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Welcome to Calvary University; we are so excited to have you here! By being here, you have a great opportunity to grow spiritually and mentally and to develop in Christian character. This type of growth requires a great deal of discipline and perseverance, but we know that the effort is worth the reward.

This handbook will provide you with important information to help you have a successful year here at Calvary. Please read over and familiarize yourself with this information, as it outlines essential policies and expectations that apply to you as a student. The policies herein have a significant impact on your education, so it is essential that you know and understand them.

This handbook covers the policies for different students with different living situations: dual-enrollment students living at home, traditional students living on- and off-campus, seminary students living on- and off-campus, etc. If you have questions regarding which policies apply to your situation, please feel free to contact us for clarification.

We are happy you’ve chosen to pursue your education here. Calvary has a great tradition of excellence, and we look forward to continuing that tradition with you! If you ever have any questions or concerns, please don’t hesitate to contact us. Our desire is to serve you in any way we can.

-The Student Services Department
CALVARY MISSION AND CORE VALUES

Mission:
Calvary University is an independent, nondenominational institution, providing undergraduate and graduate education which **prepares Christians to live and serve in the church and the world according to a biblical worldview**. This is accomplished by providing appropriate educational curricula and a climate that fosters the development of intellectual and spiritual maturity, leadership potential, servanthood, and a sense of mission.

Core Values:
- **Truth** – We hold the Scriptures to be true, the focal point of our education process and the authority for all we teach and do.
- **Service** – We prepare men and women to live according to a biblical worldview by consistently linking education with the implications for Christian service in the church and the world.
- **Character** – We promote the development of intellectual and spiritual maturity, leadership potential, servanthood, and a sense of mission and ministry.
- **Relevance** – We prepare men and women to understand and effectively relate to the world in which we live.
- **Relationship** – We cultivate godly relationships among students, staff, faculty, alumni, the local church and the society in which we live.

BIBLICAL FOUNDATION FOR LIFE AT CALVARY

The undergraduate and graduate experience encompasses the whole person, developing biblical wisdom that is applied to every academic field and detail of life. A distinctive Christian higher education promotes a comprehensive Christian life within a believing community to harmonize what a student is learning inside the classroom to what the student lives outside the classroom. Therefore, Calvary University stands strong on its foundation to cultivate the personal and spiritual life of each student. Because of this goal, Calvary provides the resources and opportunities to train the next generation of Christian leaders, both to those serving in the church or the workplace.

As a follower of Jesus Christ, you have the privilege and responsibility to grow closer to God each day. You have a choice to take in God’s Word, communicate with Him in prayer, meditate on who He is and what He does, follow His will and love others. On the contrary, you may choose to fill your mind with worldly thoughts, unwholesome influences and follow your own will.
At Calvary University, we desire that you make a daily choice to walk in obedience to God and grow in Christ-likeness (Ephesians 4:15). This will be evident in the classroom with the biblical teaching you receive and outside of the classroom through activities and campus life. We also desire to be a part of equipping you to follow God today and the rest of your life.

Remember that as you draw near to God, He will draw near to you (James 4:8a). Being equipped requires understanding and practicing spiritual disciplines, such as:

- **Personal time with God** – setting aside time specifically devoted to focusing on God through His Word and prayer.
- **Praying continually** – having a lifestyle of constant communication with God.
- **Meditating on God’s Word** – taking time to think through truths about God and His Word.
- **Memorizing God’s Word** – securing God’s Word in your mind so that it is ever present for meditation, encouragement, counsel, or spiritual warfare.
- **Living in community** – everyone has been made as a unique creation. Great lessons can be learned as you interact with a variety of people in the body of Christ.
- **Submission to authority** – Every believer is called to honor the Lord by honoring those that have been placed in authority (Romans 13:1-2).

At Calvary University, demonstrating Christian character is a requirement for graduation. We realize people come to Calvary at all stages in their spiritual journey, and similarly, we do not expect everyone to leave Calvary at an equal level. However, we anticipate that as you practice the spiritual disciplines stated above, there will be growth!

**STUDENT HANDBOOK PHILOSOPHY**

Calvary University is a biblically based Christian institution; therefore, those associated with the University are expected to live in such a way as to demonstrate integrity both personally and academically. Included among CU’s mission is to: “**prepare Christians to live and serve in the church and the world according to a biblical worldview.**” The foundation for every aspect of the University’s life and work is based upon completing this mission.

Because of Calvary University’s desire to honor the Lord in all ways, the University has policies included in this handbook fit into three categories introduced below. The University understands that its primary goal is to live in obedience to the standards set in God’s word. The University also understands that in order to build a godly community, a testimony to those outside of the University, and be in compliance to the governing laws of the state, these standards and policies are best structured in the following way:

**Biblical/Moral** – These standards are based on God’s requirements in His Word. They are timeless and not adjustable. These standards are for every believer in Jesus Christ and are to be lived by at all times. Obedience to these standards give evidence of our new life in Christ.
Community – These standards are in place to encourage a healthy and godly community at Calvary. These often pertain to areas of personal conviction and preference. They are often the most difficult to set because they deal with issues of Christian liberty and may impact people in different ways. These standards are subject to review although general philosophies will not change since they are based on biblical principles.

Organizational – These standards help our institution function effectively. Every organization has these types of policies for smooth operation of the institution as a whole. Some of these policies exist because Calvary desires a high standard to show the importance of preparing students for ministry, others exist to enable us to be good stewards of the resources God has given, and these also may be adjusted as needed.

A student’s adherence to community and organizational policies does not make them a better Christian, but does help to promote a community committed to living out a distinctive Christian life. Overall, these rules help us fulfill the two responsibilities of every Christian: Love the Lord your God with all your heart, soul, and mind and your neighbor as yourself (Matthew 22:34-40)

Honor Code Statement

Calvary University invites all students who are serious about fulfilling their calling as a follower of Christ to consider their responsibility to the greater Christian community when making application to the University. Not only are students applying to courses of study, they are applying to join a community of committed believers who live, work, and study together for God’s greater purposes. Therefore, students of the University are asked to purposely decide to participate and contribute to the welfare and benefit of others while at the University, both on and off campus. Those who become a part of Calvary University desire to be like Christ, and thus welcome the input of other godly individuals into their lives. This commitment is distinctively biblical and rejects worldly values. As members of the Calvary University community, students pledge to demonstrate respect for the University’s mission and core values.

Students can expect to receive the care, pursuit, encouragement, exhortation, and support provided from the administration, faculty and fellow students at Calvary University. The leadership of the University will strive to consistently apply the Biblical principles of loving leadership, spiritual oversight, and practical care modeled by Jesus Christ. The University will offer multiple opportunities for fellowship, spiritual encouragement, loving counsel, and settings for corporate worship. In addition, the student can expect to experience the granting of forgiveness when true repentance is demonstrated, acceptance and care when sincerely striving for victory over sin, and practical assistance when facing physical needs.
With these goals and purposes in mind, we call every student to join the administration and faculty to uphold the Calvary University’s Honor Code:

- Submit to the leadership of Calvary University as an expression of commitment to the Lord Jesus Christ (Rom. 13:1-2)
- Seek to relate every academic discipline and detail of life to the sufficient truth of the Word of God (2 Pet.1:3-8)
- Strive in walking according to the Spirit and not according to the flesh (Gal.5:16-25)
- Advance in redeeming every-day opportunities as worship to God from the heart (Eph.5:15-16)
- Pursue a contrite heart as we honestly deal with the implications of sin in our lives (Ps.51:10-12)
- Increase in our love for God and relating that to how we love and serve others (John 3:30)
- Cultivate relationships that promote discipleship in our lives and those around us (1 Thess.5:11)
- Address sin in the lives of those around us in a spirit of gentleness as we desire to present every person complete in Christ (Gal.6:1, Col.1:28)
- Develop opportunities to employ the instruction we receive through practical and ongoing acts of godly service to others (Rom.12:9-13)
- Invest in the local church through membership and ministry as a stewardship of our education and God-given gifts (Eph.4:12-13)
- Be an ambassador of Jesus Christ in every context to advance the proclamation of the Gospel locally and worldwide (2 Cor.5:20-21)

**Student Conduct Agreement**

All Calvary University students are expected to follow the conduct policies set forth in this handbook. Unfamiliarity with institutional regulations or policies does not excuse a violation. Attempting or supporting any prohibited act set forth in this handbook shall be considered the same as a completed violation.

Our University’s policies should not be considered biblical mandates, but are reasonable standards of conduct that promote a comprehensive learning community committed to living out a distinctive Christian life.

There are several reasons to have policies relating to a student’s conduct at Calvary University. First, there are standards that are valuable for conducting everyday life in residence that is civil and promote safety. We strive to limit our policies to allow for as much independent life management as possible while managing a campus that is profitable for a learning community. Second, is to recognize that there is a broad spectrum of life experiences and maturity among a large group of Christian young people. It is perfectly reasonable to ask the community as a whole
to set aside personal preferences to allow every member of this community to be undistracted in their commitment to grow spiritually. Finally, is it important to recognize that several of these standards of conduct are designed in loving protection from common sinful strongholds that traditionally are a source of temptation for the maturing student. Once again, a student’s adherence to these policies does not make them a better Christian, but does help promote a community committed to godly living.

All students are held accountable to policies and guidelines found herein. This means that they are considered to be “on contract” with CU’s policies and guidelines. A resident student is held accountable to the guidelines of the Student Handbook from their residence check-in until they are no longer registered with no intent to return. A commuter student is held accountable to the guidelines of the Student Handbook from the first day of classes until they are no longer registered with no intent to return. By adhering to these policies the student is not only loving his brothers and sisters who attend Calvary, but is also honoring the leadership of Calvary University.

Any student who is employed or commissioned to participate in any University function or service is considered “on contract” for the extent of the agreed duration. Any student living in residence for any amount of time is considered “on contract” for the duration of that agreement.

All University Policies are in effect on the Calvary University campus and at all CU events, whether or not the student is “on contract.” Calvary’s campus and events are under the purview of the Student Handbook guidelines. Violation of any of the Biblical Mandates or University Policies by a registered student, whether the student be “on” or “off contract,” while attending or visiting Calvary’s campus or events is strictly prohibited.

**Student Bill of Rights**

Calvary University desires students to not only thrive in their walk with the Lord but to succeed in their time here as students. Listed below are the rights of every CU student regarding the education they receive here.

1. Students have the right to live and learn in a safe campus environment and to be informed of the existence of known dangers and the location and nature of crimes committed on campus. Students have the right to accurate statistics regarding campus crimes. CU desires to provide this safety and keep the student informed of any danger at all times. Calvary’s security ensures this by having a security guard on call 24 hours a day, 7 days a week. For more information on safety, please see the “Public Safety” section of this handbook.

2. Students have the right to freedom from discrimination or harassment in accordance with Calvary’s non-discrimination policy found in the Appendices of this handbook.
3. Students have a right to accurate information relating to maintenance of acceptable academic standing, graduation requirements, program student learning outcomes, and individual course objectives and requirements. Every CU course provides this information in the syllabus given at the beginning of each course and in CU’s catalog.

4. Student records will be maintained in keeping with the Family Education Rights and Privacy Act of 1974 and subsequent amendments and guidelines for implementation.

5. In all instances of general discipline, academic discipline, and academic evaluation, the student has the right to fair and impartial treatment.

6. Students have the right to discuss concerns with department heads/chairs. Academic department heads are expected to incorporate student input into decisions affecting academic instruction, advising, and student learning assessment. This input usually takes form through departmental advisory committees and student evaluation of faculty members. Individual students, however, may make appointments with their department heads to discuss specific problems, plans, or suggestions. CU’s faculty will always strive to encourage and help the student work through any concerns they may have.

7. Students have the right to file a grade appeal. Instructors are responsible for stating clearly the instructional objectives of the course at the beginning of each term and for evaluating student achievement in a manner consistent with these objectives. Students are responsible for maintaining standards of academic performance established for each course in which they are enrolled. Instructors are responsible for determining and assigning final course grades. Graded examinations, papers, and other materials used as a basis for evaluating a student’s achievement will be available to the student for inspection and discussion. Students may appeal instructors’ grading decisions by submitting a written appeal to the Chief Academic Officer. For more information on this process, please refer to the section “Academic Policy” in this handbook or CU’s catalog. The burden of proof, however, rests with the student.

8. Students have the right to file a complaint. CU is committed to treating all students fairly and respectfully. CU’s policies that apply to students are published annually in the Student Handbook and the catalog, in addition to those found in other resources from individual departments and offices. In an instance of perceived violation of a CU policy, a student may file a complaint in accordance with CU’s Grievance Procedures found under the “Campus Services” section of this handbook.

SPIRITUAL FORMATION

Since you have chosen to attend a Bible-based University to prepare for ministry in the church and the world, Calvary expects its students to demonstrate the character of Christ. The importance of living in agreement with what we believe cannot be overstated. Calvary has a responsibility to ensure the individuals we train for roles in Christian leadership hold firmly to biblical standards. This includes demonstrating a love for God through:
• Making lifestyle changes in obedience to biblical truth
• Biblically addressing personal areas of sin and struggles
• Loving others and contributing to their spiritual growth

Individuals who demonstrate a lack of Christian character or unpreparedness for Christian ministry may be asked to leave, as these attributes are fundamentally opposed to Calvary’s essential mission. As stated before, Christian character is a requirement for graduation.

**Good Standing**

Certain privileges (i.e., exceptions to residing in the dormitory, additional chapel skips, etc.) may require being in “Good Standing” with the Student Services Department. Being in Good Standing means more than “following the rules.” While following the standards set forth by the University is important, students in Good Standing will also demonstrate:

• Consistent and intentional spiritual growth
• A positive contribution to campus life
• Responsibility with academics and University activities
• A generally healthy attitude and good maturity

**Community Standards**

In keeping with the distinctive Christian nature of our community, Calvary University establishes the following lifestyle expectations and standards. It should be stated that this list is considered a baseline and is not necessarily comprehensive and all-inclusive in nature. Calvary’s faculty and administration reserve the right to confront and address other behaviors that are viewed by the University as unbiblical, disruptive, dangerous, destructive or inconsistent with the Calvary University mission. We believe the choices that students make in how they spend their time is part of maturing in Christ. Our desire is that our students would see Christ glorified in all that they do and say and understand how the lessons learned in the classroom are applicable for daily living.

Calvary University fully expects all of its students to abide by the legal standards of the county, state and federal governments. The University reserves the right to discipline students when made aware of any such violations, or any violation of federal, state or municipal law, whether on or off campus. In addition to any punishment imposed by the University, any student suspected of violating any federal, state, county or local law will be referred to the appropriate law enforcement agency. Students are not to disregard or fail to comply with the reasonable directive, verbal or written, of any university official. This is accurate while acting within the scope of his/her prescribed duties or the police or other law enforcement officers acting in the performance of their duties.
All students are under the community guidelines from the day they arrive through the completion of their program.

**Integrity and Respect**

It is our goal that Calvary University be an environment that is safe for all students, faculty and staff, and conducive to spiritual growth. Any language that is incompatible with the claims of Christ and righteous living is unacceptable on campus. This would include remarks that are vulgar, racist and sexist, gossip, slander, sexual innuendos, disrespectful behavior, or discrimination based on ethnicity, age, gender, or handicap.

We are also to follow biblical standards of morality in our relationships with one another. Physically or emotionally intimidating another individual through written, electronic or verbal communication is unacceptable and may lead to disciplinary actions.

Dishonesty, including lying, cheating, and plagiarism, will not be tolerated.

**Relationships**

Calvary University is committed to developing its students into people who obey God because they are personally accountable to Him and His Word rather than to man and his standards. To bring clarity in this regard, our standards for relationships are explained in two categories: Examples of walking in the Spirit and examples of walking in the flesh (Galatians 6:16-18). These biblical mandates are specific commands from God’s Word which apply to every believer’s life.

While a student’s personal convictions may differ with the standards and policies that are set by the University, their choice to become a part of the Calvary University community declares a commitment to willingly abide by these standards. The student, by virtue of his or her signature on the Application for Admission, commits to live within the framework of the standards of the University both on and off campus while each semester is in session (including all breaks) or while living in the residence hall or participating in any University-sponsored program.

**Biblical Mandates**

We expect students to build relationships with one another that are in harmony with loving obedience to the Word of God. In other words, we promote what the Bible promotes in the lives of our students, and we prohibit what the Bible prohibits in the lives of our students.
We seek to lovingly serve students by encouraging them to pursue the fruit of the Spirit and put off the works of the flesh (Galatians 5:16-23). The following are some important biblical mandates (certainly not all of them) to consider while living in the Calvary community. Those listed under “Walking in the Spirit” should be manifested in the heart and life of every believer. Those listed under “Walking in the Flesh” describe sin which is characteristic of slavery to sin and not consistent with the transformed heart and life of a believer.

Some examples of Walking in the Spirit include:

Loving One Another
As believers we are called to love one another (Col. 3:12-14). This love is not always easy, and applies to loving family, University faculty and staff, fellow students, and even roommates. We will call students to love, honor, and prefer one another, and to manifest that love in their lifestyle.

Submission to Authority
Romans 13:1-7 states that believers should have an attitude of submission towards all authorities as God ordained. We will call students to submit to all authorities in their life, including parents, school administration and government.

Modesty
All believers are called to exhibit modesty. This is expressed in an attitude of submission rather than pride in 1 Peter 3:8. Modesty can be seen in speech, in action, and in choice of clothing or personal appearance. We will call both men and women to have a humble spirit and therefore to be modest in word, deed, and appearance.

Some examples of Walking in the flesh include:

Anger
Galatians 5:20 lists “outbursts of anger” as a fruit of the flesh. Often times, pride will deceive our heart into thinking that our needs are the most important. This can result in anger when we don’t get our way. Philippians chapter two shows that as believers we are called to look out for the interests of others and exalt others above ourselves. We will call students to consider others as more important than themselves.

Deception
Ephesians 4:25 calls believers to lay aside falsehood and speak the truth with others. Deception can occur in many subtle forms. We can be tempted to lie outright, to change circumstances to make ourselves or others look better, to hide the truth in silence, or to spread lies about others. All of these are sin and have destructive consequences. We will call students to speak truthfully.
Unwholesome Speech
Ephesians 4:29 calls believers not to speak with unwholesome words, but to build up others with their speech. The sin is in speaking words that tear people down, disrespect people, that are spoken with the intent to hurt others, and that contain coarse or sensual joking. We will call students to speech which edifies others.

Sexual Immorality
First Thessalonians 4:3-5 says, “For this is the will of God, your sanctification; that is, that you abstain from sexual immorality; that each of you know how to possess his own vessel in sanctification and honor, not in lustful passion, like the Gentiles who do not know God.” Sexual intimacy is designed by God within the context of marriage between one man and one woman (Gen 2:23-24; Heb 13:4). Any form of sexual immorality such as pornography, fornication, adultery, homosexuality, bi-sexual conduct, is sinful and outside of God’s design for sexual intimacy (Lev 18:1-30; Romans 1:18-29). God’s standard is toward progressive purity and holiness, with both the desires of the heart and the actions of the body. We will call students to sexual purity in identity, thought and deed (1 Cor.6:9-11). Calvary University’s policy on gender, sexuality and marriage, is stated below.

Substance Abuse
Ephesians 5:18 calls believers to not be drunk with wine, but to be “filled with the Holy Spirit.” The difference is control. God doesn’t want alcohol or any other substance to control our behavior, but He wants His Holy Spirit to control our behavior. We will call students to be controlled by the Spirit rather than by substances.

A Biblical Statement on Gender, Sexuality, and Marriage

God created human beings distinctly as male and female (Gen 1:27). The distinctness, complementarity, and relational nature of the human race as “male and female” is based on the created order given by God when He created humanity “in His image” (Gen 1:26-27; 5:1-3; 9:6; 1 Cor 11:7; Jam 3:9; 2 Cor 3:18; Eph 4:23-24; Col 3:10), and these establish a normative connection between biological sex and gender. The created distinctness, complementarity, and relational nature also establish the basis for the marital relationship as being between one man and one woman (Gen 2:23-24; Eph 5:21-33).

The Bible affirms two options or giftings for sexual expression: monogamous marital relations between one man and one woman (Gen 1:27-28; 2:18, 21-24; Mt 19:4-6; Mk 10:5-8; 1 Cor 7:7; Heb 13:4; Eph 5:22), or sexual celibacy, if one is not in a monogamous marital relationship between one man and one woman (1 Cor 7:7; Mt 19:12). Within these two Biblical designs there can be found sexual fulfillment, whereas outside these two designs sexual expression is improper.
The Bible affirms that human sexuality is a gift to be treasured and enjoyed (Gen 2:24; Prov 5:19, 31:10; 1 Cor 7:4), as is sexual celibacy (1 Cor 7:7). The fall of humanity (Gen 3) corrupted human sexuality in both spiritual and physical ways (Rom 1:18-32, Eph 2:1-10), and one result is confusion and pain in the lives of those who struggle with brokenness regarding gender, and who struggle with the guilt of desiring sinful expressions of sexuality (Gen 3:1-7; Rom 3:9-18; 5:12-17). The Bible prescribes faith in Jesus Christ (1 Cor 15:2-3) as the remedy for guilt and as the provision for life (Rom 3:23, 6:23; Jn 3:16), and the Bible prescribes an ongoing relationship with Him as the means for a whole and fulfilling life (Jn 15:1-11, 17:3; Col 3:16; Gal 5:16-25; Rom 8:28-38).

