required to attend a mandatory hall meeting in both fall and spring semesters. 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, e-cigarette, vapes, 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 including fines and may be charged for any cleaning needs (carpet or floor cleaning, etc.).

Emotional Support Animals (ESAs)

Students may request to have an Emotional Support Animal (ESA) on campus, however, no ESA may be kept in College housing at any time prior to the individual receiving approval as a reasonable accommodation pursuant to this policy. A request must be initiated by the student registering for disability accommodations with the Office of Student Success. Accommodation requests are due by March 1 to be considered for the fall semester and November 1 for the spring semester; exceptions can be made if a student has received a new diagnosis during the academic year. Accommodation requests must be reapproved each academic year. All required documentation must be submitted prior to the ESA moving into College housing. If a student is found on-campus with an unapproved animal, the student must remove the animal immediately and will be referred to the Student Conduct process.

Residents with Emotional Support Animals (ESAs) will live in Sperry Hall and Weldon Hall. ESAs must be registered and approved each year by filing the correct paperwork with Accessibility and Accommodation Services. This does not guarantee a single room. ESAs should be in the control of their handler (the resident) at all times. ESAs 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. Accessibility and Accommodation Services can be contacted at accommodations@culver.edu 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 pm each weeknight (Sunday-Thursday) to promote restful sleep and study. Quiet hours will begin at 12 am (midnight) on Friday and Saturday evenings. Quiet hours end each morning at 10 am, 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.

Housing and Food Charges

The student agrees to pay housing and food charges for the academic year as outlined in the financial information section of the College catalog. Housing and food charges for the academic year are payable

to the Administration & Finance Office. All resident students are required to purchase a campus meal plan. A student may change their meal plan between the fall and spring semester, and may select a different meal plan for the semester up through the second week of classes.

Culver-Stockton College has implemented differential pricing for residence halls. Buildings/rooms with fewer amenities will be available at lower rates than those with more amenities. This will allow you to tailor a financial package that works best for you and your family.

Use of Halls

Residence 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 Director of Residence Life & Conduct.

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 (one per room), coffee pots, candle warmers, microwaves, electric tea kettles, rice cookers, crock pots, etc.

Prohibited Appliances: air fryers*, instapots, pizza ovens, deep fryers, 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.

*Air fryers can be used in common area kitchens, but cannot be plugged in or used in residence hall rooms.

Room Furnishings

Residents may not paint, hang wallpaper with residue or otherwise alter their room structure. This includes hanging shelves, hooks, or mirrors. If these items are in the room when the student moves in, they must report it on the RCR or they could be fined for this at closing. Anything that will cause damage to rooms when decorating should not be used, including thumbtacks. We recommend using poster putty, Command strips, or 3M adhesive to hang decorations. Caution must be used when removing hanging items so as not to damage the wall. LED light strips usually cause damage to the wall and if they do, residents will be charged. Bed risers are permitted but set up is the responsibility of the resident and all liability related to incidents involving bed risers rests with the resident who owns/set up the risers. Large furniture such as couches, beds, desks, etc. are only permitted if approved by the Director of Residence Life & Conduct. 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 useful and 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 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 conduct 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 Office of Residence Life attempt to move one or both students.

Room Changes

The College reserves the right to reassign students to a different room or building when it is deemed necessary by Residence Life staff. Students may not change rooms without the permission of the Office of Residence Life. Before a student may change rooms due to an issue with a roommate, 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).
3. The student has communicated with the roommate about their problem, whenever possible.

Students may request room changes beginning on dates designated by Residence Life each semester. Room change requests will be accepted through the end of the sixth week of classes each semester. Students who request a room change after this period has ended may be subject to a \$250 room change fee.

Please note that RA's cannot approve room changes. This is a process that must be completed through the Office 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 \$250 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 moving for the spring semester will be responsible for removing all items from their room and properly checking out with their RA. Students who do not complete their room change in accordance with these regulations will be subject to a minimum \$250 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 \$250 fine. Key switches must be handled in the Office of Residence Life 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 \$200 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 \$1250.00 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 Office of Residence Life. Spaces designed to accommodate only one resident may also have an additional charge.

Single rooms are allocated at no additional cost only to students with approved housing accommodations. All housing accommodations must be filed with Accessibility and Accommodation Services. All single rooms are contingent upon available space. *Residence Life cannot make any accommodations without approval from Accessibility and Accommodation Services.*

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 attempt 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 \$1250.00.

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 communication in advance of this process via email and Wildcats Connect and receive an enrollment form with an assigned lottery number through their Culver-Stockton emails. Lottery numbers are assigned to students using 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. 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 the Office of Student Engagement and Office of Residence Life. 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 are 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 plan 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.

Housing Refunds

For housing contracts that are approved terminations, a refund may be considered for the resident in accordance with the tuition, housing, and food 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 possession and 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

2026-2027 Residence Life Calendar

Residence Halls and Greek Houses

Fall Semester 2026

Friday, August 7th

Residence halls and Greek Houses open for Dining Services student workers, football, cross country, soccer, and women's volleyball

Thursday, August 14th

Residence halls open for marching band, cheer and Blessing Rieman nursing students

Thursday, August 21st

Residence halls open for new first-year and transfer students to check-in and new commuter students check-in

NOTE: All new students must be here on August 21st due to required activities that start occurring that day.

*Thursday, August 21st-Friday, August 22nd (date/time TBD)

Mandatory safety program in residence halls and Greek Houses for all new first-year and transfer students

Sunday, August 23rd

Returning commuter and residential students check in

*Monday, August 24th-Friday, August 28th

Mandatory all hall program/meeting in residence halls and Greek Houses for all residents

Monday, August 24th

Fall 12-week classes begin

Saturday, November 21st

Residence halls and Greek Houses CLOSE at 6 pm for Thanksgiving Break

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

Saturday, November 21st – Sunday, November 29th: Thanksgiving Break

Residence halls and Greek Houses OPEN at noon on November 30th.

Monday, November 30th

Fall 3-week classes begin

Friday, December 18th

Residence halls and Greek Houses CLOSE at 6 pm for Christmas Break

Saturday, December 19th – Sunday, January 10th: Christmas Break

All students must make alternate housing arrangements during this time.

*Attendance at mandatory programs/meetings is required. A fine may be assessed for those who do not attend.

Spring Semester, 2026

Sunday, January 10th, 8 AM

Residence halls and Greek Houses OPEN for the spring semester.

Monday, January 12th

Spring 12-Week classes begin

*Monday, January 11th – Friday, January 15th (date/time TBD)

Mandatory all hall meetings will occur during this week.

Friday, February 28th

Residence halls and Greek Houses CLOSE at 6 pm for Spring Break

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

Saturday, March 6th – Sunday, March 14th: Spring Break

Residence halls and Greek Houses OPEN at noon on March 14th

Thursday, April 22nd

Spring 3-week classes begin

Saturday, May 15th: Semester Ends

Residents NOT involved with Commencement must check out for the summer by 6 pm

Sunday, May 16th: Buildings close for summer

Residence halls and Greek Houses CLOSE at 6 pm All remaining residents must check out of their space by 6 pm

*Attendance at mandatory 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

Campus Safety

The Culver-Stockton Campus Safety Department staff includes a director, and 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.

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 residents.

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
- Littering

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 pm and ends at 7 am On the weekend open parking begins Friday at 5 pm and ends Monday morning at 7 am.

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 \$95.00. Stone Residence Hall reserved parking permits are \$95.00. 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
- Stone Hall Only (violation) - \$40.00
- Fire Lane - \$40.00
- Yellow Zone - \$40.00
- Handicap Zone - \$120.00
- On Sidewalk - \$40.00
- On Grass - \$40.00
- No Valid Sticker - \$60.00
- Blocking Road/Dr. - \$40.00
- Parked in Two Spaces - \$40.00
- Littering - \$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 Director of Residence Life & Conduct 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 and the south 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 risks.

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.

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. You must provide your own lock (combination or keyed). However the College reserves the right to open the lockers by any means including but not limited to cutting off the lock.

If you wish to use one of these lockers, please go to Campus Safety and have one assigned to you. The lockers are free (as long as there is no damage and abuse) and are issued on a first-come, first-serve basis. At the end of the school year if the lock has not been removed it will be taken off and destroyed. The College is not responsible for the cost of replacing the lock.

Lockers are good for the academic year they are issued. All lockers must be cleaned out by the 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.

Theft/Loss Statement

Lock your doors! Residents have the tendency to leave room doors open while they run to the bathroom, shower, water fountains, 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.

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

Recreational equipment, including but not limited to bicycles, skateboards, electric and self-propelled scooters, roller skates/blades, etc., may be used for transportation purposes only and cannot be used inside of buildings or on sidewalks. The College reserves the right to prohibit any behavior that can damage property or cause personal injury.