**Christian Liberties**

Believers must make daily decisions about issues that are not explicitly mentioned in God’s Word. It is in these decisions that the believer must exercise discernment about what is God honoring and what is not. In all areas about which the Bible is silent, all Calvary students are expected to be willing to exercise self-restraint in order to strengthen our community and be sensitive to others (Romans 14:19-21)

Calvary reserves the right to discipline any student whose behavior is deemed to be contrary to the standards herein or engages in any activity which violates biblical principles and:

- Negatively impacts class atmosphere and campus life.
- Reflects unfavorably on the student’s personal testimony or Calvary’s testimony.
- Improperly influences other students or campus life.

**ACADEMIC POLICY**

Calvary University has a proud academic tradition built on the foundation of biblical truth. Proverbs 1:7a says “The fear of the LORD is the beginning of knowledge”. At Calvary, we believe this wholeheartedly; in all courses of study the Word of God is what underpins our academic offerings.

While at Calvary you will invest a great deal of time and energy into your academic pursuits and we want to see you succeed in those. These policies are in place to help you familiarize yourself with some basic Academic Policies.

Calvary University is comprised of three divisions: the College, Graduate School, and Seminary. The College offers undergraduate education including certificates, Associates Degrees, and Bachelor’s Degrees. The Graduate School and Seminary offer post-graduate education in liberal arts or theology, respectively.

For full Academic policies please see the current University Catalog.
Grading Scale and GPA

The College uses a standard 10 point grade scale and a 4 point Grade Point Average (GPA) value.

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<thead>
<tr>
<th>Grade</th>
<th>Value</th>
<th>GPA</th>
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<tr>
<td>A</td>
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<td>B</td>
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<td>D+</td>
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Both the Graduate School and Seminary utilize a 6 point grade scale and a 4 point Grade Point Average value.

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<tr>
<th>Grade</th>
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<td>F</td>
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Academic Advising
Each student is assigned an Academic Advisor. Your academic advisor is determined by your degree program and is usually the department chair of that program. The Advisor’s responsibility is to guide students through their academic career at Calvary. Students are encouraged to contact their advisors regarding any academic problems they may face.

While advisors are there to help guide, students are responsible to see that all courses are taken according to the program requirements specified for the student’s professional major and that all degree requirements are met. An academic advisor is available to provide guidance concerning academic programs and to verify the accuracy of course selections, but the ultimate responsibility for knowing program requirements and proceeding to satisfy those requirements in an orderly and timely manner is the student's.

Academic Classification
Undergraduate students are classified as being either degree students, those seeking a degree or certificate, as non-degree students, or those taking classes to satisfy requirements at another college or for other personal reasons.

Degree students are classified according to the number of credit hours they have earned:
- Freshmen (1 - 29 credit hours)
- Sophomores (30 - 59 credit hours)
- Juniors (60 - 89 credit hours)
- Seniors (90 + credit hours)

Non-degree students are classified as ND; they are not classified based on hours.

Certain privileges are only available to students who have reached certain academic classifications (i.e. meal plan exemptions and housing appeals). Also, some student positions are only available to students who have reached certain classification (i.e. Class officers, Student Senate Executive Officers, Resident Assistants, etc.)

Class Cancellation
In the event of severe weather or other extreme emergency conditions, classes may be cancelled. In these cases an announcement will be made on local television stations, or you may call (816) 322-5152 and press Option 5 for weather-related closure information. If classes meet but the weather in your area makes travel dangerous, you make the decision as to whether or not you can get there. Off-campus students who determine they cannot make it should bring a written explanation to the next class.
Professor Absence
Students are required to wait ten minutes for an instructor/professor who has not arrived. If by that time students are not advised otherwise, class is dismissed.

Class Visitors
Students who wish to bring visitors to class must obtain permission from their individual instructors. A visitor must sign in at the switchboard desk in Madison Hall.

Classroom and Chapel/Assembly Decorum
- Drinks may be taken to class in a sealable container (water bottles or travel mugs). Be sure to clean up any spills.
- Ipods and similar device usage is not allowed during classes, chapel/assembly, or in the dining hall.
- Due to Calvary’s use of text messages for emergency response notifications, cell phones are allowed to remain turned on during class and chapel/assembly. However, phones should remain on vibrate at these times. Texting during class is not allowed.
- Laptops are not to be used during chapel/assembly except for note taking. Individual instructors may or may not allow laptops in class.

Class Attendance
For more information, look to University Catalog.

Class Recording Policy
For more information, look to University Catalog.

Cheating
Cheating is considered a serious offense against a student’s Christian character and testimony. Cheating includes, but is not limited to:
- Copying from another person’s test or paper.
- Using concealed information during examinations.
- Falsifying assignments.
- Giving assignments to other students for the purpose of representing substantial portions as their own work.
• Receiving an assignment from another person and representing substantial portions as their own work.
• Giving information to another person during examinations.
• Obtaining information from a student who has already taken the examination.
• Submitting the same paper in more than one course.

Cheating also includes plagiarism, which is defined as copying any part of a book or paper without identifying the author. This also includes taking another person’s ideas and presenting them as your own.

In the event of academic dishonesty, the following will be enforced:
• The first offense in a course will result in a failing grade for the item connected with the dishonesty.
• The second offense in the course will result in failing the course.
• Repeated offenses during the student’s academic program will result in further disciplinary action.

In each case of academic dishonesty, the faculty member is responsible to inform the office of the Chief Academic Officer and the Student Services Office. Student Services will counsel the student.

**Academic Discipline**

*Academic Warning:*
Students who earn a semester GPA lower than 2.000 while maintaining a cumulative GPA above 2.000 will receive an academic warning. Continued performance of this quality may result in academic probation, but their academic status is “Warning.”

*Academic Probation:*
Students whose cumulative grade point average falls below a 2.000 at any time will have earned the academic status of “Probation.”

Probationary students are subject to academic limitations and restrictions on extracurricular activities such as athletics, drama, and musical groups. No student on academic probation may suit up for athletic games or travel with the team. However, they may practice with the team. Students on probation may not be eligible for Calvary scholarships and may not be eligible for federally funded financial aid. They also may not be a Resident Assistant.

The academic load of probation students will be limited to:
• 12 hours for students entering on probation
• 12 hours for students with a cumulative GPA from 1.500 to 1.999
• 9 hours for students with a cumulative GPA from 1.000 to 1.499
• 6 hours for students with a cumulative GPA below 1.000
Students placed on academic probation may be required to enroll in GE100 College Life Seminar. They may be required to enroll in this course each semester until their cumulative GPA rises above 2.000. The Academic Probation Committee may state what academic progress will be required for students who cannot get off probation in one semester due to reduced academic load limits. Conditions of the plan will be presented in the probation notice and to the Academic Advisor of the student. Students on such an academic plan must be above 2.000 or higher each term the plan is in place. The plan may not exceed more than three semesters.

Academic Suspension
Students who earn academic probation for two consecutive semesters at Calvary, who do not have an academic progress plan in place, will have earned the academic status of “Suspension.” Students who fail to accomplish their academic plan for getting off probation will also earn the academic status of “Suspension.” New students who are accepted on academic probation and fail to earn at least a 1.000 cumulative GPA their first semester will be placed on academic suspension. Any student on academic suspension will not be allowed to enroll at Calvary for one semester. When a student re-enrolls, the student will be on probation.

Academic Dismissal
Any student re-enrolling at Calvary after academic suspension, who fails to earn at least a 2.000 semester GPA for the semester in which the student returns, will have earned the academic status of “Dismissal.” A student academically dismissed from Calvary will not be allowed to continue at Calvary. Only if the student earns a minimum of 12 transferable credits at another accredited college or university, will he/she be considered for re-enrollment at Calvary.

Classroom Content
In many of the disciplines studied at Calvary, students may come in contact with objectionable material. This may include such content as profanity, substance abuse, violence, sexuality, perversion, bodily processes, false philosophy, and false religious practices, all of which are realities of our world. When subjects that include content of this nature are encountered in a course, it is the goal of faculty to approach them from a standpoint of biblical morality and integrity; communicating biblical truth, principles, and guidelines to such material.

Temporary Withdrawal–Leave of Absence
When a student needs to withdraw from classes for a short period of time, a “Leave of Absence” status may be granted to the student. A “Leave of Absence” is issued only upon approval and for extenuating circumstances (family sickness, personal medical emergency, financial emergency, etc.) which requires a student to be out of class for up to 180 days in a 12-month period. Students not returning within the 180-day period will be issued an “F” grade for all classes having the “LA” designation. They will also be considered withdrawn from the University.
Students applying for a leave of absence must:

1. Obtain a leave of absence consumer information sheet from the Registrar’s or Financial Aid Office.
2. Submit a request in writing at least one week in advance of the requested start date (if possible).
3. State the reason(s) for the request.
4. Provide assurance of intent to return to school should the request be granted.
5. Request the start and end dates of the leave of absence.
6. Submit their request to the Registrar’s Office.
7. Upon return from leave of absence, resume program at the point left.

**Administrative Action**

In the event that a student is no longer able to attend on-campus classes but is not dismissed from school (either voluntarily or involuntarily), Calvary reserves the right to administratively transfer a student from on-campus classes to Independent Study courses. If a course cannot be transferred, it will be refunded at a prorated price. Such circumstances may include Gender Based Misconduct accusations, injury/illness, various extenuating circumstances, etc. If a student is administratively removed from on-campus housing but not dismissed, he/she will be refunded at a prorated amount for the time remaining.

**Withdrawal Policy**

Withdrawal during the semester is generally inadvisable. However, unavoidable circumstances occasionally make it necessary. The matter should be discussed with the student's Academic Advisor, the Vice President of Student Services, or the Assistant Director of Student Services. There are two types of withdrawal: **Official** and **Unofficial**.

**Official Withdrawal**

To qualify as an official withdrawal, a student must provide notice of his/her intent to withdraw. This is done by providing oral or written notification to the Registrar’s office, or by visiting the Registrar’s office in person.

Regardless of how the process starts, a student must obtain a withdrawal form from the Registrar’s office. An official withdrawal is not completed until a student receives clearance signatures (Student Services office, the student's Academic Advisor, the Library, the Cashier, and the Financial Aid Office), signs and dates the form, and returns it to the Registrar’s office.
All pertinent school regulations are binding until withdrawal procedures have been completed. Besides signing the withdrawal form, each office may have other requirements of a student. For example, the Financial Aid office: Title IV consequences of the withdrawal or an Exit Interview; Library: books to return or fines; Cashier: Student’s account, etc.

An expulsion from school is, normally an official withdrawal, and those procedures are followed and completed by both the administration and the student. The Vice President of Student Services shall provide a copy of a student’s dismissal letter to both the Financial Aid and Registrar’s offices.

**Unofficial Withdrawal**

An unofficial withdrawal is initiated and completed by the Administration and occurs when a student:

1. Who, after having started classes, leaves school without providing notification of his/her intent to withdraw, and who did not earn a passing grade in any course that spans the semester
2. Who, after having started classes, provides notification but leaves school without completing the withdrawal process
3. Who, after having started classes, is expelled but leaves school without completing the withdrawal process
4. Who registered for classes but did not start one or more of them; this might not be a complete withdrawal from Calvary

Regardless of whether a withdrawal is official or unofficial, two critical dates must be identified when a student stops attending Calvary. The first, “the date we determined that a student withdrew”, and the second, “the student’s actual withdrawal date”. It is the responsibility of the Registrar’s office to determine the first date and to inform Financial Aid in a timely manner. However, there will be times when the first date is determined by someone other than the Registrar; e.g., the Vice President of Student Services.

The date we determined that a student withdrew must be no later than 14 days after the student’s last date of attendance, as documented from our attendance records. Institutions that take attendance are expected by the DOE to have a procedure in place for routinely monitoring attendance records to determine in a timely manner when a student withdrew.

We are not required to administratively withdraw a student who has been absent for 14 days. However, after 14 days, we are required to have determined whether the student intends to return to classes or to withdraw.

If a student is determined to have withdrawn and has received Title IV funds, the end of the 14-day period begins the timeframe for completing a R2T4 funds calculation. A school must return
the amount of Title IV funds for which it is responsible as soon as possible but no later than 45 days after it determines or should have determined that the student withdrew.

Although either the Registrar or Financial Aid offices can determine the second date, the two offices must coordinate, ensuring both have the same date and it is accurate. Financial Aid needs both of these dates, while the Registrar needs only the second.

Since we take attendance, a student’s withdrawal date is always the last date of academic attendance, per our attendance records. Therefore, the withdrawal date may not match the date that an official withdrawal form is returned to the Registrar, and it may be different from a student’s actual last day at Calvary.

Financial Aid uses the withdrawal date in determining the amount of aid a student has earned (part of the R2T4 calculation), for reporting to the DOE (through the NSLDS), and for sending Exit Interviews.

**The Clark Academic Center**

The Clark Academic Center, is available to all Calvary students and is open each weekday. Dr. Terri Stricker directs the Center. To contact her personally, email terri.stricker@calvary.edu.

Free tutoring is provided by student tutors who are committed to assisting you with your academic needs. The Center provides review of essays for classes with particular attention to Turabian formatting, grammar usage, and mechanical correctness. In addition, tutors aid students with study skills, time management, and class assignments. Students may email papers to learning@calvary.edu or go to the Center for one-on-one paper editing. To make an appointment, call (816) 322-0110 ext. 1401. If you are pursuing academic success, The Clark Academic Center at Calvary provides the practical encouragement to accomplish your goals.

**Christian Ministry**

We believe that a practical Christian ministry experience is a necessary and crucial part of undergraduate training here at Calvary. Therefore, it is essential that you complete the Christian Ministry requirements for graduation. Scripture commands believers to be serving the church and others. Calvary’s Christian Ministry program is designed to give practical experience and guidance in ministry to augment lessons learned in the classroom. Our hope is that you will experience the joy of ministry and the benefits of this program.

It is very important that you read, understand, and follow through with your responsibilities in the Christian Ministry program. Your Christian Ministry requirements for graduation can be found in the Christian Ministry Handbook which can be downloaded from the website (www.calvary.edu), or you can pick up a copy in the Christian Ministry Office.
Course Grades
Grades become final six weeks after they are posted at end of the semester or cycle in which they were earned. Appeals regarding a grade given in a particular class should first be made to the professor, and then, if satisfactory terms are not reached, further appeal may be made to the Academic Officer (within the six weeks following the posting of the grades at the end of the semester or cycle). Appeals to the Academic Office must be in writing.

Student Life

Student Life Activities and Programs
There are many events throughout the year that are required for all students. These events are intended to encourage the student body in their walk with the Lord. The goal of these activities is also to build godly community within the University. Please take note of the following events.

Work Day
One day each semester an all-student work day is conducted. This is a time of coming together as a community to make our campus something that we are proud of. Please be prepared for any kind of job and a happy, helpful attitude.

Any students taking a traditional course are required to participate in work day. Work days start at 8:30 a.m. to 12:00 p.m. On work day, day classes are canceled. Night classes will still be in session. Please take note that students who do not show up for their assignment or show up late (without communicating beforehand) will be charged with a $75 fine to their student account.

If you are unable to attend work day for any reason, please contact the Student Services office one week before work day in order to be excused from your work assignments. You will be informed of your work day assignments through email and your mailbox in the Warrior’s Cafe.

The Conference on Global Engagement
The Conference on Global Engagement is a week set aside for missionaries to come and take part in the student’s everyday lives. Missionaries will be taking part in classes, chapel/assemblies, student activities, and meals. There will be chapel/assembly Tuesday-Friday, as we hear from a special speaker on missions and its importance. This special week is in the spring semester.
The Charles C. Ryrie Lectures
A special week is set aside for the Charles C. Ryrie Lectures. It is a week of getting together as a student body and helping each other grow together and in Christ. There will be a day of prayer and other events planned. Chapel/assembly will take place Tuesday-Friday. This special week occurs in the fall semester.

Day of Prayer
Day of Prayer is a special time where students are able to get into small groups and pray with each other along with faculty and staff. The morning starts off at 8:30 beginning with a short devotional and a few songs. After opening the morning with prayer in preparation for this day, students will gather into small groups of four to six students and pray with faculty and staff on campus. Chapel/assembly will begin at 11 a.m. Traditional classes are canceled.

Any students taking a traditional course is required to participate in Day of Prayer. Notice that if you are absent it will be counted as a chapel/assembly absence.

Student Organizations
There are many organizations on campus that you are encouraged to get involved in. These student organizations benefit the student body and the community to work towards Christ-likeness and better the University as a whole.

Student Senate
Members of the Student Senate of Calvary University, are dedicated to serving the student body by providing opportunities, direction, and resources for the overarching purpose of aiding in the spiritual growth of student life.

The Student Senate is the governing body that represents all students. To clarify, the student body consists of all students at Calvary University. One of the many roles of the Student Senate is to be a mediating body between the students and the administration. The Student Senate consists of representatives of the freshmen, sophomores, juniors and senior classes, and representatives of official University groups.

The Student Missions Committee
The Student Missions Committee is a volunteer based student organization comprised of students from many degree programs who share a passion for missions and reaching the lost. They are led by the Intercultural Studies Advisor and a student leadership team. The SMC exists to promote missions on campus and help the student body to be engaged in reaching our local community and the world. To this end they are involved in several activities throughout the school year. The main activities include: "The Haystack", a weekly time of worship and prayer for Calvary's alumni serving as missionaries around the world (they meet every Tuesday in the Langmade room at 9pm), planning monthly outreach events for the student body (i.e. The Belton Fall Festival, Basketball Tournaments, Trunk or Treats, Car Washes and Nursing Home visits). They also assist with the Conference on Global Engagement.
Veterans Association

The purpose of the Veterans Association is to promote, support, and serve the diverse needs of its veteran to include students, staff, and faculty.

Some of the goals and responsibilities of the committee are:

- To encourage and support outreach and recruitment of veterans, active duty, retired, and reserve service members as students and employees of Calvary.
- Coordinate, publicize, and support veterans’ achievements and success to include recognition at honors receptions, graduation, and other such activities.
- Encourage and support the educational needs and academic goals of veteran students.
- Support the development of courses which address veterans’ concerns
- Coordinate campus professional development about veterans and their specific needs and concerns such as workshops, guest speakers, attendance and presentations at conferences.
- Coordinate, publicize, and support veterans’ events to include celebrations and remembrances.
- Act as a support network by bringing together various campus and community organizations and offices to form partnerships to assist veterans and their families.

ChocBoard

ChocBoard is the Calvary Student Chapter of The Missouri State Teachers Association. The purposes of ChocBoard are to promote professional development, to develop leadership skills, and to inform about the field of education. ChocBoard also participates in community service projects. ChocBoard meets once a month to plan activities that are both professional and social. Education majors are encouraged to become active members.

Chapel/Assembly

Hebrews 10:24 encourages us to “…consider how to stimulate one another to love and good deeds…” Chapels and assemblies at Calvary University provide excellent opportunities for us to come together as students, faculty, and staff to think about things that are excellent and worthy of praise (Philippians 4:8), and to encourage and challenge one another in a number of different formats. Our central focus in chapels and assemblies is always getting to know God better through His word. Chapels and assemblies typically include elements of teaching, discussion, interaction, praise and worship, and sometimes even theatre. Regardless of the specific format, there is always an emphasis on understanding the Bible and putting it into practice. This is all part of our mission to “…prepare Christians to live and serve in the church and in the world according to a Biblical worldview…”

Chapel/Assemblies are held Monday, Wednesday and Fridays from 11:00 -11:50 in the Liberty Chapel. They are a critical element to fulfilling Calvary’s Mission to “prepare students to live and serve in the church and in the world according to a Biblical worldview”. The format for chapel/assemblies varies, but often includes: music, prayer, sermons, question and answer sessions and workshops.
During the Charles C. Ryrie Lectures, the Conference on Global Engagement, and graduation week, special chapel/assemblies will take place. There will also be chapel/assemblies on Tuesday and Thursday of those weeks.

Chapel/assembly attendance is required of all students enrolled in any courses that meet on chapel/assembly days and/or are living on campus, but all students are invited to attend. Students are allowed three unexcused absences through the course of the cycle. For every three times a student is tardy to chapel an absence will be assessed. Students who are required to attend chapel/assembly but have legitimate scheduling conflicts may request a chapel/assembly appeal form through the Student Services Office.

**Campus Calendar**

When planning an all campus event it is important to have the dates approved by the Calendar Committee. Because different groups and organizations plan many events, it is important to confirm dates with this committee to ensure that there are no conflicts. For more information contact Gary Rogers at the Registrar’s office (816) 322-0110 ext. 1305 or gary.rogers@calvary.edu.

**Dress Code**

We desire that students apply principles of biblical wisdom towards appropriate and respectful dress in all situations. Biblically, our appearance is to honor the Lord and show deference to others (1 Peter 3:3-4, 1 Corinthians 10:31-33, Romans 14:13, Galatians 6:2). Culturally, our appearance is an outward demonstration of the value we place in our activities, our work, our school, and ourselves.

*Appearance and clothing should be neat, clean, modest, appropriate, and not distracting (designs in harmony with biblical mandates).*

Other exceptions to the dress code may be made for special events and extenuating circumstances. Announcements about these exceptions will be made by the Student Services Office.

If you have questions about whether an article of clothing, hair style, piercing, or tattoo is appropriate, please contact the Student Services Office.
Purity

The following rules are to help you pursue wisdom, purity, and sensitivity to others in your life and in your public and private relationships. Please note that the University has the right to exercise discipline for any conduct deemed appropriate for unmarried relationships.

- Students are expected to demonstrate sexual purity in:
  - Both their public and private lives. God intended the gift of sexuality to be used within the contexts of heterosexual marriage. Outside of marriage, sexual activity of any form is sin; sinning against our own body, against others and against God.

- Students are to abstain from the following at all times:
  - Viewing/purchasing/distributing obscene materials or websites.
  - Sexual activities of any kind outside of a heterosexual marriage.

- In public, displays of affection should:
  - Be appropriate to the situation and context.
  - Not jeopardize personal purity
  - Promote a comfortable atmosphere for those around.

- In private, displays of affection should:
  - Hold to a high standard of purity
  - Avoid the appearance of evil

Alcohol, Tobacco, and Drugs

Calvary University is an alcohol, tobacco, and drug free campus. Use, consumption, possession, distribution, or manufacture is strictly forbidden on campus property and will result in disciplinary action. E-cigarettes and vaping are also not allowed on campus.

All students are to refrain from use, consumption, possession distribution or manufacture of illegal drugs or illegal use of controlled substances at all times. Doing so will result in a minimum penalty of Disciplinary Probation, and may result in expulsion.

Students are to refrain from the public possession or use of alcohol and/or tobacco at all times. Disciplinary sanctions for violations will range from disciplinary warning to expulsion based on the following factors:

- Legality - Did the violation break any local, state, or federal laws? Providing alcohol to minors will result in immediate expulsion.
- Location - What was the proximity to campus?
- Impact - What is the on campus impact of the violation?
- Abuse - Was the infraction an instance of “use” or “abuse”?

All violations which are in violation of Local, State, or Federal laws will be referred to the appropriate Law Enforcement Agency.
Students who may struggle with drug or alcohol abuse are encouraged to contact Student Services for support, counseling, and treatment options.

For more information, please see Calvary’s Alcohol and Other Drugs Policy.

**Entertainment**

Our lives before God are not segmented into ‘Holy’ and ‘Secular’ categories. We are called to holiness in all areas of life (1 Peter 1:16), and that includes our choices of entertainment. Entertainment choices should not be a detriment to a student's spiritual health, either by content or time consumption. Students are expected to be sensitive toward the conscience and convictions of others in regard to general entertainment choices. (1 Corinthians 6:12, Romans 14:19-21)

In public settings on campus, students are not to watch ‘R’ rated movies, ‘TV-MA’ rated television shows, or play ‘M’ video games. ‘PG-13’ movies, ‘TV-14’ television content watched in public spaces (Student lounge, Warrior’s Caf, cafe, dorm lounges, etc.) must be approved by an RA prior to watching.

**Pranking**

Calvary University recognizes that most pranks are done in fun, but they are only appropriate when they are fun for everyone involved. Believing that we should take care of the buildings and facilities we have been given, be good neighbors to our surrounding community, and honor one another’s dignity, we ask that pranks not be malicious, damage property, or pose any risk of injury to individuals.

It is the policy of the University that any prank which results in physical injury, public humiliation, emotional trauma, sexual harassment, and or physical damage is not promoted or allowed by any student group or individual. Students participating in a prank that is harmful or dangerous to others will be disciplined according to the determination of the Vice President of Student Services. Any prank that violates local or federal law will be reported to the appropriate law enforcement department. All students involved in such pranks will be expected to comply with local and national law enforcement, and to provide appropriate restitution. Students are encouraged to abstain from any activity that may be considered a violation of this standard.

*Damaging University Property*

If a prank damages or hurts Calvary property, you will be fined according to the damage done. The damage will be assessed by the Maintenance department. Further discipline may be given if deemed appropriate.
Unauthorized entry
Buildings have individual hours which may vary at different times of the year. Please do not enter a building that is locked, unless you have been given a key by a work supervisor, etc. If you have any questions concerning access to a building contact the Security Department at (816) 898-2989.

Gambling
While enrolled at Calvary University, students are not to participate in gambling.

Sexually Suggestive Dancing
While enrolled at Calvary University, students are not to participate in any form of sexually suggestive dancing.

Campus Visitors and Guests
Campus visitors are always welcome. Students who wish to bring visitors to class must obtain permission from their individual instructor. For campus safety, a visitor must also sign in at the Switchboard desk in Madison Hall.

For information on guests staying on campus, please see section under Guests in Residence Hall or contact the Switchboard at (816) 322-0110.

Discipline and Accountability
The Student Services Department desires to assist students in developing discipline, wise decision making and Christian maturity as they grow in Christlikeness. We believe that the following areas summarize God’s plan for the Student Services Department: Responsibility, Relationships, Righteousness and Restoration.

Disciplinary Sanctions
Membership in a group obligates the individual to comply with the guidelines, regulations, and standards of the group and community. This holds true in the world which we live in whether it be in secular society, in the workplace, at Calvary University, or the local church (Matthew 18 and 1 Corinthians 5). As you might anticipate, choosing to violate a Calvary standard may result in some form of disciplinary action. Discipline is to help develop Christ-like thinking, godly behavior, and mature Christian character by correcting wrong or poor choices. The ultimate goal of discipline is restoration of fellowship with God and people.
**Definition of Disciplinary Actions**

In all situations, the Student Services Office seeks to discipline in a way that is appropriate for the offense. Disciplinary actions may include:

- **Verbal Disciplinary Warning**: A Verbal Disciplinary Warning is the first step in the disciplinary process. The offender is informed of what the violation was and what is needed to correct the issue.

- **Written Disciplinary Warning**: Is given if the offense merits more than a verbal warning or if the infraction from the verbal warning persists. Further misconduct will lead to Disciplinary Probation or Expulsion. A Disciplinary Warning may be accompanied by other forms of discipline (i.e.: work projects, fines, on-campus restrictions (suspensions), etc.).

- **Disciplinary Probation**: Is issued to a student for a year, a semester, or part of a semester. Further misconduct will probably lead to Expulsion. A student on Disciplinary Probation will lose privileges at Calvary University. Some potential lost privileges are positions of RD/RA, a Student Senate position, class officer, etc. He/she will not be able to participate in special groups of the University, i.e., athletic teams, musical groups, drama productions, etc. (unless it is required coursework).

- **Disciplinary Expulsion**: is when a student is asked to leave during or after a semester. The student will not be permitted on campus without expressed permission from the Vice President of Student Services or the Associate Director of Student Services. The student may or may not be allowed to return depending on his/her repentance, behavior, and compliance with readmission actions.

At Calvary University we believe we are in partnership with parents as we aid students in their development process. Therefore, parents of dependent children may be notified when their student is subject to significant disciplinary actions. In addition to any punishment imposed by the University, any student suspected of violating any federal, state, or local law will be referred to the appropriate law enforcement agency.
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<tr>
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<th>General Examples</th>
<th>Alcohol</th>
<th>Drug</th>
<th>Purity</th>
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<tr>
<td><strong>Verbal Warning</strong></td>
<td>First time minor infractions when made out of ignorance. Little impact on the institution or community. No threat to person or property.</td>
<td>- Dress Code</td>
<td>N/A</td>
<td>- Actions that are deemed inappropriate under the circumstances</td>
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<td>- Curfew</td>
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<td>- Room Checks</td>
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<td>- Music Played at a distracting level</td>
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<td>- Inappropriate language</td>
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<td>- Characteristics inconsistent with Biblical Character</td>
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<td><strong>Written Warning</strong></td>
<td>Repeated minor infractions. Infractions with some impact on the institution and community. Actions which threaten safety.</td>
<td>- Blocking Dorm Doors with Deadbolt</td>
<td>Alcohol use is in accordance with legal use, but violates institutional policy. There is little impact on campus.</td>
<td>- Actions that carry the appearance of evil</td>
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<td>- Distracting Behaviors</td>
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<td>- Consistent actions that are inappropriate under the circumstances</td>
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<td>- Reckless Driving</td>
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<td>- Violations of entertainment policy</td>
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<td>- Inappropriate pranks/teasing</td>
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<td>- Use of Tobacco products on campus</td>
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<td><strong>Probation</strong></td>
<td>Repeated minor infractions with ignored warnings. Infractions with moderate impact on the institution and community. Actions which threaten safety.</td>
<td>- Accessing floors of the wrong gender</td>
<td>- Alcohol use is on Calvary-owned property</td>
<td>- Any manner of Sexual consensual contact outside of heterosexual marriage</td>
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<td>- Unauthorized entry</td>
<td>- The incident included minors</td>
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<td>- Tampering with AV Systems</td>
<td>- The incident had a significant impact on campus</td>
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<td>- Minor Hazing</td>
<td>- Alcohol use is</td>
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<td>- Alcohol on Campus</td>
<td>on Calvary-owned</td>
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<td>- Threatening toward others</td>
<td>property</td>
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<td>- Harassment and any form of deliberately disrespecting others</td>
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<td>- Minor Damage to Property</td>
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<td>- Failure to comply</td>
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<td>- Actions which threaten safety</td>
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<td><strong>Expulsion</strong></td>
<td>Repeated, unrepentant infractions. Infractions with significant impact on campus. Intentionally causing harm to others or property.</td>
<td>- Theft</td>
<td>- The individual hosted an event where institutional standards were intentionally violated</td>
<td>- Sexual Intercourse outside of heterosexual marriage</td>
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<td>- Vandalism</td>
<td>- The incident had a sweeping negative impact on campus</td>
<td>- Sexual touching under clothing without consent</td>
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<td>- Major Hazing</td>
<td>- Providing alcohol to minors</td>
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<td>- Destruction of Property</td>
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<td>- Intentionally causing harm to others</td>
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<td>- Assault and intentionally causing harm to others</td>
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<td>- Creating a hostile environment for others to learn and live in</td>
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<td>- Repeated drug use</td>
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<td>- Production, Manufacture, or Distribution of illicit or illegal drugs</td>
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<td>- First offense drug use when on campus</td>
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This matrix is intended to serve as a basic guideline for disciplinary sanctions. Actual sanctions may be increased or decreased based on circumstances. At any level of disciplinary action, punitive and/or restorative measures may be given. In all cases, determination of a violation and definitions are determined by Calvary University and may be enforced by any faculty or staff member, including Residence Life Staff. If you have questions about specifics, please contact the Student Services office.

**Appeals for Disciplinary Actions**

All students have the right to appeal disciplinary decisions. Appeals must be made within five (5) academic days after verbal or written notification of the sanction. The written appeal must include the reason for the request. A student may appeal for three reasons which include:

1. The introduction of new information.
2. Failure to uphold the student's rights.
3. Appropriateness of the sanction.

To initiate an appeal hearing, the Appellant is to submit the following, in writing, to the Vice President of Student Services:

1. A request for a hearing to consider the appeal, submitted within five (5) working days from the time the Appellant was informed of the disciplinary decisions.
2. A statement which includes all of the relevant issues and evidence to be considered. Issues/evidence not included in this statement will not be considered in the appeal hearing.
3. A list of material witnesses, if any, and the essence of their proposed contribution to the appeal hearing. Please note these are not character witnesses but individuals with first-hand knowledge of the situation in appeal. Their testimony will be limited to the specified matters.

The Vice President of Student Services will then form an Appeal Hearing Committee, made up of one member of the Student Senate and three faculty/staff members selected by the Vice President of Student Services.

The Appeal Committee will, within ten (10) working days of the receipt of the appeal request, review and evaluate the original adjudication, as well as the information that the Appellant has presented. Based on the nature of the appeal, the Appeal Hearing Committee has the discretion whether or not to call the Appellant and/or his/her witnesses to appear before the Appeal Hearing Committee. If the Appellant and/or the witnesses will be called, they will be notified at least two (2) days in advance of the appeal hearing date. The Appeal Hearing Committee may audio-record the appeal hearing.
It is also important to note that in respect to appeal proceedings, formal rules of evidence are not followed, and past conduct may be considered in the appeal process. No particular model of procedural process is required; however, the Appeal Committee will attempt to structure the procedure so as to facilitate a reliable determination of the truth and be fair and reasonable. During periods other than regular semesters (summer, Christmas, etc.), the Vice President of Student Services reserves the right to alter the timing of the appeals process as necessary, due to faculty/staff/student availability.

The V. P. of Student Services will issue a decision in writing to the parties involved within a reasonable time (usually within ten (10) working days) of the conclusion of the appeal process.

The Appellant may make a final appeal of the decision to the President’s Cabinet. The decision of the Cabinet will be final and no further appeal is possible.

**Lost and Found**

Items that have been lost will be taken to the Student Services office. If you have any questions, contact the Student Services office at (816) 322-0110 ext. 1327.

**RESIDENCE LIFE**

**Residence Hall Policies**

Living in the Calvary University residence halls are a great part of the Calvary experience and a significant component to the Calvary community. Rules, guidelines, and procedures for CU’s residence hall are intended to cultivate an atmosphere that is conducive to study, fellowship, sleep, and mutual respect of all residents. Furthermore, living in the residence hall will also provide opportunities for students to develop and learn self-discipline in organizing time for study, work and social activities. The residence hall staff (Resident Director – RD, Resident Assistants – RA) functions with the full authority of the Student Services Department in helping to maintain a healthy campus environment.

**Requirements for Living in the Residence Hall**

- Students must take at least six credit hours of classes to live in the residence hall unless a written exemption has been given. Appeals must be put in writing and submitted to the Student Services Office within the first two weeks of the beginning of the semester. The Student Services Department will respond in writing to the student. For more information
on who may submit an appeal, please see section under “Housing Assignments and Housing Changes.”

- All single, undergraduate students under 23 years of age must live in the University residence hall unless living with parents or grandparents.

Requirements for Living Off-Campus

- Students who are 23 years of age or older or 5th-year seniors may reside in other housing.
- A 5th-year senior is a student who has earned at least 90 credit hours and completed eight semesters of college. If a student under the age of 23 moves off campus, he/she may not enroll in any classes until he/she reaches the age of 23 or moves back on campus (unless he/she is living with parents or grandparents).
- Any student who moves out of the residence hall mid-semester for any reason other than Administrative Action (note that Administrative Action is not the same as dismissal or expulsion) is still responsible for the full semester’s room and board charge.

Personal Property

The University cannot assume responsibility at any time for the private property of its residents and is not liable for loss or damage of any article of personal property for any cause anywhere on the premises of the campus.

Students are issued card keys to their rooms upon moving into the residence and are responsible for their possessions. It is highly recommended that doors be kept locked at all times when residents are not in their rooms. It is advisable to label all possessions, including books, CDs, clothing, toiletries, etc. Residents should never leave personal items such as purses, book bags, electronics, etc., unattended anywhere on campus.

Personal Property Insurance

If a residential student wishes to have personal property insurance, he or she may be covered by a parent's home policy, or take out an insurance policy through an insurance company. Calvary University is not responsible for lost, stolen, or damaged items in students’ rooms or in the residence hall.

Respect for Property of Others

The theft, vandalizing, or defacing of another person’s property or possessions is strictly forbidden. The University is not responsible for items stolen, defaced or vandalized.
Inspection of Property
Officials of CU reserve the right to inspect and/or search any University-owned building or property, including the residence hall and individual rooms within the residence hall, without prior notice for purposes of maintenance, prevention and safety, or detection of a suspected violation. RD’s and RA’s may also inspect rooms for housekeeping purposes or for unregistered guests.

A room search for security or regulatory purposes may be made only by authorization of a member of the President’s Cabinet. The search may be conducted by campus security, another employee of the University, or a Law Enforcement Officer in the presence of a witness who must also be an employee of the University or law enforcement official. If at all possible, the student should be present during the search.

Housing Manager Contact
The residence hall is under the direct supervision of the Vice President of Student Services and the Associate Director of Student Services. The Resident Directors (RD’s) and the Resident Assistants (RA’s) are responsible for maintaining order, interpreting and enforcing University regulations within the housing units and for inspecting and protecting University property. Their aim is also to cultivate a community that glorifies God.

Maintenance and Housekeeping Procedures
When something in the residents’ rooms or the residence hall needs repair, contact a Resident Director or Resident Assistant immediately. A work request will then be submitted to the Student Services Office. All requests are placed in order of importance. Maintenance will not enter the women’s floors unless accompanied by another female RD or RA. In case of a maintenance emergency, please dial extension 4444 or (816)898-8982.

Residence Life Regulations

Hall Gender Regulations
- 1st and 2nd floor are men’s halls. Women are not to be on these halls.
- 3rd and 4th floor are women’s halls. Men are not to be on these halls.
Disciplinary action will be enforced on any students found on the halls of the opposite gender without expressed permission of a proper authority. Disciplinary action may include, but is not limited to, disciplinary probation or disciplinary expulsion. If appropriate, the school may also enact legal action on the student.

Stairwells and Elevator
Students must conform to campus dress code for decency in the stairwells. Men are not to go above the 2nd floor landing; women are not to loiter on the 1st and 2nd floor landings. The elevator is for the use of women and those with disabilities ONLY. Exceptions will be made on certain days for students moving in/out. Exceptions for the elevator use must be cleared with the Student Services Department and or Disability Support Services.

1st Floor Common Area
The first floor common area is open to both genders until curfew. Students must conform to campus dress code for decency when in this public place.

Rule Exceptions
Students may access the halls of the opposite gender in fulfillment of campus job requirements (i.e., security access for injuries) or approved residence hall activities (i.e., open dorms). Determination of the legitimacy of the student’s access will be determined by their respective Resident Director and the Student Services Office.

Lounge Policy
Each floor of the residence hall has its own lounge space and is equipped for relaxation and enjoyment. Special care should be taken in keeping them presentable and in being considerate to guests or fellow students. Men and women are never to be in the lounges of the opposite gender (see exception above). The first floor lounge may be used by both genders on Sunday nights between 6:30 and 11:30. This lounge is shared with guests, so women may be present at all times.

Lounge furniture is provided for the mutual enjoyment of all and must remain in the lounge for that purpose. Students are expected to clean up after themselves in the lounges. Dishes, food, supplies, etc. left unattended will be confiscated and disposed of. Destructive activity is not allowed. Students will be obligated to pay for any furniture they damage. Lounges will be inspected regularly by Residence Life Staff for cleanliness.
Kitchen Policy
Each lounge has its own kitchen space and is available for use at any time by the appropriate gender. Each resident is responsible to provide their own dishes, utensils, or other necessary cooking and cleaning supplies for the kitchen area. After use of the kitchen area, all dishes must be washed, dried, and put away. Food and drinks may only be kept in the refrigerator and freezer. Any food not requiring refrigeration should be kept in the student’s room. Any food or dishes that are not clearly marked are assumed to be available for public use. Throughout the week, an RD or RA from that floor will do an inspection of the lounge and kitchen. Any dishes (including those properly marked) or food found left out will be disposed of, donated, sold or permanently claimed. To avoid this, it is essential that all dishes be cleaned AND put away.

This policy and more details are posted at the entrance of every lounge.

Laundry Rooms
Each floor of the residence hall has a 24-hour laundry facility. Students are expected to clean up after themselves in the laundry rooms. Please be prompt in removing your laundry from the washers and dryers to enable the next person to use them in a timely manner. Clothes and laundry supplies left unattended will be disposed of.

General Residence Hall Care
Calvary University desires to be good stewards of what the Lord has given including the Residence Hall. Because of this, CU requires the following rules to be honored. Common areas of the dormitory such as halls, lounges, kitchens, and restrooms must be kept free of personal items, trash, unauthorized furniture, etc. Out of courtesy for fellow residence hall students and sanitary reasons, no pets, except for fish, are permitted in or around the dormitory. There are to be no water fights or other activities that can damage property. Please turn off all lights and appliances when they are not in use. Any belongings left on campus past the closing summer date will be disposed of.