Ponds on Campus

Students may not enter the ponds on campus. Swimming, skating, etc. are strictly prohibited.

Culver-Stockton College Campus Fishing Policy

The Culver-Stockton College Campus Fishing Policy aims to promote responsible fishing practices while ensuring the conservation of natural resources and the safety of the campus community.

Fishing Regulations:

1. Fishing on the Culver-Stockton College campus is only available to Culver-Stockton College students and employees. Family members of enrolled students and employees are permitted to fish as long as the C-SC student or employee is with them. Children 12 years old and under are encouraged to wear an approved USCG flotation device while near the water. Employees and students are responsible for the conduct, compliance, safety and actions of their guests.
2. For safety purposes, fishing is permitted in all ponds on campus with the exception of the pond with the fountain which is located just west of Zenge Hall.
3. A valid Missouri fishing license is required and must be produced upon request in order to fish. All anglers must be aware of and comply with state fishing regulations.
4. Fishing is permitted during the following times:
January-February : 7 am to 5 pm
March-October: 7 am to 7 pm
November-December: 7 am to 5 pm
5. No fishing during inclement weather. No ice fishing is permitted.
6. Fishing is only allowed from the bank. No boats, watercrafts, swimming, or entering the water is allowed.
7. Fishing is only allowed using a rod and reel. Cast nets are prohibited. No trotline or any other type of set hooks are allowed. Use of traps or any illegal fishing equipment is prohibited.
8. Fishing is catch and release only. Use of barbless hooks is strongly encouraged to minimize harm to fish.
9. Please dispose of all trash and fishing line properly in designated receptacles to prevent littering and harm to wildlife.
10. No alcoholic beverages, drugs, or firearms are allowed.
11. Campus Safety will enforce fishing regulations and issue warnings or fines for non-compliance. Persistent violations may result in suspension of fishing privileges. All fishermen are expected to be courteous and respectful at all times.
12. Fish at your own risk. Culver-Stockton College assumes no liability for personal injury, property damage, or loss of personal belongings related to fishing activities.

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.

Weapons and Fireworks

Dangerous weapons, (including, but not limited to: firearms, fireworks, flammable liquids, knives and other unauthorized dangerous objects) are not permitted in student rooms, administrative buildings, athletic facilities, in the residence halls, parking lots, vehicles or any place located on College owned properties.

The use and possession/carrying of weapons and fireworks is prohibited at both on and off campus sponsored events. A weapon is defined as any object that is designed to cause injury or shoot a projectile. This includes but is not limited to paintball guns, airsoft, splatter guns, blowguns, pellet/BB guns, archery equipment, knives with blades over four inches, and ammunition. Residents, commuters, employees, and visitors caught having weapons or explosives on College property will be subject to disciplinary action and/ or immediate removal from the campus. If any College employee or student comes upon a weapon, then they must contact Campus Safety immediately.

As a private institution, Culver-Stockton College bans anyone with the exception of a law enforcement official from possessing concealed weapons(CCW) or possessing weapons on all its properties and into any of its owned buildings. If a weapon is recovered on College property, it will be rendered safe (unloaded) by the Director of Campus Safety or a law enforcement official. After law enforcement has deemed the weapon legal for possession by the owner/possessor, then a Campus Safety or law enforcement officer may take possession of such items.

These items will be placed and secured into two separate safety lockers that are located on campus. The weapon and ammunition will be secured separately from each other in these two lockers. The weapon and ammunition will be released to a responsible party only by the Director of Campus Safety or their designee. If the Director of Campus Safety is not available, then the designee will have law

EMERGENCY PROCEDURES

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.

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 instructions on how to respond to the emergency in progress. No special requirements are needed to receive this emergency message.

Emergency Email

In some instances, C-SC will send emergency information via email 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 at extension 6300.

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 ACE (alert, contain, extinguish). Use the acronym for general fire response and evacuation procedures.

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. Evacuate to the designated meeting location for the building you are occupying and remain until contacted by campus safety or emergency personnel. At all times walk, walk quickly – do not run. Notify others as you exit the building.

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.

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.

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.

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
Weldon Hall	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

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.

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 tornadoes 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 EMail. 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 doors 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, tornadoes can form with little or no advanced warning. Tornadoes can occur anywhere or anytime of the year. Tornadoes 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 tornadoes 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!

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.

STUDENT ORGANIZATIONS & CAMPUS INVOLVEMENT

POLICIES AND PROCEDURES

Campus involvement is a vital part of learning and success in College. Student organizations are an important way 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.

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 Office of Student Engagement. Please contact the Director 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 throughout 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 approval through the Director of Student Engagement or the Vice President for Student Experience. 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. Flyers are not permitted to be taped on windows without permission, 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 Director of Student Engagement for these materials.
- **Staff Assistance**
 - Through the Student Engagement 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 Engagement 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 Director of Student Engagement in the Student Engagement Office.

Here is a list of items to consider when starting 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).

Returning Student Organization Registration

In order to be considered a registered student organization for the current academic year, each organization must have an up to date roster in Wildcats Connect. 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 Director of Student Engagement in the Student Engagement Office. If you are a fraternity or sorority, you must upload the most recent copy of your Certificate of Insurance.

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 an event. Student organizations can request a space in MyCulver.

To reserve a space, student organizations are to complete 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 for approval. The person requesting the space will receive an email with the approval or denial.

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.
 - Reservations will be confirmed or denied by the Director of Student Engagement in Wildcats Connect. Reservations are not guaranteed until you receive an email confirmation.
- Spontaneous use of the fire pit may be permitted but must be approved by Campus Safety. For approval, please visit the Campus Safety Office in the Gladys Crown Center, or call 573-288-6300.

Public Safety Regulations regarding the Fire Pit:

- The Director of Campus Safety or Student Engagement 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 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:

- If the fire department is called for any reason the sponsoring group/individual is responsible for paying all costs incurred from the call.

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. 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 Director of Student Engagement gives prior approval.

In addition to receiving prior approval, 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 Vice President for Student Experience & 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 Director of Student Engagement. Any person attempting to sell any item on campus should be reported to the Vice President for Student Experience. Raffles are not permitted by students or student organizations.

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 Director of Residence Life and Conduct.

Registered student organizations are allowed to solicit membership and other sign ups with prior approval from the Director of Student Engagement. Any non-College solicitation which is non-fiduciary (ex: church solicitation, giving out free items, etc.) must be approved by the Office of Student Engagement. 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 Director of Student Engagement and signed by the College's Chief Financial Officer 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 Director of Student Engagement to discuss obtaining the rights for the movie.

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. 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. An event is not approved until final approval is indicated in Wildcats Connect.

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 Director of Student Engagement before being placed up around campus. The Division of Student Experience has full discretion in approving flyers and banners. Flyers can be submitted through approval via the "Flyer Approval Form" in Wildcats Connect.
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.
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), 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 and banners may not be placed on top of existing materials on the College's bulletin boards or walls.
8. Posting is not permitted on trees, benches, trash cans, or campus exteriors.
9. 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 Director of Residence Life & Conduct.
10. 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 Director 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 Experience; 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 Office 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, even 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 Isaac Ellison at iellison@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 do so.

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 Director 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 Office of Student Engagement.

Sanctions for Organizations

Sanctions for organizational violations of policies will be dealt with in accordance with the Organizational Sanctions section of the College's Code of Conduct.

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 in 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 Director 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 Director of Residence Life and Conduct 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 Director of Residence Life and Conduct. 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. The Conduct System at Culver-Stockton College is based upon restorative practices centered on the needs of the individuals harmed, those who caused harm, and the overall College community. The utilization of restorative practices helps build a sense of community by:

- Providing a means to repair harm
- Encouraging impacted individuals to resolve issues through dialogue
- Helping people to achieve a common understanding
- Collectively reaching an agreement about resolving a conflict, and
- Positively moving forward

A student who is accused of behavior that has harmed the College community shall be notified in writing of the allegations and the date and time of an administrative hearing with the Director of Residence Life & Conduct, his/her designee, or the Conduct Panel. The Conduct Panel is composed of faculty and staff with the Director of Residence Life and Conduct 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.).

At the administrative hearing, the situation will be discussed, the student will have the opportunity to offer an explanation or defense and options for restorative practices to repair the harm experienced by the College community will be explored. Within 5 business days after the administrative hearing, the student shall be notified in writing of the findings regarding the allegations and of any restorative measures to be taken or discipline that is imposed.

Students may appeal a decision/outcome to the Vice President for Student Experience.

Cases can be reviewed by the Vice President for Student Experience on the following grounds:

- 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.

Appeals must be filed with the Director of Residence Life and Conduct by no more than three business days after a conduct finding has been sent to the student.

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, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information, marital status, or any other classification protected by law. 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 may be 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 Director 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 and representatives of the College and subject to student policies.

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.