Fines/penalties for destruction of property are as follows:

- Staining or destroying carpet: $100/square.
- Holes in walls or ceiling: $150.
- Breaking a window: $200 or cost to replace.
- Breaking furniture: $75-500, depending on item.
- Pulling the fire alarm for no reason: immediate suspension.
Room Decorations

In order to best preserve the residence hall, we ask that the following rules be used as guidelines when decorating rooms.
No permanent forms of decorating are permitted in the residence hall without permission of Student Services. No holes are to be put in walls. No tape of any kind is to be used on walls or windows.
Please use only the picture rail and the provided rail hooks. DO NOT use sticky tack or 3M-type strips as they will chip the paint. Students will be charged for any damage done to the wall because of decorations.
Decorations may include materials that are in good taste according to the University’s Christian philosophy. Because CU is a tobacco, drug, and alcohol free institution, advertisements of these industries are prohibited in any form. Decorations of alcoholic beverages and containers, or lewd and obscene materials and pictures are strictly prohibited. Spray snow may not be used as decoration on any surface in University housing. The Residence Life Coordinator will make final rulings should a student disagree with the RD or RA’s request to remove such items. If such items are not removed, the RD or RA may confiscate items and the student will be able to have them returned at the end of the semester.

Residence Hall Key Cards

Residence Hall students are issued a keycard at the beginning of the semester. If the key card is lost or damaged during the semester, replacement charges are as follows:

- First occurrence – Fee of $5.00
- Second occurrence – Fee of $25.00
- Third occurrence – Fee of $50.00 plus a written warning

Further occurrences will be handled as a disciplinary infraction. Fees will be charged against the student’s housing deposit.

If any lost key poses a threat to campus security, the student may also be charged all or part of the cost of re-keying affected locks.

Room and Key Deposit

A $100.00 room and $50 key deposit is due at the time of registration for all on-campus housing. The deposit, less any itemized deductions for cleaning and repairs, will be refunded at the end of the school year. If the student intends to return the following cycle, the refund will be transferred to the following cycle’s bill. If the student does not intend to return, the refund will be sent to the student by mail. Students are asked to communicate with their RD if they plan on moving out of
the dorm at the end of a cycle. Students will receive their refund if the following conditions are met:

- There is no damage to the room
- Room is left clean
- Proper checkout procedure is followed with RD and RA signing off on checkout sheet (If a student leaves campus without properly checking out, the room deposit refund is forfeited, and a new room deposit will be required for the next cycle for returning students)
- There are no unpaid balances owed to CU
- All fines have been paid

Room Checks

Room checks will be done weekly by the RD or RA of the floor. The RD or RA will make sure that residence rooms are neat and orderly. This includes the student’s private bathroom. Cleaning supplies will be made available in the cleaning supplies closet by the center staircase entrance of each floor. Each floor will decide the day and time for room checks to be held. A list of what is expected will be left in the room. Failure of a room check inspection will result in a verbal warning. A second failure will result in a $20 fine. A third failure will result in a written warning and a meeting with the Residence Life Coordinator. 

Each resident will be issued one “free check pass” per semester. This may be used at any time during the semester. The resident must submit the “free check pass” to the RA before room checks in order to use the pass.

Guests in the Residence Hall and Visitors

A guest is anyone not currently paying to live in the residence hall. All guests must register at the front desk of the residence hall. Once registered, the student must inform the RD or RA of the floor where the guest will be staying. Guests must be of the same sex as the student with whom they are staying. Visitors and non-dorm students should not be on campus after curfew unless they are spending the night.

Residence hall students are allowed three guests per semester at no charge. After that, there will be a charge of $10 per night, for up to ten nights per semester, for anyone who spends the night in the dorm (i.e., parent, sibling, etc.). Prospective students must register with the Admissions Department. The only exemptions to these charges will be Board of Trustees members, Advisory Council members here for meetings, and missionaries here for the Conference on Global Engagement.
Reservations for any of the guest rooms in the residence hall must be made in advance by contacting the front desk of the Administration building. After registering, a Guest ID badge and a parking permit (if applicable) will be issued to them.

Students are fully responsible for their guests and ensuring their compliance with the rules found in this handbook. If a student is aware of an infraction, it must be reported to Student Services immediately. Failure on the student’s part to report the infraction may result in disciplinary action being enforced on the student. An infraction of these rules by a student’s guest will result in action taken against the guest, and the penalty will also be applied to the student. The University reserves the right to ask a guest to leave should problems arise. For an infraction of the hall rules (see above), the school may enact legal action on the guest.

**Housing Changes**

Traditional Students who are at least 21, under the age of 23, or have been a student in the dormitory for two or more years and have demonstrated good character, academic ability, and are in Good Standing with the Student Services Department may submit an appeal to reside in housing other than the dormitory. Please note: **living off campus is a privilege, not a right.** Being approved to live off campus does not guarantee acceptance into Married Student Housing. Students who are approved to reside out of the dorm and wish to live in Married Housing must fill out an application and be accepted.

**Residence Hall Doors**

All doors to the staircases are to remain closed at all times. The propping open of the outside access doors or doors into the staircases will not be permitted without prior authorization of Residence Life Staff or Security. All doors within the residence floors are encouraged to remain closed when the student or students are not present. Doors to the bedrooms are not to be propped open with the deadbolt lock. This will damage the lock and the student or students will be responsible to pay $400 for the replacement of the lock. Unauthorized entry to, presence in, or exiting/entering through windows and being in a restricted area of the residence hall without permission is prohibited and will be dealt with accordingly. Students who assist others in unauthorized entry to, or exit from the residence hall, and students who fail to properly register guests will be subject to the same disciplinary action.
Residence Hall Devotional Time

Calvary strongly encourages students to develop the habit of a consistent, meaningful, personal daily time with the Lord. CU believes that this is a vital component of a believer’s walk with the Lord and therefore requires time and discipline. Because Calvary’s desire is for every student to be encouraged and challenged in their walk with the Lord, weekly devotional meetings are organized for each floor in the Residence Hall. These meetings are held every Monday night.

Dormitory students are expected to attend their weekly Residence Hall devotional meetings. Any exceptions must be submitted to the student’s respective RD or RA. Additional work may be required for missing. Any off-campus student may also attend these weekly meetings to receive encouragement and be in fellowship with other students outside of the classroom setting as well.

Periodically, there will be devotional meetings in the Langmade Room for everyone in the residence hall and any other student off-campus that would like to attend. These are organized to have times of fellowship outside of the classroom setting and receive mutual encouragement. These will be in place of a normal weekly floor devotional meeting. These meetings will be in place of the weekly devotional time and dorm residents are required to attend.

Residence Hall Hours

The following residence hall hours are set for students living in the residence halls:

- Sunday–Thursday: dorm students must be in the dorm from 12:00 a.m.–5:00 a.m.
- Friday–Saturday: dorm students must be in the dorm from 1:00 a.m.–5:00 a.m.

On nights with special Calvary events such as the Fall Social, Christmas Concert, Winter Social, and Spring Banquet there will be an extended curfew of 1:30 a.m. In addition to this, each semester, dorm students are given one hour of grace minutes. Record of grace minutes used will be kept at the front desk of the residence hall. The designated RD or RA that will be on duty for the night will record the amount of grace minutes used. Students who go over their grace minutes will receive a monetary fine.

Exceptions to Residence Hall Hours

If a student is leaving overnight, they must sign out at the front desk of the residence hall and inform their respective RD or RA. When signing out overnight, the student should not return to campus until the next morning (after 5:00 a.m.). The student should stay at the designated sign-out location, unless there are extenuating circumstances. If this occurs, the student should notify their RD or RA at the earliest convenient time.

If a student is working past curfew, they are required to fill out a “Work Absence Form” located in the folder that is at the front desk of the residence hall and leave it in the binder. They are also
to inform their RD and RA. The student may receive more information from their respective RD or RA.

**Appliances and Furniture in the Residence Hall Rooms**

Electrical appliances which may be used in a residence hall room include: small personal refrigerators, coffee makers, curling irons, electric blankets, electric razors, fans, hair dryers, and humidifiers. Other appliances for food preparation must be used in the kitchen areas only. Personal refrigerators must be kept clean (inside and out) and must be plugged directly into a surge protector. Waste food and empty food containers should be securely wrapped before depositing in waste receptacles.

Stereo equipment and televisions are permissible as long as they are not disturbing to the roommate or others. Other items may be brought to add to the attractiveness of the rooms.

Because of the danger of possible fires, candles and incense are prohibited in housing units. Furnishings are placed in the rooms for the best possible utilization for that particular room. No furnishings are to be moved from the rooms.

**Students Returning Prior to their Designated Academic Cycle**

Students returning to the dorms prior to the cycle they are registered in and who are returning to represent Calvary or for employment (i.e. athletics, theater, cafeteria workers, etc.) may be allowed to stay in the dorms at no cost. If the Cafeteria is open, said students will need to pay per meal to eat or provide their own meals. Students returning for any other reason will be charged $25 per day for room and board. Students who are returning for both personal reasons and to represent Calvary will be charged the $25 (a student who returns as both an RA and to take a J-term class).

**Sprinkler Systems in the Residence Hall**

The Calvary University residence hall is equipped with sprinkler systems for fire protection. Tampering with or hanging items from this fire safety equipment is strictly prohibited by law and by CU rules. Any student violating these rules will be subject to discipline and possible legal action.

Calvary University will not be liable for loss or damage to students’ personal belongings caused by activation of the sprinkler system if such act is caused by student negligence or intentional act. Further, the Institute will seek restitution from students, and/or their insurance carriers, their
parents, or their parents’ insurance carriers for any damage to Institution property caused by student actions.

**Important Residence Hall Dates**

All students who plan on staying during the open breaks of Fall, Thanksgiving, Easter, and Spring will be required to notify their respective RD or RA. All policies and standards of conduct in the student handbook apply during breaks. There will also be no meals provided during Thanksgiving, Spring, Easter, and Christmas breaks.

- **Fall Study Break:** October 19-22  
- **Thanksgiving Break:** November 22-26  
- **Spring Break:** March 19-26  
- **Easter Break:** March 30-April 1

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**Campus Services**

**Events on Campus**

*Recruiting Groups*

The Ministry Studies Department, Christian Ministry Fair, and the Christian Ministry Office are the only venues through which outside groups may come on campus to contact our students.

*Music Groups Performing on Campus*

For a group to perform on campus, these steps must be observed:

- Information will be collected about the group through the following means:
- The group will submit a sample of their music, along with a printed copy of the lyrics.
- The group’s website (if available) will be reviewed.

All the information provided will be reviewed for permission by the President’s Cabinet.

**Voter Registration Policy**

At the beginning of every semester, notifications will be sent to the students of their voting options. These notifications will be sent in The Chatter (on-campus paper) and by all-student mass emails. Part of the notification will include information on absentee voting. These notifications will be generated from the Student Services Office.
Family Education Rights and Privacy Act (FERPA)

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

1. The right to inspect and review the student’s education records within 45 days of the day Calvary receives a request for access.
   Students should submit to the registrar, Student Services, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The Calvary official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Calvary 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 are inaccurate or misleading.
   Students may ask Calvary to amend a record that they believe is inaccurate or misleading. They should write the Calvary official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
   If Calvary decides not to amend the record as requested by the student, Calvary will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Calvary in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Calvary 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/her tasks.

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Calvary to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
FERPA Directory Information

The following information is considered to be directory information by Calvary and, therefore, information that is generally not considered harmful or an invasion of privacy if disclosed:

- Name, address, & telephone listing
- Date and place of birth
- Dates of attendance, degrees, and awards
- Most recent previous school attended
- Field of study (major)
- Participation in officially recognized activities & sports
- Weight and height of athletes
- Photographs
- E-mail addresses
- Full-or part-time status

If you do not wish any one or all of the above items to be released to anyone who does not have an authorized and/or legitimate need to know the above information, please notify the Registrar’s Office in writing of this desire and the noted information will not be released. (Note: specifying that your address and phone number not be released will prohibit even friends and relatives from being able to obtain that information from Calvary.)

Disability Support Services

Calvary offers disability support services to students with special needs in compliance with the Americans with Disabilities Act (1990) and Section 504.

Students with disabilities have the responsibility of informing the Disability Support Services (DSS) Coordinator (dss@calvary.edu) of any disabling condition that may require accommodations. These disabilities can range from learning disabilities to physical disabilities. This service is free of charge and is open all semester to those who may need help. Please note that if one chooses to have learning accommodations halfway through the semester, they will not be granted coverage for the previous weeks. DSS services are arranged only at the time of the request and approval of the DSS Coordinator.
Meal Plans and Meal Plan Exemptions

Calvary offers three convenient meal plans for students to choose from. Due to the nature of our Food Service program at Calvary, dormitory residents are required to participate in one of the available meal plans.

However, Calvary does recognize that there may be medical conditions that require a special diet that cannot be reasonably accommodated by the dining hall. In these cases, exemptions will be considered on the basis of medical need. In order to be considered for a medical exemption, the student will have to submit a Doctor’s note and justification to the Disability Support Service Coordinator (dss@calvary.edu).

Health Services and Immunizations

Calvary does not provide on-campus health services and each student is responsible for their own health services.

First-aid treatment and minor medical supplies are available through the Residence Life Staff, the Student Services Office, and Campus Security. For additional services, a list of physicians, dentists, optometrists, clinics, and hospitals may be obtained from the Student Services Office. Transportation can be arranged for students to have access to these services.

The University reserves the right to require a student to seek medical care under any circumstances. The student still bears financial responsibility for any medical treatment received.

For attendance purposes, illness is not considered an excused absence. If an illness, medical condition, or medical treatment requires that a student miss a substantial number of classes students may request excused absences from the Registrar’s office. Such instances will require a doctor’s note.

For absences lasting longer than two weeks, students may apply for a Leave of Absence in the registrar’s office.

Calvary University strongly recommends that all students carry health insurance that covers them in the Kansas City area. (Many insurance plans do not provide coverage outside the home area, so it is important that you contact your insurance company to find out whether you will be covered in Kansas City.) All students must complete a Proof/Waiver of Student Health Insurance Coverage form and present it along with a copy of their insurance card (or other proof of coverage) to the Student Services Office prior to their first class. If a student is unable or unwilling to obtain coverage for the Kansas City area, that must be indicated on the Proof/Waiver form.
Calvary does not offer insurance plans, but students may contact Heritage Benefit Consultants (816) 322-6350 for information on Short-Term or Long-Term medical plans that would be suitable.

**Health Records**
Calvary requires students to have on file student’s health information.
Calvary is required to have:
- Proof of Health Insurance
- Copy of Insurance Card
- Health History/TB history

**Immunizations**
Immunizations are required for all students that are living on campus, such as: Dorm, Philly Hall, and Tumbleweed.

**Immunization Legal Requirements**
As a private institution, we are legally obligated to require the following immunization:
- Meningococcal (Meningitis)

**Immunization Recommendations**
Immunizations recommended that we encourage to receive (but do not require) due to increased risk of exposure by living in dormitories are:
1) DTP or Td/Tdap (Tetanus, Diptheria, Pertussis)
2) MMR (Measles, Mumps, Rubella)
3) Influenza
4) Hepatitis B

**Other**
Other immunizations recommended by the medical community for persons aging from 19 to 26 years (but are not required by any schools):
1) Varicella
2) Pneumococcal
3) Human Papillomavirus (HPV)
4) Hepatitis A

**Counseling Services**
All counseling from Student Services will be biblical with the goal of the individual being changed into the image of Christ. We believe that in Christ we have everything we need for life and godliness and rely heavily upon this in counseling. We believe the Word of God is sufficient to meet the needs of mankind for salvation and sanctification.
Students may seek formal counseling with either Student Services or with Student Services’ licensed counselors. There are no fees attached to counseling with the Student Services. For licensed counselors, the initial session is at no cost to the student, but students may be charged for following sessions at the discretion of the counselor.

Students may schedule appointments with Student Services by contacting the Student Service’s office (student.deans@calvary.edu). Appointments may be made with licensed counselors by contacting the Counseling Line at (816)866-3954. Counseling Offices will be found in the east Education Building. Confidentiality is very important to us, but please be advised the Student Services Personnel are mandated reporters, and cannot promise confidentiality on every issue (see Limits of Confidentiality below). Licensed counselors, however, are not mandated reporters.

Students are also encouraged to seek guidance and advice from trusted faculty and staff members. Faculty and staff have a wide variety of backgrounds and experience and are happy to share their wisdom and guidance with students.

Occasionally students are faced with life circumstances which cause significant emotional, behavioral, and/or mental difficulties. In these cases, students are expected to cooperate with counselors and administration to obtain appropriate care. The University reserves the right to require a student to seek appropriate care under any circumstances. A student who refuses to cooperate in obtaining and following through with prescribed counseling, therapy, or medical treatment will not be allowed to continue as a student, especially when their behavior negatively impacts others or they pose a health or safety risk to themselves or others. The student bears financial responsibility for any treatment received.

**Mandated Reporting and Limits of Confidentiality**

All university employees (faculty, staff, administrators, and student employees) are to immediately report the following to appropriate officials:

- Actual or suspected discrimination or harassment.
- Violations of Calvary’s Gender-Based Misconduct Policy.
- Violations of Calvary’s Alcohol and Other Drugs Policy.
- Threats of self-harm or harm to others.

In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality – meaning they are not required to report these issues to university officials - thereby offering options and advice without any obligation to inform an outside agency or individual unless the reporting party has requested information to be shared. Other resources exist for the reporting party to report crimes and policy violations and these resources will take action when an incident is reported to them.
If a student would like their information to remain confidential, they may talk to the following individuals:

On Campus:
- Licensed, professional counselors. They may be contacted by calling the Counseling Line at (816)866-3954.

Off Campus
- Licensed professional counselors
- Local rape crisis counselors
- Domestic violence resources
- Local or state assistance agencies
- Clergy/Chaplains

On-Campus licensed, professional counselors will maintain confidentiality except in extreme cases of immediate threat or danger, or abuse of a minor.

Off-Campus resources should be chosen with discernment and at the discretion of the student.

**Complaints, Concerns, and Grievances**

A student may wish to present a grievance against a faculty or staff member, or another student, when the issues cannot be resolved informally or by use of other regular University procedures. A grievance is a concern related to an alleged illegal or improper action not otherwise addressed in policies contained within the Student, Staff, or Faculty Handbooks. Calvary has set procedures for students who wish to present grievances and are listed below. Academic related grievances (i.e., appealing a course grade) should go through the office of the Chief Academic Officer.

1. Any student who would like to file a formal grievance must submit a written grievance to one of the following departments: the Vice President of Student Services, the Chief Academic Officer of the University, the Title IX Coordinator, or the President’s Office. Grievances should be submitted as promptly as possible, within 12 months of the occurrence of the incident, and should include the following information.
   a. The date and place of the incident.
   b. A description of what took place.
   c. Why it is considered a grievance.
   d. The date on which the grievance was recorded.
   e. The name and signature of the grievant.

2. A thorough investigation of the grievance will be conducted and, if warranted, appropriate action will be taken.

3. Should anyone be dissatisfied with an imposed sanction as a result of the investigation, an appeal may be made to the Vice President of Student Services and eventually the President of the University (see Appeals of Disciplinary Sanctions).
Students filing a written grievance with the Student Services Office may be required to meet with a staff member face-to-face to answer questions and provide more contextual information related to the alleged incident. If the student chooses not to submit their grievance in writing and/or chooses not to meet with University staff when requested to do so, the University reserves the right to not respond to the filed grievance (except in gender-based misconduct), although a copy of the report will be left in the student’s file in the Student Services Office.

When filing a complaint, it is important that the reporting party state the nature of the grievance, bring witnesses (if able), and be able to clearly state the facts, accusations, and situations. If the accusation against another student, staff, or faculty member is determined false or malicious, the student may be subject to discipline or expulsion. In all cases, confidentiality of the reporting party and responding party will be strictly adhered to except as required by applicable law. Any crimes violating federal, state, or local law will be referred to the appropriate enforcement agency.

The University is committed to the scriptural principles found in Matthew 18:15-17. However, the University understands the difficulty inherent in discussing an offense with persons in a position of authority. Therefore, the student is encouraged, but not required, to discuss the matter privately with the person in an effort to resolve the matter. If the student is in a situation where they are unsure how to proceed, please seek counsel from the Student Services Department. The Student Services Department is always available to provide advice and support for students who are uncertain as to how they should proceed in response to grievances.

State Authorization Reciprocity Agreement Grievance Procedures (SARA)

Students enrolled in distance education courses (online classes) or online programs, who are residents of states other than Missouri, and when such state is a SARA participating state, may, after exhausting their options under Calvary’s grievance procedures, appeal the institution’s decision to the Missouri Department of Higher Education (MDHE). Only complaints that do not involve grades or student conduct may be appealed within two years of the incident to the Missouri Department of Higher Education.

Missouri Department of Higher Education
P.O. Box 1469
Jefferson City, MO 65102-1469
1-573-751-2361

If MDHE receives a complaint about a Missouri institution, the complainant will be contacted by MDHE staff to determine if the complainant has exhausted the grievance process at Calvary University. If the institutional grievance process has been completed, MDHE will provide
appropriate forms to file a formal complaint against the institution. If the complainant has not utilized the institutional remedies available, the individual will be directed to contact Calvary University to seek resolution.

The formal complaint must be submitted in writing using the form provided by MDHE. The complaint may be mailed or faxed and must include supporting materials as well as documentation verifying that all institutional remedies have been exhausted. MDHE staff will acknowledge receipt of the formal complaint in writing.

SARA-related complaints that fall within the jurisdiction of MDHE will be investigated and resolved as appropriate by MDHE. SARA applies only to those complaints resulting from distance education courses offered by participating institutions to students in other SARA states. It does not apply to distance education activity inside Missouri or to on-ground campuses. Complaints concerning criminal misconduct will be referred to local law enforcement authorities. Complaints relating to violations of federal law will be referred to the federal agency having jurisdiction over the matter in question.

Calvary University will provide a response to the complaint within ten working days of official notification by MDHE. All parties to the complaint will be notified of its resolution by mail. MDHE will keep a log of all complaints, record the date received, the name of the complainant, the institution against which the complaint is made, a brief description of the complaint, and the date and nature of its disposition.

**Accreditation Complaints**

Students and prospective students of Calvary University may file complaints with our Accreditors: HLC [http://www.hlcommission.org/HLC-Institutions/complaints.html](http://www.hlcommission.org/HLC-Institutions/complaints.html), ABHE [http://www.abhecoa.org/forms.abhe.org/webdocs/Policy%20on%20Complaints.pdf](http://www.abhecoa.org/forms.abhe.org/webdocs/Policy%20on%20Complaints.pdf), or the State’s designated agency. The Missouri Department of Higher Education (MDHE) has been assigned to serve as the clearinghouse for complaints concerning colleges and universities.

The State of Missouri recognizes that, “many issues fall within areas that generally are within the sole purview of an institution and its governing board.” Furthermore, “issues or complaints are generally more speedily and appropriately resolved within the grievance channels available at the institution.”

Missouri encourages students and prospective students with complaints to use all available informal means to resolve them. In other words, a complainant should first follow scriptural principles found in Matthew 18: 15-17, before proceeding to more formal steps. Calvary University’s Grievance Procedures can be found in our undergraduate catalog: [http://www.calvary.edu/university-catalog/](http://www.calvary.edu/university-catalog/), starting on page 255.
According to the State of Missouri, “Exhaustion of all informal and formal institutional processes, including both campus processes and any applicable system processes, is a prerequisite to filing any formal complaint with the MDHE.” Simply stated, the MDHE expects you to have followed Calvary’s procedures, prior to contacting them.

In the event that, “a mutually agreeable resolution can’t be reached at the institutional level, the student or prospective student may proceed with the MDHE’s formal complaint process. Prior to initiating this formal process, complainants must first call the MDHE at 573-526-1577 to indicate their desire to file a complaint.”

The MDHE will screen calls to ensure that Calvary’s complaint process has been followed. If the MDHE accepts the complaint, a complainant will be sent a form to be filled out and returned. Supporting documentation should be included in the formal complaint.

The MDHE will acknowledge receipt of your complaint. “If there is no indication that institutional remedies have been exhausted, the complaint will be returned for that purpose.”

Complaints that fall within jurisdiction will be investigated and resolved by the MDHE. Some complaints may need to be forwarded to another State Agency, or Calvary’s accrediting body. “All parties to the complaint will be notified of its resolution by mail.”

Calvary Business and Facilities

The different departments at Calvary University are here to serve the students and help them to succeed. If you have any question contact the Switchboard by calling them at (816) 322-0110 or email at switchboard@calvary.edu.

In order to enhance the atmosphere and general efficiency of the University, students are encouraged to take part in keeping the campus neat and orderly. Calvary desires that its students take personal pride in the appearance of the campus. Students who damage school property either willfully or accidentally will be charged for the repairs.

Some reminders are:
- Take care of your campus.
- Treat all furnishings with care.
- If you notice a maintenance problem, inform your RA or your housing manager.
- If you damage or break something, act maturely by reporting it to the proper person.
Madison Hall

Building hours for the Madison Hall are 7:45 a.m. to 4:45 p.m., Monday through Friday. This building is the main office building. Some of the offices in Madison hall are: Financial Aid Office, Cashier's Office, Students Services, President's Office, Vice President of Academic’s Office, Security, and Registrar.

East Education Building

Building Hours
The East Education building is opened from 7:00 a.m.-11:00 p.m. Monday-Friday. The East Education Building is where most classes will be scheduled. Please take note and double check your planner as to the correct location of your class.

Practice rooms
The music department has specific rooms set apart for students to practice for music classes, performances or other musical needs. In order to avoid the appearance of evil and temptation, there is no visiting of practice rooms by two people of opposite genders. There must always be a group of at least three people if two opposite genders must use the practice room.

President’s Office

Office Hours
Monday-Friday 8 a.m. - 4:30 p.m.

Treatment of the students
With respect to interactions with the students or those seeking to be such, the President shall not cause or allow conditions, procedures, or decisions that are unbiblical, unsafe, undignified, or unnecessarily intrusive.

Further, without limiting the scope of the foregoing by this enumeration, the President shall not:

- Permit a request of information where there is no clear necessity.
- Use methods of collecting, reviewing, transmitting, or storing student information that fail to protect against improper access to the material elicited.
- Fail to operate facilities with appropriate safety, accessibility, and privacy.
- Fail to establish with students a clear understanding of what may be expected and what may not be expected from the service(s) offered.
- Fail to use biblical principles in regulating student conduct or in counseling and discipline of a student.
• Fail to inform students of this policy as applicable or to provide a way to be heard for persons who believe they have not been accorded a reasonable interpretation of their protections under this policy.
• Graduate any student who fails to possess a foundational understanding of the Holy Scriptures and Calvary’s Doctrinal Statement.

Student Services

Office Hours
Monday-Friday 8:00 a.m.-4:30 p.m. Offices are closed Saturday-Sunday.

Student Services is over the Study Work Program, Disabilities Support Services, Clark Academic Center, Student Deans and the Nikao Leadership Institute.

Cashiers and Financial Aids Office

Students may arrange to pay for their balance by either paying in full (by cash, check, or credit card), setting up MAPP payments (Automatic Monthly Payments), and/or making financial aid arrangements such as loans, grants, FAFSA, veteran’s benefits, scholarships, etc.

<table>
<thead>
<tr>
<th>Cashier’s Office</th>
<th>Financial Aid Office</th>
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</thead>
<tbody>
<tr>
<td>(816) 322-0110 ext. 1310</td>
<td>(816) 425-6136</td>
</tr>
<tr>
<td>(816) 425-6135</td>
<td><a href="mailto:finaid@calvary.edu">finaid@calvary.edu</a></td>
</tr>
<tr>
<td><a href="mailto:cashier@calvary.edu">cashier@calvary.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

Please note that the financial arrangements need to be made with cashier and/or financial aid before the first class starts. Also, be advised that a conviction for any offense, during any period of enrollment for which the student was receiving Title IV, HEA program funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance.

Business Office Hold:
Students that are on **Business Office Hold** for owing an outstanding balance to Calvary, **at the start of any semester**, will not be eligible to participate in extracurricular activities (music, Chorale, Evidence, Theatre, Reflection, acting recitals, and the spring and fall productions).
Information Technology (I.T.)

Wireless internet access is available for wireless devices. If you desire to use the wireless connection, your computer must be equipped with a wireless card. In addition, there are two networks ports located on the wall of each dorm room where hard connection to the internet may be made for a computer. To connect a computer to a network port, the student must purchase/obtain a CAT5 or CAT5e network cable, 10 feet or more in length. You have received a sheet of instructions in your Registration Packet for connecting to the Internet. If you need additional assistance, stop by the I.T. office in Madison Hall room 119, or call (816) 425-6131.

Internet Filter/Accountability
Calvary has an internet content filter installed on its network. Sites related to or lending themselves to sexual immorality should be avoided. “Would not God find out? For He knows the secrets of the heart” (Psalms 44:21 [NASB]). Attempts to access these types of sites will be reported to the Student Services office. Other types of sites are blocked but will not necessarily result in a report. Attempt to circumvent Calvary’s filter may result in loss of Internet privileges. Those violating Internet usage policy will be subject to what is deemed an appropriate response. If you find yourself blocked from a site which you legitimately need for education purposes, please send an email to the Information Technology Department at aaron.heath@calvary.edu with the site address and the reason you need access. Once reviewed, the request will be evaluated.

Email - official form of communication
After you have registered for courses at Calvary, you will receive an email in your personal email account that you gave on your application with information you need to access your Calvary email account. Your Calvary University email account will be used as the official form of communication. While other means of communication may be used, be advised that University personnel will most frequently contact students via this email account, and will hold the student accountable for said communication. If you need additional assistance, stop by the I.T. office, Madison Hall Building room 119, or call (816) 425-6131.

Athletic Department

Pyramid Athletic Center
Current Calvary University students may use the Pyramid Athletic Center’s ("The Pyramid") gym, racquetball court, or weight room during regular business hours and posted open-gym times in the evening (except when a class, Calvary varsity athletics, or a rental group is scheduled). During off hours it is still possible for Calvary students to use the facilities as long as a student-trained supervisor is present.
Pyramid Athletic Center Rules and Regulations

Please note that the use of the Pyramid’s gym, racquetball court, and weight room is a privilege not a right. Along with this, Calvary students are encouraged to use their own basketballs, racquetballs, racquets, volleyballs, indoor soccer balls, and other equipment. The Athletic Department does have some equipment for students to use during regular business hours but reserves the use of its varsity equipment for sports teams and in-season practice.

Calvary students are not allowed to have a key to any door of the Athletic Center in their possession. Only Center supervisors appointed by the Athletic Department may have a key. All Center supervisors are subject to proper use of the key. During open-gym times, students may not use or enter offices or locker rooms.

Students using the Pyramid will need to clean up after themselves. The Athletic Department encourages students to use its facilities (as defined above), but the Department understand the importance that rules and regulations play in ensuring safety and fun for all students. Should a Calvary student violate the above policies, the Student Services Department and Athletic Department will work together to correct and restore the situation according to the procedures outlined in this handbook.

The Dining Hall

Meal Plans

Sophomores, juniors, and seniors (see academic classification) are given meal plan options. Please take note that all freshmen (by registrar standards) living in the dormitory are required to be on the full meal plan.

<table>
<thead>
<tr>
<th>Meals Per Week</th>
<th>Est. Total Meals</th>
<th>Student Cost/Cycle</th>
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</thead>
<tbody>
<tr>
<td>20</td>
<td>160</td>
<td>$660.00</td>
</tr>
<tr>
<td>14</td>
<td>112</td>
<td>$590.00</td>
</tr>
<tr>
<td>7</td>
<td>56</td>
<td>$420.00</td>
</tr>
</tbody>
</table>
Off-campus students and guests are welcome to eat in the Dining Hall. Prices for meals are posted in the Dining Hall. Non-board paying students can purchase meal passes in the Cashier’s Office. Carry out meals area available upon request.

**Consumer Advisory**
The consumer advisory is intended to assure that all consumers are informed about the significantly increased health risk to vulnerable populations of eating undercooked animal foods. Informed consumers are best able to assess their individual risk and assume responsibility for their ordering decisions based on their knowledge and understanding of the situation. The consumer advisory consists of a disclosure and a reminder.

**Disclosure**
This establishment serves, at the consumer’s request, an undercooked animal-derived food (i.e. Eggs ordered “sunny-side-up,” “over easy,” or “over medium”).

**Reminder**
Consuming undercooked eggs may increase your risk of foodborne illness, especially if you have certain medical conditions.

**Building Hours**
Monday through Friday:
Breakfast is served from 7:00 a.m. to 8:30 a.m.
   Cold breakfast is served until 10:00 a.m.
Lunch is served from 12:00 p.m. to 12:45 p.m.
Supper is served from 5:30 p.m. to 6:15 p.m.
   On Wednesday, supper will be served from 4:45 p.m. to 5:30 p.m.
Saturday
Cold breakfast is served from 7:00 a.m. to 10:00 a.m.
Lunch is served from 12:00 p.m. to 12:45 p.m.
Supper is served from 5:00 p.m. to 5:45 p.m.
Sunday
Cold Breakfast is served from 7:30 a.m. to 10:00 a.m.
Lunch is served from 12:30 p.m. to 1:15 p.m.
Supper is NOT served on Sunday evenings.

**Health foods/health codes**
Any student who has special dietary needs is urged to contact the Disability Support Services Coordinator to work out a menu to meet the specific need. A doctor’s note will need to be provided.
Hilda Kroeker Library

Building Hours during the Academic Year, In Session
Monday- Thursday: 7:45 a.m.-10:00 p.m.
Friday: 7:45 a.m.-6:00 p.m.
Saturday: 1:00 p.m.-5:00 p.m.
Sunday: Closed

Cell Phone Use
Cell phones are to be turned off or put on vibrate. Security personnel are exempt from this. Cell phone calls may be made in the hallway or outside.

Food and Drinks
Drinks in sealable containers and food are allowed in the library; however, they are not allowed in the computer lab.

I.D./Library Card
All students, staff, and faculty are to have an I.D. card. This card is also used as a library card. You are required to present your I.D./library card every time you check out material. If you lose it, there will be a replacement cost of $2.50. This is your permanent card until you are no longer a student.

Checkout Rules/Fines
Students have a 21-day checkout for regular circulating items. Once the material is overdue, the patron’s account will be charged $.50 per day until the item is returned or until the fines reaches $5. For all full list of checkout rules see pp. 8-9 of the Library handbook.

Warrior Cafe/Mailroom
The Warrior Cafe is the campus coffee shop and mailroom. You can buy a latte, check your mailbox for graded homework, purchase a pastry, send a package, buy or sell a textbook, and meet up with your friends. You can also reserve The Warrior Cafe to watch a movie or host a party outside of regular hours -- just talk to the Cafe Manager or one of the student employees to reserve a spot.

Building Hours
Monday, Tuesday, Thursday: 9 a.m. -8:00 p.m.
Wednesday, Friday: 9 a.m.-4:00 p.m.
Student Center (AKA: Lounge)

The Student Center is opened at 7:00 a.m. and is closed every night at curfew. The Student Center is a place where students can hang out with friends or do homework. There is pool, ping-pong, and foosball tables to be used at any of your free time.

Please take note not to leave your personal items laying around the Student Center. It is important to have a clean environment and a place that all people can enjoy.

Public Safety

It is Calvary University’s desire to provide a safe place to learn, live, work and grow. The stated purpose of the Calvary Security Department (CSD) is to protect lives and property; maintaining a safe and secure environment for the students, staff, faculty, and visitors to our campus. Our approach is to involve the entire Calvary community in the process of maintaining a safe campus.

The CSD office is located on the second floor of the Madison Hall in room 211. A security officer can be reached 24 hours a day, 365 days out of the year by dialing extension 3333 or (816) 898-2989.

Emergency Numbers

Any imminent, life-threatening emergency (i.e., fire, crime, etc.) should be immediately reported by calling 911. There are blue cards posted by most entryways throughout the campus which show the address of the building you are in. When calling in an emergency, please be sure to tell the dispatcher your address, including the city in which the building is located. In the event of a life-threatening situation, call 911 first and then contact Security. Calvary Security can be reached by dialing extension 3333 or (816) 898-2989. Maintenance is also an important part of Calvary safety. They can be reached by dialing extension 4444 or (816) 898-2982.

In the event of an emergency, Security will send an alert text, email, and/or voice message to students, staff, and faculty containing important safety information. In the event that you receive an emergency notification, inform those around you of the situation and take proper action. Students are automatically enrolled into the program during the registration process, but an individual may opt out at any time by contacting the IT department, aaron.heath@calvary.edu.
Security Procedures

*Tornado Drills*
A tornado drill is held annually in preparation for tornado season, either announced or unannounced. Before announced drills Calvary Security Department will publicize its emergency procedures to students, staff, and faculty.

*Fire Drills*
One fire drill is conducted during the fall semester and one fire drill is conducted during the spring semester. Fire drills may be announced or unannounced. The fire drills are designed to give students an opportunity to evacuate the residence hall in a non-emergency situation. All residents must leave the building when the alarm sounds for the drill. Failure to do so will result in disciplinary action.

Individuals discovering a fire at a Calvary on-campus student housing facility should dial the Calvary Security Department at (816)-898-2989 and/or 9-1-1 to report the fire and activate the fire alarm system. Although fire alarms on campus are monitored by a central station and are programmed to automatically summon the fire department upon activation, the fire should still be promptly reported.

*Lockdown Procedures*
In case of an emergency lockdown you will receive a notification from Calvary Security Department via the Emergency Text Alert Program (ETAP). This text, phone call, and/or email will contain critical information about the nature of the emergency.

Calvary Security will, without delay, take into account the safety of the campus community, determine the content of the notification and initiate the notification system unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Security will activate the appropriate emergency notification system(s) and provide subsequent incident update notifications as may be required.
Weapons Policy

Concealed Carry
Any student, staff, or faculty member who wishes to obtain permission to carry a concealed weapon on campus must obtain approval from the President’s Cabinet. In order to obtain approval, the individual must contact the office of the Chief Academic Officer and provide the following:

- A completed application.
- A copy of your current concealed carry license or permit issued by a state honored by the State of Missouri.
- Proof that you have successfully completed a concealed carry course by a qualified state licensed or NRA certified handgun instructor.
- Proof that you have successfully completed an intermediate level handgun course.
- Proof of liability insurance covering the carrying of concealed weapons in public. $100,000 minimum.
- Approval is granted on a case-by-case basis. Once approved to carry concealed, Calvary has no restrictions regarding where a student, staff, or faculty member may carry a weapon except that a student may not possess a firearm in the dormitory (without expressed permission), which functionally limits a dorm student’s ability to carry concealed.
- Students, staff, and faculty who live in University family housing may store weapons at their residence.

Basis for students, staff, and faculty to carry concealed weapons on campus comes from RSMO 571.107.

Bringing a Firearm on Campus for Instruction or Use Other Than Concealed Carry
If you plan to bring a firearm to campus which you intend to remove from your vehicle, security should be informed and you must receive prior written authorization. A report of an unauthorized firearm will trigger a lockdown, and security will respond with appropriate action pursuant to an armed intruder.

Other Weapons
- The State of Missouri considers any knife with a blade longer than 4” a weapon. As such, it is illegal to carry a knife over 4” concealed on campus.
- Many objects may easily become weapons and inflict harm on others. Any object being used to inflict harm or threatening to be used to inflict harm will be treated as a weapon by Security and Administration.
Visitors are not permitted to carry concealed on campus per Missouri law unless they specifically have written permission from the University leadership. If someone is detected carrying concealed without permission, they will be asked to secure their weapon in their vehicle for the duration of their visit. A report of an unauthorized firearm will trigger a lockdown, and security will respond with appropriate action pursuant to an armed intruder.

**Vehicle Registration and Parking**

While you are a student at Calvary University, all vehicles that will be on campus need to be registered and have parking permits properly placed. Please be aware that if your car is not registered you may be ticketed. In order for Security to help keep the campus safe they need to be aware of who is on campus. As part of the registration process, Security sends each student an email which contains a link to a form which can be filled out online so you can receive your permit. You can also go the Security office to register your vehicle during normal office hours.

Please be aware that parking on Calvary’s campus is at your own risk. Take note that any vehicles that are inoperable or abandoned will be towed at the owner’s expense. Small vehicle repairs may be done on campus in the Maintenance Shop, but you must make arrangements with the Maintenance Shop. Any large repairs that will take a full day must be done off-campus.

Campus roads have a speed limit of 25 mph. Campus parking lots have a speed limit of 15 mph. Please note that these speed limits are enforced and tickets will be given.

**Student I.D.’s**

All students are required to have a Calvary student I.D. card. This card must be carried at all times when on Calvary campus. Please note that Calvary Security can ask you at any time to see your student I.D.

**Missing Students**

*Missing Student Notification*
Calvary University will investigate any report of a missing CU student residing in an on-campus residential facility and take appropriate action to ensure all notifications and actions comply with legal mandates. Investigation of such reports will be initiated immediately by CSD and local law enforcement.
Registering Information Student
Emergency contact information is collected during the application process and the information is stored in the student’s electronic records. This data is only available to authorized individuals. For a person under the age of 18 (who is not emancipated), and for purposes of missing student notification, the person(s) to be contacted must be a custodial parent or legal guardian.

Reporting a Missing Student
A student shall be deemed missing when they are absent from the campus for more than 24 hours, or are absent from the dorms at curfew without a known reason. Any and all reports of missing students are encouraged to be reported immediately to CSD, the Student Services Department, and/or other Campus Security Authority which will then begin an immediate investigation. CSD is available 24 hours per day, 7 days per week at (816)-898-2989.