The Culver-Stockton Code of Conduct applies to all students while they are enrolled, whether they are on campus or off-campus. The College reserves the right to take disciplinary action against any student involved in off-campus activities or behaviors that violate the Code of Conduct.

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 offenses 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.

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 during school 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 (Campus Safety or Student Experience staff) will be present if such a search is made. The student may be present, if possible, during the search, however it is not required that the student be present.

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 alleged disciplinary and/or criminal 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 Director of Residence Life and Conduct. All complaints will be investigated and outcomes will be kept on file in the Vice President for Student Experience's Office. 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 Director of Residence Life & Conduct 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>.

SARA Student Complaints

Students residing in a SARA member state who are enrolled in distance education at Culver-Stockton College may file a complaint with the Missouri Department of Higher Education & Workforce Development (the Missouri State Portal Entity). These students also have the right to reach out directly to the State Portal Entity (SPE) for their home state. For a complete list of State Portal Entity contacts and further information on the SARA complaint process, students should visit the NC-SARA website at: <https://nc-sara.org/state-portal-entity-contacts/>.

Enforcement

The primary interpretation of the Student Bill of Rights will be decided by the Senior Leadership Group.

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, 7) policies for addressing missing students, and 8) hazing incidents. The complete copy of the report is available in the Office of Campus Safety Office 201, 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 63435.

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, housing and food 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 Vice President for Student Experience 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.

Definitions

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 Director of Residence Life & Conduct. .
- 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 Director of Residence Life and Conduct 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 Director of Residence Life and Conduct to impose sanctions upon students found to have violated the Student Code.
- The term "Appellate Board" means any person or people authorized by the Director of Residence Life and Conduct 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 Director of Residence Life and Conduct is 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 Director of Residence Life and Conduct 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 Director of Residence Life and Conduct. The Director of Residence Life and Conduct will also develop policies for the administration of the conduct program and procedural rules for the conduct of hearings which are consistent 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, gender identity, 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, panty 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. 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.

7. Bad Checks

Failure to clear within thirty (30) days after notification a check returned for insufficient funds by a local business or the College.

8. Inciting

Inciting others to commit acts of the kinds herein prohibited.

9. Retaliation

Culver-Stockton College prohibits retaliation against any person in any situation up to and including instances of or complaints 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 in any form is strictly prohibited including harassment/retaliation conducted via social media platforms.

10. 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, violations of the College's parking policies, the use of College facilities, regulation of time, place and manner of meeting or assembly.

11. Other Violations

Violation of any College policy as listed in the Academic Catalog or the Cat Tracker.

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 Director of Residence Life and Conduct 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 Director of Residence Life and Conduct (or a delegate or conduct panel) upon any student who engages in any prohibited conduct, as such is defined above or found to be in violation of the spirit of the law, and in the event that a constituted judicial body cannot be convened or in the case of special or unusual circumstances, the Director of Residence Life and Conduct 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 Director of Residence Life and Conduct or his or her designee for final determination.

The prohibited conduct stated in the Code of Conduct 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 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 on social media. Students should make sure that they are not creating a hostile or discriminatory environment for another student, faculty member, staff member, or any member of the campus community with gossip, threats or accusations. Such behavior could be a violation of the Code of Conduct.

Additionally, students should be very careful when posting about any conduct proceedings as some courts have held individuals liable for defamation and libel.

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 may be imposed. 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 Director of Residence Life & Conduct 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 for Individual Students

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 Director of Residence Life and Conduct. 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 Director of Residence Life and Conduct 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 Director of Residence Life & Conduct 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 the Vice President for Student Experience within three (3) business days of the decision. Appeals shall be in writing and shall be delivered to the Director of Residence Life and Conduct.

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 Vice President for Student Experience, the matter shall be remanded to the original judicial body and the Director of Residence Life and Conduct 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 Director of Residence Life and Conduct 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 (i.e. Title IX cases), the Director of Residence Life and Conduct 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. A panel of College administration (Senior Leadership Group) may hear the case in person or via Zoom.

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 circumstances 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, but are not limited to:

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 CCollege 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 individual student accounts.
4. Restitution
Reimbursement for damage to, destruction, or misappropriation of property, as well as compensation for personal injury.
5. Educational or Counseling Requirements
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 parents or 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 academically-related issue, including failure to attend classes regularly.

12. Deferred Suspension

A student found responsible for a more severe Code of Conduct violation may be placed on deferred suspension. The initial length of a 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 Director of Residence Life & Conduct 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 Director of Residence Life & Conduct 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.

Academic Conduct Appeal Process for Student Conduct Issues

In the case of student conduct issues within an academic setting, a first offender will meet with the Provost/Vice President of Academic Affairs and will be subject to sanctions imposed by the Professor. The student may appeal those sanctions to the Provost/VPAA who will review and determine if the sanctions appear to be reasonable given the evidence of student academic dishonesty conduct. In any case in which academic dishonesty is determined to be egregious in the judgment of the Provost/VPAA, the case may be referred to the Student Conduct Panel for a first offender.

Any student who is reported for a second or subsequent academic dishonesty act, will appear before the Academic Student Conduct Panel. The student will be asked to appear in person, and refusal to appear may be judged to be an additional offense of academic dishonesty. The panel will review any evidence provided by the faculty submitting the case as well as review and hear from the accused student. The panel will also be provided with the evidence and circumstances surrounding any previous academic dishonesty violations. The panel will determine whether it is more likely than not the student did commit academic dishonesty and determine appropriate sanctions, which may include such items as:

1. A letter of apology to the faculty or staff member under whom the student committed an act of academic dishonesty;
2. Creation of presentation that can be shared regarding the appropriate actions for students to avoid academic dishonesty;
3. Research and writing on a topic concerning an act of academic dishonesty to demonstrate a clear understanding of the topic;
4. Community service hours.

Appeal of Academic Dishonesty decisions will be made as follows:

1. An appeal of any decision by the Provost/VPAA on any case of academic dishonesty may be requested by sending the appeal in writing to provost@culver.edu stating the reasons for the appeal.
2. The appeal will be heard by the full Academic Standards Committee.
3. Both the student and the faculty/staff member submitting the academic dishonesty accusation will have the right to submit evidence to the committee or to appear in person.
4. Except as required to explain the basis of new evidence, an appeal shall be limited to a 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 academic dishonesty was committed 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 occurred.
 - To determine whether the sanction(s) imposed were appropriate for the academic dishonesty 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.
5. If an appeal is upheld by the Academic Standards Committee, the matter shall be remanded to the Provost/VPAA for assuring the completion of sanctions. The decision of the Academic Standards Committee shall be final and binding.

Organizational Hearings and Sanctions

Any member of the College community may file a complaint against any student organization for misconduct. Complaints shall be prepared in writing and directed to the Director of Residence Life & Conduct. 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 organization is faced with a complaint of prohibited conduct:

1. The student organization shall be notified of the complaint in writing. These will be sent to the student organization faculty/staff advisor and to the president's Culver email address. It is the responsibility of all students to check their Culver email on a regular basis;
2. The student organization shall be referred to the appropriate document regarding his/her rights and responsibilities;
3. Hearings for alleged violations of policies by student organizations are conducted by the Director of Residence Life and Conduct or by the conduct panel. In the case of fraternities and sororities, a judicial body for Interfraternity Council or Panhellenic Council may review cases. If the Interfraternity Council or Panhellenic Council's judicial body is not functioning, the Coordinator of Student Engagement or Director of Residence Life and Conduct will act as the judicial body. The Director of Residence Life and Conduct may also override or conduct organizational judicial hearings for organizations who have repeat violations or violations of a nature deemed to pose a health or safety risk to the College community.
4. The organization shall be permitted to present witnesses.
5. The organization's advisor may be present at the hearing. The advisor's role is to provide private advice and counsel to the student during the hearing, but the advisor will not be allowed to address the Hearing Board, the Judicial Officer, or otherwise participate in the hearing.
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 organization violated the Student Code;
7. The student organization 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 organization has the right of appeal.

Appeal Process for Student Organization Conduct Issues

A decision reached by the judicial body or a sanction imposed by the administrative hearing officer may be appealed by the accused student organization to the Vice President for Student Experience within three (3) business days of the decision.

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 Vice President for Student Experience, the matter shall be remanded to the original judicial body and the Director of Residence Life & Conduct for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s). The decision of the Vice President 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 organization. Instead, following an appeal, the Director of Residence Life & Conduct may, upon review of the case, reduce, but not increase, the sanctions imposed by the judicial body.

It is the responsibility of the judicial body to make a recommendation 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 Director of Residence Life & Conduct (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.

A student organization may be held responsible for the actions of those affiliated with the organization, including but not limited to: one or more of its members (active or inactive), new members, former members, alumni, guests, contractors, and agents if action on behalf of, in the interest of, or as affiliates of the student organization. Every student organization has the duty to take all reasonable steps to prevent violations of College policies, and federal, state, and local laws or ordinances. Each student organization is expected to educate its members regarding any of their own risk management policies and all applicable College policies and federal, state, or local laws or ordinances.

In determining whether a student organization may be held collectively responsible for the individual actions of its members, guests, contractors, and/or agents, all of the available factors and circumstances surrounding the specific incident will be reviewed and evaluated. There is no minimum number of student organization members who must be involved in an incident to determine group responsibility. A student organization may be subject to review under the provisions of this Code for activities not sponsored by the student organization where persons present or responsible for the activity are members or guests of members of the student organization.

Misconduct on the part of the student organization may be addressed when factors including, but not limited to the following are found:

1. Members of the student organization (active or inactive), new members, alumni, former members, agents, contractors, or guests act together to violate the Code of Conduct or student organization policies; or
2. Officers or members of a student organization are present at a student organization - sponsored, financed, or otherwise supported activity or event; or
3. Student organization leadership had knowledge or should have had knowledge of the event, or planned unlawful conduct and/or conduct in violation of the Code of Conduct or student organization policies before it occurred and failed to take preventative or corrective action or failed to stop unlawful behavior as it occurred at such event; or
4. An event or conduct in violation of the Code of Conduct or student organization policies occurred on premises and/or transportation owned, operated, controlled, or rented by the student organization; or
5. A pattern of individual violation(s) occurred and/or continues to occur without adequate control, response, or discipline on the part of the student organization or its leaders; or
6. The student organization or members interfere with the investigation or conduct proceedings of any individuals who are members (active or inactive), new members, alumni, former members, agents, contractors, guests, of the student organization.

Any of the following sanctions may be assessed to an organization found guilty of a policy violation, but are not limited to:

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.

Any discipline or financial sanctions against an individual or an organization may take into consideration previous violations by the individual or a pattern and practice of similar violations by an organization that are either committed by the same group of members or are part of a culture within the organization that has been ongoing and continuous. Repeated policy violations may result in progressive sanctions.

Interim Withdrawal that is not Conduct Based

As mentioned previously in the Code of Conduct, the Director of Residence Life & Conduct 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 Director of Residence Life & Conduct 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 Director of Residence Life & Conduct must approve all recommendations for a College-initiated interim withdrawal. This committee will include the Director of Residence Life & Conduct, Director of Counseling and Wellness, Vice President for Student Experience, and the Director of Residential Life. The Director of Residence Life & Conduct may appoint other staff as appropriate. Once documented and approved by the 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, but are not limited to:

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, mental, or physical health issues that inhibit their ability to succeed 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.

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 of 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 whether or not 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 harmful
- 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 students must complete an alcohol education program prior to or during the completion of their first semester at C-SC. Those students of legal age who do not complete the alcohol education program will be considered in violation of the campus alcohol policy if found with alcohol, regardless of their age.

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 are 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.

Students should seek assistance when there is an alcohol or drug-related medical emergency. Should a student, employee, or visitor need to be administered naloxone (Narcan) to reverse the effects of an opioid overdose, please contact the RA on duty and Campus Safety. To encourage such action, disciplinary action may not be taken if campus staff or local emergency services are contacted for assistance. Culver-Stockton College's medical amnesty policy may apply to students who require naloxone to be administered and to those seeking medical assistance for someone suffering from an opioid overdose. Campus Safety will notify the Director of Residence Life & Conduct of all known naloxone administrations to ensure appropriate prevention and intervention efforts, however.

- Prevention efforts could include education about opioid overdose and treatment incorporated into existing drug and alcohol prevention programs held during Wildcat Welcome and other college-wide and Residence Life programs.
- Intervention efforts could include a referral to the Director of Counseling and Wellness, who may then refer the student for a substance use evaluation either through Uwill or through a local community provider.

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 Director of Residence Life & Conduct 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). In addition to the student(s) involved with the event, the student organization responsible for hosting the event could be held responsible for other policy violations including but not limited to hazing, property damage, sexual harassment/abuse, alcohol and/or drug distribution, assault, and/or other crimes. Any students who are involved in an emergency or are witnessing an emergency should always call 9-1-1. Medical amnesty will not be granted in situations that do not involve medical assistance, and the Vice President for Student Experience 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:

- Alcohol use may take place in the privacy of a residence hall room with the door closed;
- 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);
- No minors may be present;
- 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;
- Alcohol may not take place in public areas, unless they have been approved through the campus event regulations (i.e. Homecoming tailgating).
- Alcohol 15% and under is permissible when in its original container (bottles or cans). Common source containers (e.g. kegs, beer balls, etc.) are not permitted.
- Containers/packages must be closed when being transported into buildings; and
- 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 (above 15% ABV), 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 associated with drinking games 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 policy below and submit the Special Events Using Alcohol Agreement Form in Wildcats Connect at least 10 days in advance of the 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 for a copy of the policy.

Policy Enforcement and Consequences

Choices or behavior that 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 Director of Residence Life & Conduct 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 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.

Events with Alcohol – ON-CAMPUS

- All events involving alcohol must be registered in Wildcats Connect. To request permission to host an event with alcohol, please submit the Special Events Using Alcohol Agreement Form in Wildcats Connect no less than 10 days in advance of the event.
- The organization faculty, staff, or alumni advisor must approve the event.
- Events taking place on Fridays and /or Saturdays, as well as on the eve of an approved C-SC vacation day in which the residence halls/houses are open, but classes are not in session, may not begin before 1 pm and must end by 1:30 am. No event shall last longer than a total of six (6) hours.
- Events taking place on Sundays, Mondays, Tuesdays, Wednesdays, and/or Thursdays may not begin before 1 pm and must end by 10 pm. These events may not last longer than three (3) hours.
- On-campus events involving alcohol shall only be held in approved spaces.
- Bottled water and food must be readily available.
- No "open bar" events are allowed.
- No member or guest shall permit, tolerate, encourage, or participate in "drinking games."
- 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.
- 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.
- 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).
- Any organization sponsoring, co-sponsoring, or participating in an event will be held equally liable for regulating the event.
- NO OPEN PARTIES – Admission to any event shall be ONLY by guest list at the door or to current Culver-Stockton students. 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.
 - Organizations hosting events in College-owned facilities may restrict access to specific individuals, including identified Culver-Stockton College students, provided that such restrictions do not violate the College's non-discrimination or other applicable College policies.

- Organizations seeking to restrict a Culver-Stockton student from attending a publicized event must submit a list of restricted individuals ("banned list") to the Director of Student Engagement as part of the event approval process. If an organization is hosting an invitation only (not widely publicized) event, the list of individuals invited must be submitted to the Director of Student Engagement when requesting approval to host the event. The College reserves the right to review and approve or deny any requested access restriction.
- 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.
- All members and guests in attendance must be at least eighteen (18) years of age unless escorted by a parent or guardian.
- The organization(s) must designate risk managers for the event. There must be one risk manager for every fifteen guests/attendees. Over 80% of risk managers should be second year students or above. 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.
- All promotional material (including advertising, posters, flyers, favors and T-shirts) should be sensitive in nature regarding the aforementioned areas and boundaries of the Code of Conduct and this policy. All events involving alcohol must utilize an approved third-party vendor for alcohol distribution or abide by the College's BYOB (Bring Your Own Beverage) policy. Events can only fall under one policy. Events cannot utilize third-party vendors AND permit BYOB consumption. No hard liquor may be served, consumed, or be present on campus or at an organization-sponsored event.

To further clarify expectations for registered student organizations, the following policies and guidelines are in place:

6. If an event is taking place in a residence hall (including fraternity houses), NO access to private bedrooms or bathrooms by non-residents is permitted between the event start time and conclusion. If an attendee is a registered resident of that building, they are permitted to go to their room/bathroom but are not permitted to return to the function/activity/event. Organizations are expected to work with Campus Safety and the Office of Student Engagement to ensure proper emergency exit access while restricting access to residential areas.
 - Organizations are permitted to utilize outdoor areas of their facilities as long as there remains one entry (check-in) and exit (check-out) point during the event (excluding emergencies).
 - Organizations found to be violating this policy will automatically lose their ability to host events with alcohol for the next six (6) months.
 - Other restrictions could include a prohibition on any visitors into the residence hall, fraternity house, and/or bedroom.
7. Multi-group events should not include more than three (3) other student organizations unless the event is primarily sponsored by the Office of Student Engagement, Student Government Association (SGA), or the Collegiate Programming Council (CPC).
8. If an event is not taking place in an organization's primary residence (fraternity residence halls only), the organization must work with the Director of Student Engagement to obtain approval from the appropriate College administrator/staff member (for example, the Director of Dining Experience should approve events occurring in the Cat's Pause, The Caf, and The Lab facilities).
9. To further clarify the expectations surrounding sober monitors. Organizations should have one sober monitor for every fifteen (15) guests.
 - Monitors are expected to be completely sober (should not have consumed alcohol within eight (8) hours of the event).
 - All Monitors must be trained through an approved program by the Director of Student Engagement.