Investigation
CSD and/or the Student Services Department will initiate an investigation to determine the whereabouts of the reported missing person. All essential information will be gathered from the person making the report and from the student’s acquaintances. This information includes, but is not limited to, personal descriptors, clothing last worn, locations where student may be, persons or witnesses who may have information, vehicle descriptions, information of the physical and mental well-being of the student, up-to-date photographs, class schedule, etc.

When a student who resides on campus is determined to be missing CSD and/or the Student Services Department will notify and work with KCPD, (816) 234-5000, and/or other jurisdictional authorities in attempting to determine the whereabouts of the student.

Contacting Family Members
Individuals identified by the student as their emergency contacts, and/or the parent(s) if the student is under 18 years of age, will be contacted by CSD, the Student Services Department or other Campus Security Authority, within 24 hours of the initial report.

In situations in which the student has failed to designate a contact for missing student notification, CSD and/or Student Services Department will use CU records and resources to continue its investigation. Family members, including those not formally identified by the student, may be contacted during the course of the investigation to resolve a report of a missing student.

Methods of Contacting a Reported Missing Student
CSD and other Calvary departments may work in cooperation and share records and information as appropriate to assess the status of a student reported as missing. Methods of attempting to locate a reported missing student include, but are not limited to, the following:

- Checking phone numbers and email addresses provided as well as social networking sites
- Surveying the student’s room or apartment, including contacting those with whom the student may live
• Contacting friends, family members, known associates, faculty and other campus community members
• Contacting extra jurisdictional law enforcement for assistance; and
• Assessing student’s use of campus resources, such as ID card access, video surveillance data, or computer network systems.

Resolution of Missing Student Status
The missing student’s emergency contacts will be advised of the resolution of a student’s missing status. These contacts will further be advised of law enforcement options in cases where the student is not contacted through measures in this protocol. Contact notification will be made by CSD, the Student Services Department or other Campus Security Authority.

Video Surveillance
Surveillance cameras have come into increasing use on University campuses, principally as part of crime prevention strategy, to aid in the protection of public safety and personal property. In regard to investigative procedures, the University may use video surveillance, when appropriate, as part of its inquiry efforts. It is anticipated that the surveillance will be reviewed by Calvary Security, who will involve any necessary persons for identification and confirmation of information. Video surveillance will be maintained by Calvary Security, and will be accessible to authorized University personnel on an as needed basis only.

Procedures for Reporting Crimes
Reporting a crime or notifying law enforcement of suspicious activity helps to protect Calvary University property and the campus community. To report a crime the campus community should contact an appropriate law enforcement agency, CSD at (816) 898-2989, 9-1-1, or other appropriate off-campus law enforcement agency.

Reports may also be made to an identified campus security authority (CSA):
• Vice President of Student Services (816) 322-0110 ext. 1309
• Associate Director of Student Services (816) 322-0110 ext. 1329
• Housing personnel – Senior Resident Assistants and Resident Assistants (816) 322-0110 ext. 1327
• Title IX Coordinator (816) 425-6121
• Title IX Investigator (816) 322-0110 ext. 130
• Title IX Training Coordinator (816) 425-6121
• Athletic Director (816) 425-6156
• All Head Coaches (816) 322-0110 ext. 1210
Breaking the Law

All students are expected to abide by the laws of the local, state, and national governments and are subject to judicial action at the hands of the University and/or law enforcement agencies. Formal charges, complaints or indictments by government entities are not prerequisite for University action under this section.

In all cases of violation of University rules and regulations, or actions in violation of local, state or federal laws, Calvary University reserves the right to proceed with its own disciplinary action independent of governmental charges or prosecution.

Crime Victims Information

In accordance with federal law, HEOA Sec. 493 (a) (1) (A) amended HEA Sec. 487 (a): added HEA Sec. 487 (a) (26), Calvary University must, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceeding conducted by Calvary University against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided to the next of kin of the alleged victim.

Timely Warnings

Calvary University will issue a timely warning when it receives a report of a crime that represents a serious or continuing threat to the safety of members of the campus community. CU may also issue a warning to the campus community when other instances pose a safety concern.

Initiating Timely Warnings

First responders and essential personnel in Calvary Security Department are primarily responsible for initiating timely warnings. Those responsible include, but are not limited to:

- Chief of Security
- Security Lieutenant
- Security Officer(s) on duty

CSD in conjunction with various campus offices will distribute timely warning announcements when there appears to be a serious or continuing threat to the safety and security of persons on campus for the following crimes:

- Aggravated assault
- Arson
- Burglary
- Negligent manslaughter
- Motor vehicle theft
- Murder/non-negligent manslaughter
- Robbery
- Rape, Fondling, Incest, and Statutory Rape
- Domestic violence, dating violence, and stalking
- Violations of liquor laws, underage drinking, drug laws, or weapons possession laws
- Any other crime in which the victim was chosen on the basis of race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin

Decisions concerning whether to issue a timely warning will be made on a case-by-case basis using the following criteria:

- Nature of the crime
- Continuing danger to the campus community
- Possible risk of compromising law enforcement efforts

If the threat is sudden and serious a warning will be issued immediately and will be continually updated until the threat is contained or neutralized. If a threat is less immediate the warning will be fully developed and distributed after that point in time.

Crimes that could constitute a continuing threat include, but are not limited to:

- Serial crimes that target certain campus populations such as sex crimes or race-based crimes in which the perpetrator has not been apprehended, and
- Ongoing criminal activity in which there is no apparent connection between perpetrator and victim

Crimes that would not constitute a continuing threat include, but are not limited to:

- Crimes in which the perpetrator has been apprehended, thereby eliminating the threat, and
- Crimes in which an identified perpetrator targets specific individuals to the exclusion of others, such as domestic violence.

**Warning Content**

The warning contains sufficient information about the nature of the threat to allow members of the campus to take protective action:

- A succinct statement of the incident
- Possible connection to previous incidents if applicable
- Date, time, and location of the warning
- Description and drawing of the suspect, if available
- Risk reduction and safety tips
- Other relevant and important information

Messages disseminated by the ETAP notification system are necessarily limited in message length and may include only the most critical and timely content. Additionally, CSD may need to keep some facts confidential to avoid compromising an ongoing investigation.
Sex Offenders

Domestic Violence
Domestic violence includes physical harm, bodily injury, sexual activity compelled by physical force, assault, or the infliction of fear of imminent physical harm, bodily injury, sexual activity compelled by physical force, or assault, not committed in self-defense, on the complaining family or household members.

Domestic Assault
A person commits the offense of domestic assault in the first degree if he or she attempts to kill or knowingly causes or attempts to cause serious physical injury to a domestic victim, as the term "domestic victim" is defined under section 565.002.
A person commits the offense of domestic assault in the second degree if the act involves a domestic victim, as the term "domestic victim" is defined under section 565.002, and him or her:
1. Knowingly causes physical injury to such domestic victim by any means, including but not limited to, use of a deadly weapon or dangerous instrument, or by choking or strangulation; or
2. Recklessly causes serious physical injury to such domestic victim; or
3. Recklessly causes physical injury to such domestic victim by means of any deadly weapon.

Stalking in the First Degree
1. As used in this section and section 565.227, the term "disturbs" shall mean to engage in a course of conduct directed at a specific person that serves no legitimate purpose and that would cause a reasonable person under the circumstances to be frightened, intimidated, or emotionally distressed.
2. A person commits the offense of stalking in the first degree if he or she purposely, through his or her course of conduct, disturbs or follows with the intent of disturbing another person and:
   • Makes a threat communicated with the intent to cause the person who is the target of the threat to reasonably fear for his or her safety, the safety of his or her family or household member, or the safety of domestic animals or livestock as defined in section 276.606 kept at such person's residence or on such person's property. The threat shall be against the life of, or a threat to cause physical injury to, or the kidnapping of the person, the person's family or household members, or the person's domestic animals or livestock as defined in section 276.606 kept at such person's residence or on such person's property; or
   • At least one of the acts constituting the course of conduct is in violation of an order of protection and the person has received actual notice of such order; or
   • At least one of the actions constituting the course of conduct is in violation of a condition of probation, parole, pretrial release, or release on bond pending appeal; or
   • At any time during the course of conduct, the other person is seventeen years of age or younger and the person disturbing the other person is twenty-one years of age or older; or
   • He or she has previously been found guilty of domestic assault, violation of an order of protection, or any other crime where the other person was the victim.
3. Any law enforcement officer may arrest, without a warrant, any person he or she has probable cause to believe has violated the provisions of this section.
4. This section shall not apply to activities of federal, state, county, or municipal law enforcement officers conducting investigations of any violation of federal, state, county, or municipal law.

_Sexual Harassment_

Sexual harassment is a form of sex discrimination and is a violation of Calvary University policy as well as federal and state statutes. Calvary University views with the utmost seriousness offenses against an individual such as stalking, inappropriate sexual touching, sexual assault and any other form of non-consensual sexual activity.

For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexual assault and all other verbal and physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic status;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile or offensive environment in which to work or learn.

Calvary University considers harassment a very serious matter. Any person found to be engaging in sexual harassment will be subject to disciplinary action, up to and including dismissal from Calvary University or its residence halls.

_Examples of Sexual Harassment_

Sexual harassment can be directed toward a person of the opposite sex or same sex and can take many forms. Sexual harassment may occur regardless of the intention of the person engaging in the conduct. The following are some examples of conduct which, if unwelcome, may constitute sexual harassment, depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Sexual advances (whether they involve physical touching or not);
- Requests for sexual favors in exchange for actual or promised academic or job benefits such as favorable grades or continued employment;
- Sexual jokes;
- Use of sexual epithets, written or oral references to sexual conduct, gossip regarding one’s sex life and comments on an individual’s body, sexual activity, deficiencies or prowess;
- Displaying sexual objects, pictures, written materials or cartoons;
- Leering, brushing against the body, sexual gestures or suggestive or insulting comments;
- Sexual exhibitionism;
- Inquiries into one’s sexual activities;
• Cyber-harassment including non-consensual videos or audio tapings of sexual activity.

**Sexual Assault**

The most egregious form of sexual harassment is sexual assault which will not be tolerated at Calvary University.

For the purposes of sexual assault violations, the following definitions apply:

A person who knowingly causes another person to engage in a sexual or deviate sexual act—by using force against that other person or:

1. by threatening or placing that other person in fear that any person will be subjected to death, serious bodily injury, or kidnapping;
2. renders another person unconscious and thereby engages in a sexual act with that other person; or
3. administers to another person by force or threat of force, or without the knowledge or permission of that person, a drug, intoxicant, or other similar substance and thereby—
   - substantially impairs the ability of that other person to appraise or control conduct; and
   - engages in a sexual act with that other person;
4. causes another person to engage in a sexual act by threatening or placing that other person in fear (other than by threatening or placing that other person in fear that any person will be subjected to death, serious bodily injury, or kidnapping); or
5. engages in a sexual act with another person if that other person is—
   - incapable of appraising the nature of the conduct; or
   - physically incapable of declining participation in, or communicating unwillingness to engage in, that sexual act;

or attempts to do so, commits sexual assault.

Calvary University defers to current Missouri Revised Statutes (RSMO) Chapter 566 regarding specific definitions of sexual assault.

**Consent**

Consent is an understandable exchange of affirmative words or actions that indicate a willingness to participate in mutually agreed upon sexually explicit touching or sexual penetration. Consent must be informed and freely and actively given. It is incumbent upon each individual involved in the activity to either obtain or give consent prior to any sexual activity, and again, prior to sexual penetration. If at any time during the sexual interaction any confusion or ambiguity should arise on the issue of consent, it is incumbent upon each individual involved in the activity to stop and clarify, verbally, the other’s willingness to continue.

- A verbal “no,” even if it may sound indecisive or insincere, constitutes lack of consent.
- When consent is requested verbally, absence of any explicit verbal response constitutes lack of consent.
- It is expected that, after consent has been established, a person who changes his/her mind during the sexual activity will communicate through words or actions his/her decision to no longer proceed.
- Past consent to sexual activity does not imply future on-going consent, and the fact that two persons are in an on-going relationship does not preclude the possibility that sexual misconduct or sexual assault might occur within that relationship.
- A student’s use of alcohol and/or other drugs does not diminish a student’s responsibility to obtain consent.

Sexually explicit touching is the unwanted touching of another person in a sexual manner. Examples of sexually explicit touching include, but are not limited to, the touching, either directly or through clothing, of another person’s genitalia, breasts, inner thigh, or buttocks of any person with a clothed or unclothed body part or object.

Sexual assault is engaging, or attempting to engage in, any one or more of the following sexual acts with or directed against another person:
- Sexual penetration without the consent of the other person;
- Sexually explicit touching through the use of coercion or where the person is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity;
- Sexual penetration through the use of coercion or where the person is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

**Clery Disclosures**

The Clery Act requires Calvary University (CU) to provide timely warnings of crimes that represent a threat to the safety of students or employees and to make their campus security policies available to the public. The act also requires CU to collect, report, and disseminate crime data to everyone on-campus and to the Department of Education annually.

When the Higher Education Opportunity Act (HEOA) was signed into law in 2008, it amended the Clery Act by adding a number of safety and security related requirements to the Higher Education Act of 1965. To be in full compliance with the law, CU must do the following:

1. Publish and distribute an Annual Security Report to current and prospective students and employees by October 1 of each year. The report must provide crime statistics for the past three years, detail campus and community policies about safety and security measures, describe campus crime prevention programs, and list procedures to be followed in the investigation and prosecution of alleged sex offenses in email, with the Annual Security and Fire Safety Report attached, is sent to every member of the CU community each year. In addition to the report itself, the email contains an exact Internet web link to the report, briefly describes the content of the report and announces the availability of a paper copy of the report.
2. Provide students and employees with timely warnings of crimes that represent a threat to their safety. The Calvary Security Department (CSD) must also keep and make available to the public a detailed crime log of all crimes reported to them in the past 60 days. Crime logs must be kept for seven years, and logs older than 60 days must be made available within two business days upon request.

3. Keep the past three years of crime statistics detailing crimes that have occurred: on-campus; in CU residential facilities; in public areas on or near campus; and in certain non-campus buildings, such as fraternities/sororities and remote classrooms. CU must also report liquor and drug law violations and illegal weapons possession if they result in a disciplinary referral or arrest.

4. Disclose missing student notification procedures that pertain to students residing in any on-campus student housing facilities.

5. Disclose fire safety information related to any on-campus student housing facilities. This includes maintaining a fire log that is open to public inspection and publishing an Annual Fire Safety Report containing policy statements and fire statistics associated with each on-campus student housing facility. These statistics must include the location, cause, injuries, deaths and property damage of each fire.

6. Submit the collected crime and fire statistics to the Department of Education each fall.

7. Inform prospective students and employees about the availability of the Annual Fire Safety Report. The following statement is included on every prospective student enrollment application and every employment application:

“The Annual Security & Fire Safety Report, which contains statistics regarding crime on or near campus as well as campus fire statistics and institutional policies and procedures related to campus safety, may be found online at www.calvary.edu/clery.pdf. You may also request a paper copy of The Annual Security & Fire Safety Report by contacting the Calvary Security Department at 816-425-6123.”

Accessing Closed Buildings

Calvary University is a private institution and is not open to the general public except during special events. With the exception of essential personnel and services, and others as designated, buildings are locked and access is permitted only with proper authorization and identification after normal building hours. Buildings have individual hours which may vary at different times of the year. In these cases, the buildings are secured according to schedules developed by the department responsible for the building. During Thanksgiving, Christmas Eve, and Christmas Day, ALL facilities are closed, regardless of approval.
Appendices

Gender-Based Misconduct Policy (Title IX)

Introduction
It is the policy of Calvary University to promote a learning, living, and work environment that is free of all forms of harassment. Harassment on the basis of race, color, sex, sexual orientation, gender identity or expression, condition of pregnancy, religion, national and ethnic origin, age, disability, and military or veteran status undermines the basic principles of the community, biblical teaching and applicable laws.

Calvary University (CU) will not tolerate domestic violence, dating violence, sexual assault, stalking, or other forms of sexual misconduct. Offenders may be subject to appropriate campus adjudication processes, disciplinary action, and/or criminal proceedings. CU utilizes procedures that provide prompt, fair, and impartial investigation and resolution in cases involving domestic violence, dating violence, sexual assault, and stalking. These procedures are carried out by officials who receive specific annual training.

Sexual violence is a form of sexual harassment and services are available to students, faculty, and staff who experience sexual violence, domestic violence, dating violence, and instances of stalking.

In these situations, CU is committed to providing crisis intervention measures for students, faculty, and staff, as well as appropriate administrative response for the complainant and respondent; referring individuals to criminal authorities; and educating and promoting discussion on interpersonal abuse and violence issues. CU’s process does not preclude adjudication under state law.

Calvary University prohibits retaliation by its officers, employees, students, or agents against a person who exercises his or her rights or responsibilities under any provision federal or state law, including Title IX or this policy.

Prevention Efforts
CU attempts to foster a safe living, learning, and working environment for all members of the campus community. To accomplish this, CU considers the educational programming that addresses all aspects of domestic violence, dating violence, sexual assault, and stalking (safety precautions and prevention, crisis management, reporting, counseling services, the CU discipline systems, academic schedules, living arrangement, etc.), the campus response to sexual violence, domestic violence, dating violence, and instances of stalking, and physical surroundings throughout the campus community.
CU develops educational programs concerning domestic violence, dating violence, sexual assault, and stalking. Involved students, faculty, staff, and community members provide information and promote discussion on interpersonal abuse and violence issues. Calvary Security Department (CSD) supports the educational programs by providing input and personnel to accomplish this task. For additional information about campus educational programs concerning domestic violence, dating violence, sexual assault, and stalking, contact the Title IX coordinator, Human Resources, Student Services Office and/or Calvary Security Department.

Calvary University provides the campus community with written information regarding the services and assistance available to victims both within CU and in the community.

CU continually reviews and modifies its physical surroundings to enhance security and safety, such as campus lighting, locking procedures, signage, etc. For additional safety information, contact CSD at 816-898-2989.

How to Be an Active Bystander
Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 9-1-1. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

• Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are OK.
• Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
• Speak up when someone discusses plans to take advantage of another person.
• Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
• Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

(Bystander intervention strategies adapted from Stanford University)

Risk Reduction Tips
With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one’s risk of sexual assault or harassment.

• Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation. Try to avoid isolated areas. It is more
difficult to get help if no one is around.

- **Walk with purpose.** Even if you don’t know where you are going, act like you do.
- **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
- **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
- **Make sure your cell phone is with you** and charged and that you have cab money.
- **Don’t allow yourself to be isolated** with someone you don’t trust or someone you don’t know.
- **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
- **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.).
- **Don’t leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you’ve left your drink alone, get a new one.
- **Don’t accept drinks from people you don’t know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don’t drink from the punch bowls or other large, common open containers.
- **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they’ve had, or is acting out of character, get him or her to a safe place immediately.
- **If you suspect you or a friend has been drugged, contact law enforcement immediately** (local authorities can be reached by calling 9-1-1 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

If you need to get out of an uncomfortable or scary situation, here are some things that you can try:

- **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
- **Be true to yourself.** Don’t feel obligated to do anything you don’t want to do. “I don’t want to” is always a good enough reason. Do what feels right to you and what you are comfortable with.
- **Have a code word with your friends or family** so that if you don’t feel comfortable, you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
- **Lie.** If you don’t want to hurt the person’s feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having
somewhere else that you need to be, etc.