- o Monitors are expected to have a method of communicating with each other and have Campus Safety's phone numbers programmed in their phones.
 - o Monitors are expected to be comfortable with confrontation.
 - o Monitors must maintain their complete sobriety through the event.
 - o Monitors are expected to maintain their designated post throughout the event unless the event coordinator/manager has found adequate (another approved sober monitor) coverage.
 - o When a Monitor fails to meet their obligations, they could be subject to disciplinary action from the College.
10. Organizations should expect random walk-throughs of events by Campus Safety, Division of Student Experience Staff, governing council members, and/or other designees by the Vice President for Student Experience.

Policies for Hosting an Event Utilizing a 3rd Party Alcohol Vendor

- 1) No alcoholic beverages shall leave the event location.
- 2) Only one (1) drink may be served to an individual at a time; if there is a licensed bartender present, the individual must pay for the beverage him/herself.
- 3) 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.
- 4) Alcoholic beverages should not be served to anyone not wearing a wristband.

BYOB (Bring Your Own Beverage) Guiding Policies:

- An approved ID-checker must be at the entrance of the event.
- There should only be one entrance and exit for the event (excluding emergency exits).
- Event officials should deny entry to any attendee who appears to be intoxicated. Similarly, officials should remove any attendee who has become intoxicated or whose behavior poses a safety concern.
- No generic cups are permitted at BYOB events. All beverages must be in unopened aluminum cans or plastic bottles. The only beverage a sponsoring organization/department can provide attendees is an unopened, clear, plastic water bottle. Organizations/departments cannot offer soft drinks at BYOB events. Attendees may bring their own, individually packaged soft drinks in lieu of alcoholic beverages.
- Attendees over the age of 21 are only permitted to bring:
 - o No more than six (6) beers, hard seltzers, ciders, flavored malt beverages, or ready-to-consume cocktails that are in commercially packaged, factory-sealed containers fit for one person's consumption (no more than 16 fluid ounces).
 - o No more than six (6) 187 mL wine containers that are in commercially packaged, factory-sealed containers fit for one person's consumption.
 - o No alcohol above 15% ABV is permitted.
- It is the event sponsors' responsibility to use a Sharpie to write the attendees' last name (verified by their ID) on each container.
- If approved for a BYOB event, the Director of Student Engagement will provide the sponsoring organization/department with unique wristbands. Any (21+) event attendee bringing their own (under 15% ABV) alcoholic beverage must have a wristband tightly placed on their right arm.
 - o The Director of Student Engagement will collect leftover wristbands the next business day.
- Only attendees with a wristband will be permitted to consume alcohol. Sober monitors, organization/departmental leadership, Campus Safety, and/or organization advisors are expected to enforce this policy.
 - o If an attendee without a wristband is seen consuming alcohol, the above-listed responsible parties should dismiss the attendee from the event, have them pour out their container immediately, and complete a report detailing the incident to the Director of Residence Life & Conduct.

- To summarize the above policies, alcohol may only be consumed by attendees who present a valid government ID showing they are at least 21 years of age, possess a valid event wristband on their right wrist, and bring their own beverages.
- Alcoholic beverages may not be transferred, shared, furnished by, or consumed by any other attendees. Attendees can only consume the alcohol they checked in with event monitors upon entry.
- Drinking games remain prohibited.
- Event sponsors are required to submit a post-event report within 4 hours of the event's conclusion to the Director of Student Engagement and Director of Residence Life & Conduct.

Exceptions to the above rules may occur but need approval by the Vice President for Student Experience 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.*The College's BYOB (Bring Your Own Beverage) policy does not apply to off-campus events. Organizations and sponsoring departments must use a third-party vendor.

- 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.
- 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.
- 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.
- A faculty, staff, or alumni advisor is encouraged to visit the event but should not need to stay for its entirety. Contact information should also be shared in case of emergency.

Guidance for C-SC Divisions or Community Sponsored Events Involving Alcohol – ON CAMPUS

All expectations above are to be adhered to.

7. All events involving alcohol must be registered through the Student Engagement event registration form at least ten (10) days prior to the function.
8. Events involving alcohol shall only be held in approved spaces. Outdoor events 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.
9. Non-alcoholic beverages and food must be readily available.
10. No "open bar" events are allowed.
11. Common source alcohol containers, such as kegs, are prohibited.
12. 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.
13. All members and guests in attendance must be at least eighteen (18) years of age unless escorted by a parent or guardian.
14. 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 occur but need approval by the Vice President for Student Experience 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 or to the Campus Safety Office ext. 6300.

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.

Tobacco Policy

Tobacco-Free Environment

5. **Definition.** The College bans the use of all tobacco products in all student residence halls (including Greek houses). The possession and use of electronic cigarettes and vaping products in all student residence halls (including Greek houses) is strictly prohibited. The use of all tobacco products, electronic cigarettes, or vaping products in nonresidential buildings, spectator seating in outdoor athletic facilities, and college-owned vehicles is also prohibited.
6. **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.
7. **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.
8. **Sale of Tobacco Products and electronic cigarettes on campus is prohibited.**

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.

HAZING POLICY

Culver-Stockton College (C-SC) is committed to providing a safe, respectful, and inclusive environment for all students. Although often associated with fraternities and sororities, the Culver-Stockton College anti-hazing policy applies to all College organizations and groups, regardless of whether the organization is established or officially recognized by C-SC. In alignment with federal and state laws, including the Stop Campus Hazing Act and Missouri's anti-hazing statutes, this policy and law prohibits and applies to any form of hazing in connection with student organizations, athletics, clubs, intramural teams, band, staff, employees, alumni, all fine arts groups, any campus-affiliated group or activity on or off campus. 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.

Definition of Hazing

Hazing is defined as any intentional, knowing, or reckless act committed against another person, in the course of initiation into or affiliation with a student organization, that endangers physical or mental health or produces emotional distress—and that creates more than the “reasonable risk encountered” in normal participation. This includes but not limited to any mental, physical, or sexual requirement, request, or obligation placed on any person, on or off campus, that causes discomfort, pain, fright, disgrace, injury, or that is personally degrading, or that violates any federal, state, local statute, or College policy.

Subtle Hazing

Subtle hazing refers to types of hazing that are often not recognized as harmful behaviors but happen far more frequently. Subtle hazing typically involves activities or attitudes that breach reasonable standards of mutual respect and place new members on the receiving end of ridicule, embarrassment, and/or humiliation tactics. New members often feel the need to endure subtle hazing to feel like part of the group or team.

Consent is not a defense to hazing (just because they agreed to do it doesn't mean it's not considered hazing).

Examples of Hazing Activities and Subtle Hazing may include but are not limited to.

- Requiring any form of physically demanding activity (e.g. calisthenics, sit-ups, push up, or runs).
- Forcing, requiring or endorsing consumption of alcoholic beverages or other drugs (implied or overtly).
- Requiring the consumption of undesirable substances (e.g. spoiled food, unusual food combinations, and noxious fluids).
- Scavenger hunts, treasure hunts, road trips, or any other such activities when not done for information gathering purposes consistent with educational purposes of the organization. "Kidnaps" and "drop-offs" are not permitted.
- Morally degrading and humiliating activities (e.g. requiring pledges (new members) to scrub floors or toilets with toothbrushes or to be indecently exposed).
- Sleep deprivation.
- Assigning or endorsing pranks such as borrowing or stealing items, painting other's property or objects, chapter raids, or harassing other groups including vandalism.
- Endangerment, any activity where there is a potential for danger (e.g. tying of arms and legs, blindfolding, exchange of body fluids, exposing pledges to uncomfortable or dangerous environments, etc.).
- Requiring pledges (new members) to wear apparel that is conspicuous and/or not normally considered in good taste.
- Deception and/or threats told to convince the pledge (new member) he or she won't be able to join the organization or group.

- Any action which could be perceived as inflicting physical abuse/harm to an individual (e.g. paddling, punching, kicking, pinching, application of foreign substances, burning, blowing smoke in eyes, induced vomiting, denial of food or water, etc.).
- Threats to life or threats of harm to life for attempting to report hazing or to those members who choose to de-pledge.
- Psychological intimidation, bullying, or harassment
- Forced exclusion from social contact
- Coerced violations of laws or College policy

This list does not cover all activities and actions that may be and are considered hazing. If you have any questions whether a specific action is hazing or would like clarification of any of these items, please contact the Director of Residence Life & Conduct or campus safety.

Reporting Hazing

Anyone who witnesses or suspects hazing is expected to report it promptly via one of these channels:

- Campus Safety Office 573 288-6300
- Director of Residence Life & Conduct 573 288-6334
- Anonymous Reporting: [Silent Witness Form](#)
- Responsible Employees – which are defined as College employees who have the authority and duty to report incidents of hazing.
- Local Law Enforcement (if immediate danger exists)

Amnesty for Reporting

Students who report hazing in good faith may not face disciplinary action by the College for minor violations of College policy (e.g., underage drinking) connected to their report. The College encourages students to seek help when there is an alcohol, drug related medical emergency or perception of any type of hazing. To encourage such action, disciplinary action may not be taken if campus staff or local emergency services are contacted for assistance. Amnesty applies to the person in need of assistance and to those who seek the assistance. Amnesty may be granted only after the persons involved meet with the Director of Residence Life & Conduct or her/his designee to discuss the incident. Other consequences – education, treatment, parental notification – may be required.

The student(s) may be held responsible for any other policy violations (i.e., vandalism, property damage, violence, etc.). In addition to the student(s) involved with the event, the student organization responsible for hosting the event could be held responsible for other policy violations. The Director of Residence Life & Conduct reserves the right to deny amnesty requests from students or a student organization seeking amnesty or those who continually engage in the act of hazing (reported and or confirmed). 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 help will serve as a mitigating factor in determining outcomes for the organization. The College's commitment to amnesty does not prevent action by law enforcement.

Further, under Missouri's anti-hazing statute, an individual shall not be guilty of the offense of hazing if they can establish:

- (1) That they were present at an event where, as a result of hazing, a person appeared in need of immediate medical assistance;
- (2) That they were the first person to call 911 or campus security to report the need for immediate medical assistance;
- (3) That they provided relevant information such as the address where the immediate medical assistance was needed and a description of the medical issue ; and
- (4) That they remained at the scene with the victim in need of immediate medical assistance until either medical assistance, law enforcement, or campus security arrived and they cooperated with such personnel on the scene.

Investigation and Response

All reports will be investigated impartially and promptly. Possible sanctions include:

- Individual sanctions (warning, probation, suspension, expulsion)
- Organizational sanctions (probation, suspension, loss of recognition)

All proceedings follow the Culver-Stockton Student Code Of Conduct.

Education and Prevention

C-SC will employ a comprehensive prevention strategy:

- Mandatory anti-hazing training for Campus Safety Authorities (CSA's)
- Ongoing resources and workshops provided by the Office of Student Life and Campus Safety

C-SC will publish an annual summary of hazing incidents and prevention efforts as required by law. These statistics can be found in the Annual Security Report (ASR) and the Campus Hazing Transparency Report. The Campus Hazing Transparency Report is a required public document that summarizes hazing incidents, includes the name of the organization, a description of the violation, the institution's findings, any imposed sanctions, and key dates related to the incident. Both of these documents can be found on the main Culver Stockton College website listed under disclosures.

CULVER-STOCKTON COLLEGE

TITLE IX POLICIES AND PROCEDURES

STATEMENT OF POLICY AND NOTICE OF NONDISCRIMINATION

Culver-Stockton College (College) adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. The College does not discriminate in its admissions practices (except as permitted by law), in its employment practices, or in its educational programs or activities on the basis of age, color, disability, gender expression and identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status and all other classifications protected by law. Any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, residential, or social access, opportunities and/or benefits of any member of the Culver-Stockton College community on the basis of a protected class is in violation of this Policy.

Culver-Stockton College is committed to providing an environment free of discrimination and administers 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 educational programs. In keeping with that commitment, the College maintains a strict policy against Prohibited Conduct including but not limited to sexual misconduct, sexual assault, sexual exploitation, sexual harassment, dating violence, stalking, intimate partner violence. 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").

In addition, the College considers 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 to constitute Prohibited Conduct under this policy. These forms of Prohibited Conduct undermine the character and purpose of the College and will not be tolerated. For full definitions of these terms, see Section II.

Culver-Stockton College is committed to providing reasonable, non-retroactive accommodations to qualifying students, faculty and employees with disabilities as required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, as amended, as well as state law. Disabilities may include mental or physical disabilities that substantially limit one or more of a person's major life activities, and which may require modifications to the programs, services or facilities of the College. Consistent with the law, Culver-Stockton College is not obligated to provide accommodations that are unduly burdensome or unreasonable, or that fundamentally alter the nature of the College's programs.

Culver-Stockton College also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Within any resolution process related to this policy, Culver-Stockton College provides reasonable accommodations to persons with disabilities and religious accommodations, when that accommodation is consistent with state and federal law.

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 revise this policy at any time and will update the College website with the most recent version of the policy.

PROHIBITED CONDUCT UNDER THIS POLICY

Prohibited Conduct under this policy is prohibited regardless of the sex or sexual orientation of the complaining party or responding party. Prohibited Conduct includes all forms of Sexual Misconduct. Sexual Misconduct includes, but is not limited to, the following specifically defined forms of behavior: Sexual Harassment, Unwelcome Conduct, Hostile Environment, Sexual Assault, Sexual Exploitation, Intimate Partner Violence including Dating Violence and Domestic Violence, Physical Assault, Stalking, and Retaliation.

Sexual Misconduct – sexual misconduct may take many forms, including but not limited to the following:

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).

Unwelcome Conduct

Sexual Harassment includes unwelcome conduct if the behavior was not requested or invited and is considered 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 person may have welcomed some conduct does not necessarily mean that they welcomed other conduct. Also, the fact that a person requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.

Hostile Environment

A hostile environment exists when sexual harassment is sufficiently serious to deny or limit the ability to participate in or benefit from the College's programs or activities.

A hostile environment can be created by anyone at the College (e.g., administrators, faculty members, students, and campus visitors).

In determining whether sexual harassment has created a hostile environment, the College considers the conduct in question from both a subjective and objective perspective. This means both that the conduct was unwelcome to the person who was harassed and that a reasonable person would have perceived the conduct as undesirable or offensive for that conduct to create or contribute to a hostile environment.

To make the ultimate determination of whether a hostile environment exists, the College considers a variety of factors related to the severity, persistence, or pervasiveness of the sexual 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 the degree to which the conduct affected a person's access to their education or employment.

The more severe the sexual 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 sexual harassment is not particularly severe.

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, rape, fondling, incest, and statutory rape. Definitions of sexual assault include:

- Rape is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- Statutory Rape is sexual intercourse with a person who is under the statutory age of consent. If force was used or threatened, or if the victim was incapable of giving consent because of his/her age or temporary or permanent mental impairment, the offense is Rape, not Statutory Rape. In Pennsylvania, children less than 13 years old cannot grant consent to sexual activity. Teens between the ages of 13 and 15 cannot consent to sexual activity with anyone who is four or more years older than them. People ages 16 and older can legally consent to sexual activity, so long as the other person does not have authority over them as defined in Pennsylvania's institutional sexual assault statute.
- Incest is sexual intercourse between people who are related to each other within the degree wherein marriage is prohibited by law.

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:

- o prostitution of another person;
- o recording images (e.g., video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness without that person's *consent*;
- o 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,
- o 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.

Intimate Partner Violence including Dating Violence and Domestic 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

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 Harassment, Intimate Partner Violence, or is part of a course of conduct under the Stalking definition.

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, 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.

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 conduct a separate investigation of the matter pursuant to Section II of this Policy, and make findings so the College can take appropriate actions to address such conduct in a fair and impartial manner.

OTHER RELEVANT DEFINITIONS

Title IX Coordinator

Also called Coordinator, 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.

Deputy Title IX Coordinator

The College's Deputy Title IX Coordinator has responsibility to support and assist the Title IX Coordinator in assuring the College complies with Title IX requirements.

Complaining Party

A person who contacts any member of the College Title IX compliance team to file a complaint or make a report of Prohibited Conduct, including sex discrimination and sexual misconduct

Responding Party

A person about whom a complaint or report of engaging in Prohibited Conduct, including sex discrimination and sexual misconduct is made

Advisor

After a complaint or report of Prohibited Conduct under Title IX has been received by the college, each party is entitled to select an advisor to assist them through the processes outlined in the Policy. Both the complaining and responding parties have the right to an advisor at any step of the formal or informal processes as described in Sections IV and V of this Policy. The advisor may be, but does not have to be, an attorney.

Supportive measures

Also called interim measures, supportive measures may be provided before a final decision is made, if necessary, to protect the parties and the broader campus community. Supportive measures may be provided regardless of whether there is a complaint or resolution process commenced. The College will make accommodations and provide supportive measures for a person who has experienced an act of Prohibited Conduct, or to others involved in the process including those adversely affected by allegations of Prohibited Conduct, if requested and reasonably available.

Code of Conduct

The Culver Stockton Code of Conduct guides the procedures for investigation of, consequences for, and appeal of disciplinary measures for students who have violated conduct expectations of the College. The Code of Conduct is available to students on the Culver Stockton website in the Cat Tracker Student Handbook and is also available via a link in every Canvas course offered by the College.