- **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

**How to Help a Survivor of Sexual Misconduct**

Support for survivors can be essential in their ability to recover. Here are some suggestions for how to help:

- **Believe** the survivor. The greatest fear of a sexual assault survivor is that they will not be believed; accept what you are hearing.
- **Validate** the significance of the event. Do not minimize the trauma they experienced. Recognizing the impact of the assault on their life may be helpful in the healing process.
- **Listen** and be patient. Let her/him tell her/his story at their own pace.
- **Reinforce** that the sexual assault was not the student's fault. Whatever they did to survive the assault succeeded. Avoid questions that seem to blame them for their actions such as, "Why didn't you scream? Why did you go to his room?"
- **Remind them that the perpetrator caused the attack,** not the victim.
- **Allow** the student to share their feelings, especially those of anger, self-blame, or grief.
- **Accept** the survivor's reactions, whatever they might be. State that these feelings are normal and the recovery process takes time.
- **Avoid** comparing their experience to others' experiences. Everyone experiences trauma differently.
- **Ask how you can help. Be available.** Reassure the survivor that someone is available to them 24 hours a day.
- **Let the survivor take control** of the situation. Remember the survivor has been robbed of all sense of control, so letting them make decisions will be empowering. Support all of the survivor's decisions, even if you disagree with them.
- **Offer to accompany** the survivor in seeking medical attention, counseling, or contacting the police and/or the Title IX Coordinator or Investigators.
- **Help identify a support system** for the survivor—it can be a friend, family member, or counselor.
- **Suggest they call a professionally trained sexual assault resource** who can help her/him in all aspects of this crisis.
  - National Sexual Assault Hotline: 800-656-HOPE (4673)
  - www.rainn.org/get-help/national-sexual-assault-hotline
  - Metropolitan Organization to Counter Sexual Assault (MOCSA) 24/7 crisis line (816)531-0233 or (913)642-0233 www.mocsarc.org/ndhlp_sxa.php
- **Help them organize their thoughts on how to proceed,** but let them make their **own decisions** in order to regain the feeling of being in control.
- **Be patient** and let the survivor recover at their own rate. It may take weeks, months, or years. Survivors may never completely "forget" the attack.
• Provide protection by giving the survivor a **safe place** to go. Offer them companionship or suggest a friend return home with them.
• Encourage the survivor to **preserve evidence**. The sooner an assault is reported, the better the likelihood of charges being filed and the accused convicted. Caution the victim not to shower, eat, wash their clothes or brush their teeth. If they do go to the hospital, tell them to bring a change of clothes. The **PERK** exam requires all clothing to be examined at a police lab for evidence. Assure them that they will remain in control of decision making about judicial options.
• **Touch** or hug the victim only if you're sure they are comfortable with physical contact. If you are unsure, ask.
• **Do not** tell anyone else about the assault without the survivor's permission.
• **BE AVAILABLE** in the weeks and months following the assault. Recovery from sexual assault is a long, difficult process. Know when to ask for outside support to process your own feelings.
• **Confront** your own fears and prejudices about sexual assault.
• **Educate** yourself about the common myths and misconceptions.
• **Learn** about Rape Trauma Syndrome to know what to expect from the survivor.

**Partners of Survivors**
- Honor your partner's wishes regarding sexual activity and physical intimacy levels.
- If your partner has not brought up the subject, gently ask them about it.
- Your partner's needs should be of primary concern and should guide your actions.
- See a counselor to discuss your feelings regarding the assault and its impact on your life.
- Remember that even though some things may change between you and your partner for some time, most survivors recover from the trauma and have healthy, loving relationships.

**Reporting**
A guiding principle in the reporting of domestic violence, dating violence, sexual assault, and stalking is to avoid possible re-victimizing of the complainant by forcing the individual into any plan of action. It is recommended that a person who has experienced domestic violence, dating violence, sexual assault, or stalking consider each of the following:

1. Getting to a safe place.
2. Making a police report. You can initiate a campus and/or criminal complaint for the assault. Either will help whether or not a student chooses to prosecute the assailant. Reporting a sexual assault to the police does not commit someone to further legal action. In an off-campus emergency, the student is encouraged to call 911 or the police department in the city or town where he/she is located.
3. Avoiding the destruction of evidence by bathing, douching, changing clothes, or cleaning up in any way. Preserve evidence in a paper bag for possible future action. Also, keep copies of emails, text messages, and voice messages.
4. Pursuing medical treatment. Post-assault medical care can be performed at a local emergency room. Many hospitals have a specialized examiner who can complete an
exam for victims of sexual violence. Such an exam can help the victim receive an appropriate medical assessment and treatment, and can preserve evidence for possible future action. St. Luke’s East Hospital, St. Joseph’s Medical Center, Truman Medical Center – Lee’s Summit and Research Medical Center are experienced and prepared to help sexual assault victims.

5. Pursuing counseling services with appropriate agencies (Calvary Licensed Counselors through the counseling line at (816)866-3954). Regardless of whether a student reports the assault, it is often helpful to seek counseling to cope with the traumatic experience. The counseling services provided by Calvary University are available regardless of where or when the assault may have occurred.

6. Calling someone that is known and trusted, such as a friend or counselor, and discussing with this person the assault can help to evaluate the trauma to sort out next steps. (This could be the Resident Director, Resident Assistant, Vice President of Student Services, Assistant Director of Student Services)

7. Making a report to the Student Services Department, Calvary’s Security Department, Title IX coordinator, deputy Title IX coordinator, or other responsible employee under Title IX.

8. Making an anonymous report. An anonymous report to the police notifies them that an act of sexual violence has occurred but gives no names or identification.

**Notification and Availability of Protective Measures**

Please note: CU will provide all Reporting parties with written information regarding protective measures and options for, available assistance with, and how to request changes in academic, residential, transportation or employment situations. CU will endeavor to provide such protective measures if requested by the victim and reasonably available, without regard to whether or not the victim chooses to report the crime to CSD or law enforcement authorities.

**Consider Filing a Police Report**

A report to the police can empower the Reporting party by exercising her/his legal rights and can aid in the protection of others. CU staff will encourage the Reporting party to file a police report and will assist the Reporting party in notifying the police if requested. The police will then advise the Reporting party of the legal process.

1. On-campus investigation is typically conducted by CSD. CSD has both an administrative role and a law enforcement role.
2. Off-campus cases are usually investigated by the Kansas City Police Department or other law enforcement agency. When an investigation or legal proceedings occur off-campus, services are still available through the College.

There may be consequences to waiting to file a police report. Early reports may improve the preparation of a viable prosecution. Filing a police report immediately following the incident does not force the Reporting party to file charges and prosecute the Responding party. However, it does aid in the preservation of valuable evidence if the Reporting party decides to pursue
charges at a later date.

The States Attorney makes all decisions regarding the prosecution of alleged crimes reported to law enforcement.

**Alternatives to Immediately Filing a Police Report**

Calvary University is committed to stopping misconduct in all of its forms. Any CU student who believes that he/she has been subjected to misconduct has the right to file a complaint through the procedures delineated below.

CU encourages individuals to report incidents of misconduct, regardless of who the alleged offender may be. CU will not pursue disciplinary action against a student who claims to be a victim of misconduct in connection with reporting that misconduct or against students named as witnesses.

- 1. Report the crime at a later date.
- 2. Make a complaint to the Student Services Office, Title IX coordinator, or deputy Title IX coordinator. Such a complaint may be used for actions which include, but are not limited to, on-campus administrative proceedings.
- 3. Make an anonymous report to the police (a report that notifies the police that a domestic violence, dating violence, sexual assault, or stalking incident has occurred, but gives no names or identification).
- 4. Contact a referral agency for help: the Licensed Counselors through the counseling line at (816)866-3954, Vice President of Student Services, Assistant Director of Student Services, Title IX coordinator, Human Resources, Resident Director or Resident Assistant.
- 5. Make a complaint to the Title IX coordinator. Such a complaint may be used for actions which include, but are not limited to, on-campus administrative proceedings.
- 6. Contact the Title IX coordinator for more information concerning the administrative process. Students may reference Calvary University’s *Judiciary Process for Title IX* (below) or may consult with Human Resources, Student Services Department or the Title IX coordinator.

If the Reporting party does not choose to file a police report, s/he may still file an administrative complaint. The Reporting party will be referred to other agencies if appropriate. Specifically, a Reporting party may be encouraged to seek assistance with the Title IX Coordinator, Student Services Department, Calvary Security Department, Resident Assistant or Resident Director. Support may also be sought via the licensed counselors at (816)866-3954, and/or various community resources such as:

2. Metropolitan Organization to Counter Sexual Assault (MOCSA) 24/7 crisis line (816) 531-0233 or (913)642-0233 [www.mocsa.org/ndhlp-sxa.php](http://www.mocsa.org/ndhlp-sxa.php)
3. SAFEHOME Shelter 24-Hour Crisis Hotlines (913) 262-2868 or 888-432-4300
Confidentiality of Protective Measures
Calvary University will keep strictly confidential any accommodations or protective measures provided to the complainant or the respondent, to the extent that upholding such confidentiality does not inhibit Calvary University’s ability to provide such services.

On-Campus Investigation and Adjudication
CSD’s response to domestic violence, dating violence, sexual assault, or stalking incidents may involve a number of individuals and agencies (e.g., CSD, Vice President of Student Services, Assistant Director of Student Services) licensed counseling services personnel. Any of these CU officials are available to discuss any concerns you may have and to provide information to you about CU’s policy on misconduct and complaint process. In addition, for cases involving campus community members, there is a timely, campus-based investigation which is private and protects individual rights and process. The complainant is presented with options about how s/he may pursue the complaint.

Title IX complainants, including those reporting violence or concerned about CU’s compliance with Title IX or Department of Education policies, may be directed to the Title IX coordinator, Moriah Roberts, in the Administration building, room 126 through the President’s Office Secretary’s office. Call at 816-322-0110, ext. 1304 or direct line at 816-425-6121. Or:

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

United States Equal Employment Opportunity Commission (EEOC)
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
800-669-4000

Missouri Commission on Human Rights
3315 W. Truman Blvd., Room 212, P.O. Box 1129
Jefferson City, MO 65102-1129
Toll Free Complaint Hotline: 877-781-4236
Email: mchr@labor.mo.gov
www.labor.mo.gov/mohumanrights

Office for Civil Rights (OCR)
United States Department of Education
33 Arch Street, Suite 900
Boston, MA 02110-1491
(617) 289-0111
Interim Arrangements and Post-Hearing Interventions
CU actively provides services for all parties in domestic violence, dating violence, sexual assault, and stalking cases. CU continues a coordinated response system that attends to the Reporting party’s and Responding party’s physical and emotional well-being as well as the safety of the community.

Administrative Services to Assist a Student Reporting party or Responding party
The Student Services (SS) will assist students, including collaborating with CSD and other departments to provide:

1. Referral to one of Calvary’s Licensed counselors, or referrals to outside provider(s). (Abundant Life Counseling Center)
2. Escort services. (CSD)
3. Assistance in petitioning for a protection order. CSD honors orders of protection, no-contact orders, restraining orders, or similar orders issued by a criminal, civil, or tribal court.
4. Withdrawal from the College. (SS)
5. An on-campus investigation and, if appropriate, initiate on-campus disciplinary procedures. (SS)
6. Other referrals as necessary.

Administrative Services to Assist Faculty or Staff Reporting party or Responding party
The Title IX coordinator will assist faculty and staff, including collaborating with CSD and other departments to provide:

1. Escort services. (CSD)
2. Assistance in petitioning for a protection order (Student Services Department, Calvary Security Department) The College honors orders of protection, no-contact orders, restraining orders, or similar orders issued by a criminal, civil, or tribal court.
3. An on-campus investigation and, if appropriate, initiate disciplinary/dismissal procedures. (Title IX coordinator and/or Human Resources)
4. Other referrals as necessary.

Interim Conditions and Post-Hearing Interventions Applying to Reporting parties and Responding parties
1. The Reporting party and/or Responding party may have on-campus residence changed.
2. The Reporting party and/or Responding party may have his/her academic schedule altered and/or arrangements with instructors to assist in offsetting potential academic problems will be coordinated. This service is not applicable for a respondent who has been temporarily or immediately removed from campus and/or classes.
3. The Responding party may be directed not to have contact, by any means, with a
 Reporting party. (No Contact Contract)
4. The Reporting party may be directed not to have contact, by any means, with a Responding party. (No Contact Contract)
5. Any individual who is alleged to have committed a violent act, including domestic violence, dating violence, sexual assault, or stalking upon a member of the campus community, may be banned from campus and campus activities.
6. The Reporting party and/or Responding party may have his/her work schedule altered.
7. The Reporting party and/or Responding party may have leave of absence granted or required.
8. Other conditions as deemed appropriate.
9. These interim measures are subject to review and revision throughout the investigative and judiciary processes.

JUDICIARY PROCESS

Procedures for Handling Complaints Involving Students
The Committee for Dispute Resolution (“CDR”) has been charged with implementing the following procedures for students pursuant to the Sexual and Gender-Based Harassment Policy (“Policy”). The CDR operates under the Compliance Committee with oversight by the University’s Title IX Coordinator.

Calvary University students, faculty, staff, other Calvary appointees, or third parties who believe they are directly affected by the conduct of a Calvary student (collectively “Initiating Parties”) may: request information or advice, including whether certain conduct may violate the Policy; seek informal resolution; or file a formal complaint. These three options are described below. Initiating Parties are encouraged to bring their concerns to their Resident Assistant, Title IX Coordinator, Student Services Department or members on the CDR, but may, if they choose, contact another school officer, who will refer the matter as appropriate.

Reports of violence involving students are generally directed to the SS Office, which manages investigations, and may act as judicial officers when charges are brought.

Mediation, including assistance from the Student Services Office and/or the licensed portion that includes the licensed counselors for the purpose of mediation between the parties, will not be used to resolve sexual violence complaints.

Both Reporting party and Reporting party have certain shared or complementary rights in disciplinary hearings. The rights below apply as addenda to the protocols identified below:

1. The Reporting party and the Reporting party have the right to be assisted by an advisor, including an advisor they choose at their own expense.
2. The Reporting party and the Reporting party have the right to access and review any information that will be used in the hearing.
3. The Reporting party and the Reporting party will be advised of the date, time, and location
of a hearing, when scheduled. Both may attend and participate.
4. Decisions may be appealed by both parties as applicable. All parties will be informed in writing of the outcome of any appeal.

The standard of proof that exists for campus disciplinary proceedings is preponderance of evidence, (i.e., more likely than not the event(s) occurred). A student’s privacy concerns are weighed against the needs of Calvary University to respond to certain incidents and crimes. To the greatest extent possible, all reports will remain private. However, information may be shared with appropriate departments and agencies under a need-to-know basis when it pertains to investigative needs and safety concerns of the campus community.

As set forth in the Title IX policy, interim measures designed to support and protect the Initiating Party or the University community may be considered or implemented at any time, including during a request for information or advice, informal resolution, or a formal complaint proceeding. Please see “Interim Arrangements and Post-Hearing Interventions” above for details.

Requests for Information or Advice
Initiating Parties seeking information or advice can expect to learn about resources available at the University and elsewhere that provide counseling and support. They also will be advised about the steps involved in pursuing an informal resolution or filing a formal complaint. In addition, the University Title IX Coordinator or the Student Services Department or other staff in CDR may discuss with Initiating Parties whether any interim measures are appropriate at this stage.

Determination of Proceeding
The Title IX coordinator and investigators will use an informal or formal proceeding based on the allegations and evidence. For more specific information on steps, resolution, timelines, and decision making, see below.

Requests for Informal Resolution
Initiating Parties may make a request, either orally or in writing, for informal resolution to the University’s Title IX Coordinator. The request should identify the alleged harasser (if known) and describe the allegations with specificity. The University’s Title IX Coordinator will assess the severity of the alleged harassment and the potential risk of a hostile environment for others in the community to determine whether informal resolution may be appropriate.

Upon determining that informal resolution is appropriate the Title IX Coordinator will assign the informal resolution to an Investigator. The Investigator will consult further with the person initiating the request, inform the person who is the subject of the allegations, and gather additional relevant information as necessary from the parties and others, as indicated. The Title IX Coordinator also may put in place any appropriate interim measures to protect the educational and work environment. The Title IX Coordinator or the Investigator will attempt to aid the parties in finding a mutually acceptable resolution.
When the allegations, if true, might constitute criminal conduct, the party against whom they are brought is hereby advised to seek legal counsel before making any written or oral statements. Those facing allegations may wish to obtain legal advice about how this process could affect any criminal case in which they are or may become involved.

A matter will be deemed satisfactorily resolved when both parties expressly agree to an outcome that is also acceptable to the Title IX Coordinator. At any point prior to such an express agreement, the Initiating Party may withdraw the request for informal resolution and initiate a formal complaint under these Procedures.

Ordinarily, the informal resolution process will be concluded within two to three weeks of the date of the request.

**Procedures for Formal Complaints**

**Initiating a Complaint**

An Initiating Party may file a formal complaint alleging a violation of the Policy. A complaint of sexual or gender-based harassment should be filed directly with the Title IX Coordinator, regardless of the identity of the Reporting party. (If the Reporting party is not a student, see Referral of Complaints Against Staff, Faculty, Other Calvary University Appointees, or Third Parties below). The Title IX Coordinator will inform the Student Services for the Reporting and the Responding party that a complaint has been received, and, if indicated, the Title IX Coordinator will put in place any appropriate interim measures.

A formal complaint must be in writing and signed and dated by a Reporting party or a third party filing on behalf of a potential Reporting party. It should state the name of the alleged harasser (if known) and describe with reasonable specificity the incident(s) of alleged harassment, including the date and place of such incident(s). The complaint must be in the Reporting parties own words, and may not be authored by others, including family members, advisors, or attorneys. Attached to the complaint should be a list of any sources of information (for example, witnesses, correspondence, records, and the like) that the Reporting party or Reporter believes may be relevant to the investigation. However, a complaint should not be delayed if such sources of information are unknown or unavailable.

The Title IX Coordinator will not investigate a new complaint if he/she has already adjudicated a formal complaint based on the same circumstances or if the parties and Title IX Coordinator already have agreed to an informal resolution based on the same circumstances. Whether or not a complaint is filed with the Title IX Coordinator, any person may file a complaint of discrimination with Missouri Commission of Human Rights, the U.S. Equal Employment
Opportunity Commission, the U.S. Department of Education Office of Civil Rights, or any other state or federal agency having jurisdiction.

Referral of Complaints Between or Against Staff, Faculty, Other Calvary University Appointees, or Third Parties

These Procedures cover complaints involving Staff, Faculty, Other Calvary University Appointees, or third parties. When allegations are asserted against a staff member, faculty member, other Calvary University appointee, or third party, The Title IX Coordinator will promptly provide the Chief Academic Officer (Faculty) or Humans Resources Coordinator (Staff) with a copy of the complaint. The Title IX Coordinator, in consultation with Supervisory Officers, will determine whether some or all of the allegations will be handled at the Supervisory level, or whether the CDR will conduct all or part of any investigation, and will inform the Complainant or Reporter.

1. All incidents are to be reported to the Title IX coordinator, Moriah Roberts, in the Administration building, room 126. Call at 816-322-0110, ext. 1304 or direct line at 816-425-6121.
2. Based on the initial report of the incident, the Title IX coordinator, with assistance from CSD, Human Resources, and/or the Student Services Office, will implement any temporary safety measures immediately.
3. The Title IX coordinator will then assign a Title IX investigator or investigators to investigate the incident.
4. The Title IX investigator(s) will investigate the incident and submit a final written report to the Title IX coordinator.
5. If it is determined that discipline or dismissal of a faculty or staff member is warranted, the following policies and procedures will be followed:
   a. Faculty – Faculty Handbook;
   b. Staff – Staff Handbook;
6. Both the Reporting party and Responding party will be notified in writing of the final results of the investigation and any resulting actions.
7. Both the Reporting party and Responding party may appeal the final determination pursuant to the Faculty/Staff Handbook.

The standard of proof that exists for campus disciplinary proceedings is preponderance of evidence (i.e., more likely than not the event(s) occurred). If a Reporting party requests that his or her name not be revealed to the Responding party or asks CU not to investigate or seek action against the respondent, CU will be limited in its ability to respond fully to the incident.

Timeframe for Filing a Complaint

Calvary University does not limit the timeframe for filing a complaint. The University encourages complaints to be filed as soon as reasonably possible following an alleged Policy violation because the University’s ability to gather adequate information may be limited where a
significant length of time has elapsed between an incident and the filing of a complaint. Further, with respect to those cases that will be reviewed by disciplinary bodies at the conclusion of the investigation, the University’s ability to complete its processes may be limited with respect to Responding party who have graduated from or are no longer employed by the University.

**Amnesty Policy**
In exceptional cases, amnesty may be offered to witnesses in the course of a Title IX investigation. Amnesty provides protection from disciplinary sanctions for infractions to those who have material information in an investigation. Amnesty may be granted in full or in part at the discretion of the Investigators, the Title IX Coordinator, and the Student Deans. Amnesty will be determined on a case-by-case basis.

**Initial Review**
Once a complaint is received, the Title IX Coordinator will assign the case to an Investigator for an initial review. The Department with which the Responding party is affiliated may designate an additional individual to work jointly with the Investigator (collectively, the “Investigative Team”). Investigators will receive training so that they have the specialized skill and understanding to conduct prompt and effective sexual and gender-based harassment investigations.

The Investigative Team will contact the Reporting party in an attempt to gather a more complete understanding of the allegations, as well as any related conduct that may implicate the Policy. When a complaint is brought by a Reporting party, the Investigative Team will endeavor to meet with the person identified as the potential Reporting party both to gather information and to discuss his or her interest in participating in an investigation.

Based on the information gathered, the Investigative Team will determine whether the information, if true, would constitute a violation of the Policy such that an investigation is warranted or whether the information warrants an administrative closure. The Investigative Team will convey this determination to: the Reporting party; and the Title IX Coordinator. The Investigative Team will work with the Title IX Coordinator to implement any appropriate interim measures to be put in place by the College pending the completion of the case (or to revise as necessary any measures already in place).

Ordinarily, the initial review will be concluded within one week of the date the complaint was received.