Report

A report is a written account of the conduct alleged to be Prohibited Conduct.

Complaint

A complaint is a formal request for the College to investigate the Prohibited Conduct and adjudicate as appropriate pursuant to this Policy. Parties are encouraged to file a report of the incident, even if they are not certain they want to file a complaint.

Affirmative consent

Informed, voluntary, and mutual, agreement to participate in an activity. Affirmative consent 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.

Informal Resolution Facilitator

If the College determines it is appropriate, an Informal Resolution Facilitator may be appointed to address an incident of Prohibited Conduct in an informal manner. The Informal Resolution Facilitator will not be the Title IX Investigator. The Informal Resolution Facilitator must be free of conflicts and bias and appropriately trained on duties and policy provisions. It is the responsibility of the Informal Resolution Facilitator to ensure that all essential terms are documented and to assign consequences for parties that fail to comply with the informal resolution.

Licensed Counselor

A trained and licensed mental health counselor who is employed by the college to assist with on-campus mental health issues. Disclosures to licensed counselors about incidents of Prohibited Conduct are confidential and will not trigger the College to investigate Prohibited Conduct.

Chaplain

An ordained minister or other trained clergy who is employed by the college to provide pastoral care on campus. Disclosures to Clergy about incidents of Prohibited Conduct are confidential and will not trigger the College to investigate the Prohibited Conduct.

Responsible Employees

Employees of the college who are required to report all the details of an incident of Prohibited Conduct (including the identities of all involved parties) to the Title IX Coordinator. A report to these employees constitutes a report to the College and generally obligates the College to investigate the incident and take appropriate steps to address the Prohibited Conduct. Also called Campus Security Authorities.

TITLE IX COORDINATOR

Role of the Title IX Coordinator

The College's Title IX Coordinator ('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. The College's Deputy Title IX Coordinator has responsibility to support and assist the Title IX Coordinator in assuring the College complies with Title IX requirements.

Prohibited Conduct against people at the college, 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 Prohibited Conduct 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 person should contact the Title IX Coordinator or Deputy Title IX Coordinator(s) to:

- seek information or training about rights and courses of action available to resolve reports or complaints that involve potential Prohibited Conduct, including sexual discrimination and sexual misconduct;
- file a complaint or make a report of Prohibited Conduct, including sex discrimination and 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 Prohibited Conduct, including sex discrimination and sexual misconduct; and
- ask questions about the College's policies and procedures related to Prohibited Conduct, including sex discrimination and sexual misconduct.

The College's Title IX compliance team includes:

1. Rachel Hansen is the College's Title IX Coordinator and can be reached by telephone at (573) 288-6343, or by email at rhansen@culver.edu.
2. Caitlin Erickson is the College's Deputy Title IX Coordinator and can be reached by telephone at (573) 288-6453, or by email at cerickson@culver.edu.
3. Brianne Seals, Executive Director of Human Resources, is the College's Deputy Title IX Coordinator and can be reached by telephone at (573) 288-6739, or by email at bseals@culver.edu.
4. The Director of Residence Life & Conduct can be reached at twyrick@culver.edu.
5. Campus Safety may be reached by telephone at (573) 288-6300, or by email at campussafety@culver.edu. Campus Safety's office is located in the Gladys Crown Student Center in room 201.

If the incident, policy, or procedure about which a person 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, another member of the team may be contacted.

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>.

Functions and Responsibilities of the Title IX Coordinator

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

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 Prohibited Conduct under this Policy, the obligation to report Prohibited Conduct 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.

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 with 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 Prohibited Conduct, including 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 in Section IV.

Remedies, Including Interim Measures

Upon learning of a complaint of Prohibited Conduct, the Title IX Coordinator ensures the institution promptly takes steps to ensure the person who filed the report, referred to as the complaining party, maintains equal access to the College's programs and activities and protects the complaining party as necessary. Such steps include making the complaining party 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 Conduct, including 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.

Monitoring and Advising

To address Prohibited Conduct, including 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 consistently 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 with 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 complaining party advocacy organizations and service providers, including rape crisis centers.

AFFIRMATIVE CONSENT

The College offers the following guidance concerning affirmative consent and assessing incapacitation:

"Affirmative 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.

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. 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, 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 because 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.

REPORTING

Any person who has experienced Prohibited Conduct under this policy should promptly report the incident or incidents and the names of the individuals involved to the Title IX Coordinator, Campus Safety, the Director of Residence Life & Conduct, the Director of Human Resources or to local law enforcement. The Director of Residence Life & Conduct may be reached at (573) 288-6334 and the Director of Human Resources may be reached at (573) 288-6739. Campus Safety may be reached at (573) 288-6300. You may also contact the Title IX Coordinator at (573) 288-6343, or by email at rhansen@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 a person has experienced Sexual Misconduct as defined in this Policy, the first priority should be to get to a place of safety.

The person should then obtain the necessary medical treatment.

The person has the right to decide whether to make a statement to law enforcement, but it is strongly recommended that they contact Campus Safety at (573) 288-6300 for guidance through the process. Campus Safety's office is located in the Gladys Crown Student Center in room 201. Campus Safety can also be reached through email at campussafety@culver.edu.

Reporting and Confidentially Disclosing Sexual Violence: Know the Options

The College encourages people who have experienced Prohibited Conduct to talk to somebody about what happened so they can get the support they need, and so the College can respond appropriately. Different employees on campus have different abilities to maintain a complaining party's confidentiality.

Some are required to maintain near complete confidentiality, including the Licensed Counselor and Chaplain; talking to them is sometimes called a "privileged communication." Disclosures to these employees will not trigger the College to investigate the incident against the person's wishes. Other employees are required to report all the details of an incident (including the identities of all parties involved) 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 people aware of the various reporting and confidential disclosure options available to them so they can make informed choices about where to turn should they experience an act of Prohibited Conduct.

Reporting Options and Confidentiality

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 complaining party's permission.

Reporting to Responsible Employees

A Responsible Employee is a College employee who has the authority to redress Prohibited Conduct, who has the duty to report incidents of sexual violence or other student misconduct, or who a person could reasonably believe has this authority or duty.

When a person tells a responsible employee about an incident of Prohibited Conduct, they have 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 Prohibited Conduct of which they are aware so the College can investigate pursuant to this Policy. 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 complaining party's consent or unless the Prohibited Conduct has also been reported to law enforcement.

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

If the complaining party wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the complaining party 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 complaining party's request for confidentiality.

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

Requesting Confidentiality from the College: How the College Will Weigh the Request and Respond.

If a complaining party 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 everyone, including the complaining party.

If the College honors the request for confidentiality, a complaining party must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action to remedy the Prohibited Conduct may be limited.

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

The College has designated the following individual(s) to evaluate requests for confidentiality once a responsible employee is on notice of alleged Prohibited Conduct: Caitlin Erickson, Deputy Title IX Coordinator; or Brianne Seales, Deputy Title IX Coordinator.

When weighing a complaining party'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 there will be additional acts of Prohibited Conduct, such as:

- whether there have been other complaints of Prohibited Conduct by the responding party;
- whether the responding party has a history of arrests or records from a prior school indicating a history of violence;
- whether the responding party threatened further sexual violence or other violence against the complaining party or others;
- whether the Prohibited Conduct was committed by multiple actors;
- whether the sexual violence was perpetrated with a weapon;
- whether the complaining party is a minor;
- whether the College possesses other means to obtain relevant evidence of the Prohibited Conduct (e.g., security cameras or personnel, physical evidence); and
- whether the complaining party'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 complaining party's request for confidentiality.

If the College determines that it cannot maintain complaining party confidentiality, the College will inform the complaining party 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 complaining party's well-being and will take ongoing steps to protect the complaining party from retaliation or harm and work with the complaining party to create a safety plan. Retaliation against the complaining party, whether by students or College employees, will not be tolerated. The College will also:

- assist the complaining party in accessing other available 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 responding party pending the outcome of an investigation) or adjustments for assignments or tests; and
- inform the complaining party of the right to report a crime to campus or law enforcement – and provide the complaining party with assistance if they wish to do so.

The College may not require a complaining party to participate in any investigation or disciplinary proceeding.

Because the College is under a continuing obligation to address the issue of Prohibited Conduct campus-wide, all reports of such conduct (including non-identifying reports) will prompt the College to consider broader remedial action, such as increased monitoring, supervision or security at locations where the reported Prohibited Conduct occurred; increased education and

prevention efforts, including to targeted population groups; conducting climate assessments/complaining party surveys; and/or revisiting policies and practices.

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 an 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 5th 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 investigate 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 Prohibited Conduct does not occur and the complaining party 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, whether the complaining party is willing to file a report or to consent to an Investigation, the complaining 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 fully investigating and resolving all alleged and suspected violations of the Policy possible under the circumstances.

Reporting Option Examples

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

- o 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. People who experience Prohibited Conduct are encouraged to file a report of the incident, even if they are not certain they want to file a complaint.
- o Filing a report or complaint about Prohibited Conduct with the College and reporting Prohibited Conduct to law enforcement are separate processes.
- o As mentioned earlier, the College may file a complaint even if the complaining party does not want to file a formal complaint, if the College believes there is a threat to the safety of the college environment.
- o There are no time limits for filing a complaint.

OPTION 2: FILE A COMPLAINT WITH THE COLLEGE

- Campus Safety, the Title IX Coordinator, or the Director of Residence Life & Conduct, can assist the complaining party in filing a formal complaint. There is also a silent witness form online at <https://culver.edu/campus-life/campus-safety/silent-witness-form/>.

Investigations are conducted by members of Campus Security Authorities that have been trained in Title IX investigations.

OPTION 3: PURSUE CRIMINAL CHARGES

- Complaining party can file an official report of the incident with law enforcement by filing a report by contacting the Canton Police Department or Lewis County Sheriff's Office.
- Campus Security Authorities can also assist the complaining party in contacting law enforcement.

OPTION 4: PURSUE BOTH COLLEGE AND CRIMINAL CHARGES

- Processes outlined in options 2 and 3 occur simultaneously.

INVESTIGATION AND RESOLUTION

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. The timeframe of an investigation will depend upon the availability to interview witnesses, access information, and whether 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 with both parties and any witnesses. The complaining party and the responding party can have an advisor of their choice during any meeting or interview who may be, but is not required to be, an attorney. The College will keep both parties 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.

SUPPORTIVE MEASURES

Supportive measures may be provided before a final decision is made, if necessary, to protect the parties and the broader campus community. Supportive measures may be provided regardless of whether there is a complaint or resolution process commenced. The College will make accommodations and provide supportive measures for a person who has experienced an act of Prohibited Conduct, or to others involved in the process including those adversely affected by allegations of Prohibited Conduct, 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 refrain from investigating the matter, and regardless of whether an individual chooses to report to law enforcement.

Examples of 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; and

- offering adjustments to academic deadlines or course schedules.

Additionally, a responding party 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 responding party.

To request supportive measures, individuals who believe they have experienced Prohibited Conduct should contact the Title IX Coordinator or Director of Residence Life & Conduct. If a responding party, witness or person accused of misconduct feels that they need interim measures, please contact the Title IX Coordinator. The need to make changes to a supportive measure should also be brought to the attention of the Coordinator.

The College will maintain as confidential any 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).

INFORMAL RESOLUTION

An informal resolution (i.e. mediation) will only be used if both parties voluntarily agree to do so. The complaining party can end the informal process at any time and begin the formal complaint process. Additional information on the informal resolution option is included below in Section VII.

DIRECTOR OF STUDENT SANCTIONS

If the Title IX investigator determines that “more likely than not” a violation of this Policy 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 Director of Residence Life & Conduct for sanctioning. If the responding party disputes the finding of the investigator, the matter will proceed to a hearing before the Conduct Panel, as described below in this Policy.

CONDUCT PANEL HEARINGS

If the responding party disputes the finding by the Title IX Coordinator that it is “more likely than not” that a violation of this Policy occurred, the matter will be referred to the Conduct Panel. The Conduct Panel comprises 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 Director of Residence Life & Conduct 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, the finding will be given to the Director of Residence Life & Conduct to review and make a sanction.

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 complaining 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 examinations 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 complaining party's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the responding party committed the alleged conduct, or concern specific incidents of the complaining party's prior sexual behavior with respect to the responding party 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.

APPEAL OF FINDINGS

The complaining party and/or the responding party will have the option to appeal the decision and/or sanction as outlined in the Code of Conduct. All appeals are heard by the Appeals Committee. Please refer to the Appeals section in the Code of Conduct. The Appeals Committee is made up of faculty, staff, and students. The committee has been trained by the Title IX Coordinator and Director of Residence Life & Conduct. 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) business 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.

COOPERATION WITH LAW ENFORCEMENT

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. All parties are presumed to be innocent pending an investigation, are entitled to an objective evaluation of the evidence, and will have equal opportunity to present evidence to support or refute an alleged incident of Prohibited Conduct.

INFORMAL RESOLUTION

Informal resolution may be used any time prior to a final determination under a grievance process. For informal resolution to be utilized, a formal complaint must be filed. The college will determine if it is appropriate to offer an informal resolution. To pursue an informal resolution, both parties must voluntarily consent and may withdraw their consent at any time.

If an informal resolution is to be pursued by the college, the following elements are required to be shared with and agreed to by both parties:

- the allegations;
- the requirements of the informal resolution process;
- the ability of both parties to withdraw consent to an informal resolution and return the case to grievance procedures;
- agreement to a resolution would preclude grievance procedures for the same allegations;
- potential terms, including that a resolution is binding only on the parties; and
- what information will be maintained and how it may (or may not) be used if grievance procedures are resumed.

If informal resolution is appropriate, the college will appoint an Informal Resolution Facilitator. The Informal Resolution Facilitator will not be the Title IX Investigator. The Informal Resolution Facilitator must be free of conflicts and bias and appropriately trained on duties and policy provisions. It is the responsibility of the Informal Resolution Facilitator to ensure that all essential terms are documented and to assign consequences for parties that fail to comply with the informal resolution.

The College may elect to make information shared during the informal resolution confidential in the event that grievance procedures resume. The College may prohibit the Informal Resolution Coordinator from serving as a witness in the grievance procedure, if either party chooses to pursue that process. In addition, the College must ensure that the parameters of the resolution are disclosed to both parties in the notice.

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 Prohibited Conduct 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.

The complaining 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. Per the College Code of Conduct, the complaining party will have three (3) business days to write an appeal.

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 conduct the investigation and will consult with the Title IX Coordinator as needed.

PREGNANCY

Discrimination and harassment based on pregnancy and related conditions is sex discrimination and sex-based harassment. The college must provide certain accommodations to people with pregnancy and related conditions. Pregnancy and related conditions include pregnancy, childbirth, termination of pregnancy and lactation. Medical conditions related to pregnancy, childbirth, termination of pregnancy and lactation also qualify for certain accommodations. The recovery from the special conditions also qualifies for accommodations.

Pregnancy must be treated the same as other temporary medical conditions when considering the impact of assessing eligibility within programs or courses. It is not discrimination for a pregnant student to voluntarily participate in a "separate portion" of a program if it is comparable in nature. The College will only require a pregnant student to provide a doctor's certification of pregnancy if the level of physical ability or health is necessary, if such certification is necessary of all participating students or if the information obtained is not used for discriminatory purposes.

Reasonable Modifications

Students who are pregnant or are experiencing related conditions may request Reasonable Modifications to ensure equal access to the Recipient's education program and activity and to prevent sex discrimination. Any student seeking Reasonable Modifications must contact the Title IX Coordinator to discuss appropriate and available Reasonable Modifications based on the pregnant student's individual needs. Students are encouraged to request Reasonable Modifications as promptly as possible. Retroactive modifications may be available in limited circumstances. Reasonable Modifications are voluntary, and a student can accept or decline the Reasonable Modifications offered. Not all Reasonable Modifications are appropriate for all contexts.

Reasonable Modifications may include:

- breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom;
- intermittent absences to attend medical appointments;
- access to online or homebound education;
- changes in schedule or course sequence, where available;
- time extensions for coursework and rescheduling of tests and examinations;
- allowing a student to sit or stand, or carry or keep water nearby;
- changes in physical space or supplies (for example, access to a larger desk); and
- a larger uniform or other required clothing or equipment.

Supporting documentation for Reasonable Modifications will only be required when it is necessary and reasonable under the circumstances to determine which Reasonable Modifications to offer or to determine specific actions to take to ensure equal access. Information about pregnant students' requests for modifications will be shared with faculty and staff only to the extent necessary to implement the Reasonable Modification.

Students experiencing pregnancy-related conditions that manifest as a temporary disability under the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act are eligible for Reasonable Accommodations just like any other student with a temporary disability. The Title IX Coordinator may refer a student experiencing pregnancy-related conditions to the Coordinator of Accessibility to ensure the student receives reasonable accommodations for their temporary disability as required by law.

Pregnant students must be allowed to take a voluntary leave of absence for at least the period medically necessary and upon return, the student must be reinstated to academic status, and as practicable, to the extracurricular status before the leave occurred.

The College will provide access to lactation space, other than a bathroom, that is clean and private. The available space must be for the purpose of expressing breast milk or for breastfeeding as necessary.

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 Prohibited Conduct, are not considered notice to the College of Prohibited Conduct 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 complaining parties to talk to someone, the College provides an online form for anonymous reporting (See Option 2 below). The system will notify the user (before they enter 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 complaining party 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. In addition, amnesty does not preclude or prevent action by police or other legal authorities.

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 sexual 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.