**Investigation**
Following the decision to begin an investigation, the Investigative Team will notify the Responding party in writing of the allegations and will provide a copy of the Policy and these procedures. The Responding party will have one week in which to submit a written statement in response to the allegations. This statement must be in the Responding party’s own words;
Responding parties may not submit statements authored by others, including family members, advisors, or attorneys. Attached to the statement should be a list of all sources of information (for example, witnesses, correspondence, records, and the like) that the Responding party believes may be relevant to the investigation.

If the decision is made to begin an investigation in a case where a Reporter filed the complaint, and the Reporting party is unwilling to participate but the University has assessed the severity of the harassment and the potential risk of a hostile environment for others in the community and has determined to proceed, then, for the purposes of these Procedures, the Title IX Coordinator (or a designee) will be considered the Reporting party.

The Investigative Team will request individual interviews with the Reporting party and the Responding party, and, as appropriate, with other witnesses, which may include those identified by the parties as well as relevant officers of the University or others. When identifying potential witnesses, the parties should understand that the purpose of interviews is to gather and assess information about the incident(s) at issue in the complaint, not to solicit general information about a party’s character.

When a complaint involves allegations that, if true, also might constitute criminal conduct, Responding party are hereby advised to seek legal counsel before making any written or oral statements. The investigation process is not a legal proceeding, but Responding party might wish to obtain legal advice about how this process could affect any criminal case in which they are or may become involved.

After the collection of additional information is complete but prior to the conclusion of the investigation, the Investigative Team will request individual follow-up interviews with the Reporting party and the Responding party to give each the opportunity to respond to the additional information.

**Personal Advisors**

Both the Reporting party and the Responding party may bring a personal advisor to any interviews with the Investigative Team. A personal advisor should be an employee of the University who is affiliated with the department in which the advisee is enrolled or employed, but may not be related to anyone involved in the complaint or have any other involvement in the process. In the case of students enrolled in interdisciplinary programs, their official academic advisor also may serve as their personal advisor.

Personal advisors may view a redacted version of the complaint or other documents provided to the parties, offer feedback on their advisee’s written statements, and provide general advice. During interviews, personal advisors may not speak for their advisees, although they may ask to suspend the interviews briefly if they feel their advisees would benefit from a short break.
Confidentiality

The Title IX Coordinator, Student Services Department, Chief Academic Officer (Faculty), Human Resources Coordinator (Staff), members of the CDR, personal advisors, and others at the University involved in or aware of the complaint will take reasonable steps to protect the privacy of all involved. Once a complaint is filed, the Reporting party and the Responding party, and any witnesses will be notified of the potential for compromising the integrity of the investigation by disclosing information about the case and the expectation that they therefore keep such information – including any documents they may receive or review – confidential. They also will be notified that sharing such information might compromise the investigation or may be construed as retaliatory. Retaliation of any kind is a separate violation of the Policy and may lead to an additional complaint and consequences.

The parties remain free to share their own experiences, other than information that they have learned solely through the investigatory process, though to avoid the possibility of compromising the investigation, it is generally advisable to limit the number of people in whom they confide.

Confidential Reporting

If a Reporting party would like the details of an incident to be kept confidential, the Reporting party may speak with on-campus licensed professional counselors.
- On-campus:
  - Licensed professional counselors
- Off-campus:
  - Licensed professional counselors
  - Local rape crisis counselors
  - Domestic violence resources,
  - Local or state assistance agencies,
  - Clergy/Chaplains

All university employees have a duty to report, unless they fall under the “Confidential Reporting” section above. Reporting parties may want to consider carefully whether they share personally identifiable details with non-confidential employees, as those details must be shared by the employee with the Title IX Coordinator and/or Deputy Coordinators. Employees must share all details of the reports they receive. Generally, climate surveys, classroom writing assignments, or events such as speak-outs do not provide notice that must be reported to the Coordinator by employees. Remedial actions may result without formal university action.

Coordination with Law Enforcement Authorities

In all cases, the Investigative Team will have completed the initial review without delay and, as appropriate, will have proposed interim measures to the Title IX Coordinator. In the event that an allegation includes behavior or actions that are under review by law-enforcement authorities, the Investigative Team will, in light of status updates from law-enforcement authorities and the Title
IX Coordinator, assess and reassess the timing of the investigation under the Policy, so that it does not compromise the criminal investigation.

**Conclusion of the Investigation and Issuance of Final Report**
At the conclusion of the investigation, the Investigative Team will make findings of fact, applying a *preponderance of the evidence* standard, and determine based on those findings of fact whether there was a violation of the Policy.

The Investigative Team will provide the Reporting party and the Responding party with a written draft of the findings of fact and analysis and will give both parties one week to submit a written response to the draft. The Investigative Team will consider any written responses before finalizing these sections of the report and the final section of the report, which will outline any recommended measures to be taken by the University to eliminate any harassment, prevent its recurrence, and address its effects. The Title IX Coordinator will work jointly with the appropriate Department to put in place such measures as they determine are appropriate. Consistent with University policies, measures imposed at this stage might include, among others: restrictions on contact; course-schedule or work schedule alteration; changes in housing; leaves of absence; or increased monitoring of certain areas of the campus.

The investigation will be completed and the final report provided to the Reporting party, the Responding party, and the Title IX Coordinator ordinarily within six weeks of receipt of the complaint. The administration of discipline in cases involving students is subject to the authority of the Student Services Department; thus, as appropriate, having received the report, the University separately will consider the imposition of discipline through its own processes and notify the parties as appropriate. For cases involving faculty, staff, other University appointees, or third parties that have been investigated by the Title IX Coordinator and/or CDR pursuant to Section III.B above, the imposition of sanctions will be considered separately by the appropriate officials (i.e. Chief Academic Office, Human Resources Coordinator) at the School through their relevant policies.

**Special Circumstances**

**Request for Anonymity**
If a potential Reporting party asks to remain anonymous, then the Investigative Team, or the Title IX Coordinator, as appropriate, will consider how to proceed, taking into account the potential Reporting party’s wishes, the University’s commitment to provide a nondiscriminatory environment, and the potential Responding party right to have specific notice of the allegations. The Investigative Team or the Title IX Coordinator may conduct limited fact finding to better understand the context of the complaint. In some circumstances, a request for anonymity may mean an investigation cannot go forward, or the Investigative Team or the Title IX Coordinator may determine that further investigation is necessary, in which case the potential Reporting party will be informed that his or her identity will be disclosed as necessary for the investigatory process. In other circumstances, the Investigative Team or the Title IX Coordinator may
determine that the matter can be appropriately resolved without further investigation and without revealing the Reporting party’s identity.

**Administrative Closure**
If, after conducting the initial review of a formal complaint, the Investigative Team finds that the allegation, if true, would not constitute a violation of the Policy, then the Title IX Coordinator will administratively close the case and notify the Reporting party (and the third-party Reporter, if there is one), as well as the Student Services Department, Chief Academic Officer and/or Human Resources accordingly.

Where the Reporting party is unwilling to participate in further investigation, the Title IX Coordinator will assess the severity of the alleged harassment or the potential risk of a hostile environment for others in the community and will determine whether administrative closure is appropriate or whether the University should proceed with an investigation.

Within one week of the decision to close a case administratively, the Reporting party or third-party Reporter may request reconsideration on the grounds that there is substantive and relevant new information that was not available at the time of the decision and that may change the outcome of the decision. The Title IX Coordinator will consider requests for reconsideration and inform the Reporting party or third-party Reporter of the outcome, ordinarily within one week of the date of the request.

In cases where the Title IX Coordinator concludes that the alleged conduct, while not a violation of the Policy, might implicate other Student or University conduct policies, the Title IX Coordinator may refer the complaint to the appropriate Department or University official.

**Request to Withdraw the Complaint**
While every effort will be made to respect the Reporting party’s wishes to withdraw a formal complaint, the University must be mindful of its overarching commitment to provide a nondiscriminatory environment. Thus, in certain circumstances, the Title IX Coordinator may determine that investigation is appropriate despite a Reporting party’s request to withdraw the complaint or failure to cooperate. Other circumstances also may result in a request to withdraw the complaint being declined, where, for example, a request to withdraw is made after a significant portion of the investigation has been completed and terminating the investigation would be inequitable.

**Request for Informal Resolution After a Complaint has Been Filed**
Once a complaint has been opened for investigation and before the final report has been provided to the parties, a party may request informal resolution as an alternative to formal resolution of the complaint, but that disposition requires agreement of the Reporting party and the Responding party and the approval of the Title IX Coordinator in consultation with the relevant Department.
If such a request is approved, the timeframes will be stayed, and the Investigator or a designee will take such steps as he or she deems appropriate to assist in reaching a resolution. If the parties cannot reach an informal resolution within two weeks from receipt of the request, then the Investigative Team will resume the investigation of the complaint in accordance with the formal complaint procedures.

**Appeal**
Both the Responding party and the Reporting party may appeal the decision of the Investigative Team to the Title IX Coordinator or the Committee for Dispute Resolution based on the following grounds:

1. A procedural error occurred, which may change the outcome of the decision; or

2. The appellant has substantive and relevant new information that was not available at the time of investigation and that may change the outcome of the decision.

Disagreement with the Investigative Team’s findings or determination is not, by itself, a ground for appeal.

Appeals of the Investigative Team’s decision must be received by the Title IX Coordinator or designee within one week of the date of the final report. Likewise, appeals of decisions to administratively close a case or to deny a request to withdraw the complaint must be received by the Title IX Coordinator or designee within one week of the date of the decision under appeal. Ordinarily, appeals will be decided within two weeks and the parties and the Title IX Coordinator promptly will be informed of the outcome in writing.

**CU Resources:**
Title IX Coordinator (Moriah Roberts)
Human Resources Coordinator (Jolayne Rogers)
Student Services Department (Cory Trowbridge and Arely Perez)
Calvary Security Department (Glenn Williams)

**Outside Agencies:**
U.S. Department of Education, Office for Civil Rights (OCR)
U.S. Equal Employment Opportunity Commission (EEOC)
Massachusetts Commission Against Discrimination (MCAD)

**Defining Acts Involved with Sex Offenses**
The following state definitions are informational.

1. **Dating Violence**
   The term “dating violence” means violence committed by a person—

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1 Definition from the *Violence Against Women Act of 1994*
(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
   (i) The length of the relationship.
   (ii) The type of relationship.
   (iii) The frequency of interaction between the persons involved in the relationship.

**Domestic Violence**
Domestic violence includes physical harm, bodily injury, sexual activity compelled by physical force, assault, or the infliction of fear of imminent physical harm, bodily injury, sexual activity compelled by physical force, or assault, not committed in self-defense, on the complaining family or household members.

**Domestic Assault**
A person commits the offense of domestic assault in the first degree if he or she attempts to kill or knowingly causes or attempts to cause serious physical injury to a domestic victim, as the term "domestic victim" is defined under section 565.002.
A person commits the offense of domestic assault in the second degree if the act involves a domestic victim, as the term "domestic victim" is defined under section 565.002, and him or her:
   (1) Knowingly causes physical injury to such domestic victim by any means, including but not limited to, use of a deadly weapon or dangerous instrument, or by choking or strangulation; or
   (2) Recklessly causes serious physical injury to such domestic victim; or
   (3) Recklessly causes physical injury to such domestic victim by means of any deadly weapon.

**Stalking in the First Degree**
1. As used in this section and section 565.227, the term "disturbs" shall mean to engage in a course of conduct directed at a specific person that serves no legitimate purpose and that would cause a reasonable person under the circumstances to be frightened, intimidated, or emotionally distressed.
2. A person commits the offense of stalking in the first degree if he or she purposely, through his or her course of conduct, disturbs or follows with the intent of disturbing another person and:
   (1) Makes a threat communicated with the intent to cause the person who is the target of the threat to reasonably fear for his or her safety, the safety of his or her family or household member, or the safety of domestic animals or livestock as defined in section 276.606 kept at such person's residence or on such person's property. The threat shall be against the life of, or a threat to cause physical injury to, or the kidnapping of the person, the person's family or household members, or the person's domestic animals or livestock as defined in section 276.606 kept at such person's residence or on such person's property; or
(2) At least one of the acts constituting the course of conduct is in violation of an order of protection and the person has received actual notice of such order; or

(3) At least one of the actions constituting the course of conduct is in violation of a condition of probation, parole, pretrial release, or release on bond pending appeal; or

(4) At any time during the course of conduct, the other person is seventeen years of age or younger and the person disturbing the other person is twenty-one years of age or older; or

(5) He or she has previously been found guilty of domestic assault, violation of an order of protection, or any other crime where the other person was the victim.

3. Any law enforcement officer may arrest, without a warrant, any person he or she has probable cause to believe has violated the provisions of this section.

4. This section shall not apply to activities of federal, state, county, or municipal law enforcement officers conducting investigations of any violation of federal, state, county, or municipal law.

**Sexual Harassment**

Sexual harassment is a form of sex discrimination and is a violation of Calvary University policy as well as federal and state statutes. Calvary University views with the utmost seriousness offenses against an individual such as stalking, inappropriate sexual touching, sexual assault and any other form of non-consensual sexual activity.

For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexual assault and all other verbal and physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic status;

2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual;

3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile or offensive environment in which to work or learn.

Calvary University considers harassment a very serious matter. Any person found to be engaging in sexual harassment will be subject to disciplinary action, up to and including dismissal from Calvary University or its residence halls.

**Examples of Sexual Harassment**

Sexual harassment can be directed toward a person of the opposite sex or same sex and can take many forms. Sexual harassment may occur regardless of the intention of the person engaging in the conduct. The following are some examples of conduct which, if unwelcome, may constitute
sexual harassment, depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Sexual advances (whether they involve physical touching or not);
- Requests for sexual favors in exchange for actual or promised academic or job benefits such as favorable grades or continued employment;
- Sexual jokes;
- Use of sexual epithets, written or oral references to sexual conduct, gossip regarding one’s sex life and comments on an individual’s body, sexual activity, deficiencies or prowess;
- Displaying sexual objects, pictures, written materials or cartoons;
- Leering, brushing against the body, sexual gestures or suggestive or insulting comments;
- Sexual exhibitionism;
- Inquiries into one’s sexual activities;
- Exploitation, Cyber-harassment including non-consensual videos or audio tapings of sexual activity;
- Sexual assault or coerced sexual acts.

**Sexual Assault**

The most egregious form of sexual harassment is sexual assault which will not be tolerated at Calvary University.

For the purposes of sexual assault violations, the following definitions apply:

A person who knowingly causes another person to engage in a sexual or deviate sexual, act—

1. by using force against that other person; or
2. by threatening or placing that other person in fear that any person will be subjected to death, serious bodily injury, or kidnapping;
3. renders another person unconscious and thereby engages in a sexual act with that other person; or
4. administers to another person by force or threat of force, or without the knowledge or permission of that person, a drug, intoxicant, or other similar substance and thereby—
   - (A) substantially impairs the ability of that other person to appraise or control conduct; and
   - (B) engages in a sexual act with that other person;
5. causes another person to engage in a sexual act by threatening or placing that other person in fear (other than by threatening or placing that other person in fear that any person will be subjected to death, serious bodily injury, or kidnapping); or
6. engages in a sexual act with another person if that other person is—
   - (A) incapable of appraising the nature of the conduct; or
   - (B) physically incapable of declining participation in, or communicating unwillingness to engage in, that sexual act;
or attempts to do so, commits sexual assault.

Calvary University defers to current Missouri Revised Statutes (RSMO) Chapter 566 regarding specific definitions of sexual assault.

**Consent**

Consent is an understandable exchange of affirmative words or actions that indicate a willingness to participate in mutually agreed upon sexually explicit touching or sexual penetration. Consent must be informed and freely and actively given. It is incumbent upon each individual involved in the activity to either obtain or give consent prior to any sexual activity, and again, prior to sexual penetration. If at any time during the sexual interaction any confusion or ambiguity should arise on the issue of consent, it is incumbent upon each individual involved in the activity to stop and clarify, verbally, the other’s willingness to continue.

- A verbal “no,” even if it may sound indecisive or insincere, constitutes lack of consent.
- When consent is requested verbally, absence of any explicit verbal response constitutes lack of consent.
- It is expected that, after consent has been established, a person who changes his/her mind during the sexual activity will communicate through words or actions his/her decision to no longer proceed.
- Past consent to sexual activity does not imply future on-going consent, and the fact that two persons are in an on-going relationship does not preclude the possibility that sexual misconduct or sexual assault might occur within that relationship.
- A student’s use of alcohol and/or other drugs does not diminish a student’s responsibility to obtain consent.

Sexually explicit touching is the unwanted touching of another person in a sexual manner. Examples of sexually explicit touching include, but are not limited to, the touching, either directly or through clothing, of another person’s genitalia, breasts, inner thigh, or buttocks of any person with a clothed or unclothed body part or object.

Sexual assault is engaging, or attempting to engage in, any one or more of the following sexual acts with or directed against another person:

- Sexual penetration without the consent of the other person;
- Sexually explicit touching through the use of coercion or where the person is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity;
- Sexual penetration through the use of coercion or where the person is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

**Coercion**

Coercion is the exploitation of fear or anxiety through intimidation, compulsion, domination, or control with the intent to compel conduct or compliance. It is the use of force, or the threat of force; the use of a threat of immediate or future harm; or the use of physical or severe and/or
pervasive emotional intimidation to cause or attempt to cause another person to engage in or submit to certain activities. Coercion also includes the administration of a drug, intoxicant or similar substance that impairs the faculties of a person.

**Incapacity**
Incapacity is defined as a person incapable of giving consent because he/she is asleep, unconscious, losing or regaining consciousness or clearly mentally or physically incapacitated. Signs of being incapacitated include, but are not limited to, difficulty walking, inability to speak in a coherent manner, and vomiting or the presence of vomit.

**Sexual Penetration**
Sexual Penetration is defined as any degree of insertion of a penis, hand, finger, tongue or any object into a person’s anus or vulva, or any degree of insertion of genitalia into the mouth.

**Communication**
Clear communication is required by Calvary University’s Sexual Assault definitions, which require each participant to obtain and give consent before engaging in any form of physical touch or sexual activity. Relying solely upon nonverbal communication is not sufficient. Communication is a foundational process that affects all of our relationships and interactions.

**Sexual Abuse**
A person commits the offense of sexual abuse in the first degree if he or she subjects another person to sexual contact when that person is incapacitated, incapable of consent, or lacks the capacity to consent, or by the use of forcible compulsion.
A person commits the offense of sexual abuse in the second degree if he or she purposely subjects another person to sexual contact without that person's consent.

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

A person commits the offense of rape in the second degree if he or she has sexual intercourse with another person knowing that he or she does so without that person's consent.

**Statutory Rape**
A person commits the offense of statutory rape in the first degree if he or she has sexual intercourse with another person who is less than fourteen years of age.

A person commits the offense of statutory rape in the second degree if being twenty-one years of age or older, he or she has sexual intercourse with another person who is less than seventeen years of age.
Disciplinary Sanctions for Students

- **Verbal Disciplinary Warning.** A Verbal Disciplinary warning is the first step in the disciplinary process. The offender is informed of what the violation was and what is needed to correct the issue.

- **Written Disciplinary Warning** is given if the offense merits more than a verbal warning, or if the infraction from the verbal warning persists. Further misconduct will lead to Dean’s Disciplinary Warning, Disciplinary Probation or Expulsion. A Disciplinary Warning may be accompanied by other forms of discipline, i.e., work projects, fines, on-campus restrictions (suspensions), etc.

- **Disciplinary Probation** is issued to a student for a semester or part of a semester. Further misconduct will probably lead to Expulsion. A student on Disciplinary Probation will lose privileges at Calvary. Some of the lost privileges are: the position of RA/ARA, a Student Senate position, class officer, etc. He/she will not be able to participate in the special groups of the college, i.e., athletic teams, musical groups, drama productions, etc. (unless it is required coursework).

- **Disciplinary Expulsion** is when a student is asked to leave during or after a semester. The student will not be permitted on campus without expressed permission from the Student Deans. The student may or may not be allowed to return depending on his/her repentance, behavior, and compliance with re-admission requirements.

Restrictions or Educational Activities Sanctions

Having the intent of effecting a safer campus environment and/or promoting the development of a student determined responsible for Student handbook violations, the Committee for Dispute Resolutions, Student Services Department or Title IX Coordinator may impose additional sanctions. Such sanctions may include but are not limited to:

1. A disciplinary withdrawal of a student who has been suspended.
2. No Contact Contract: A contract to refrain from any intentional contact, direct or indirect, with one or more designated persons or group(s) through any means, including personal contact, email, telephone, or through third parties.
3. Suspension of or restriction(s) on access to all or to specified campus facilities, buildings, or other locations; or services; or events.
4. Residence hall transfer, residence hall floor transfer, restricted access within the residence halls, restricted access to dining services, and removal and/or ban from the residence hall system for a specified period of time.
5. Suspension of or restriction(s) on driving on or parking in campus-controlled streets, roads, and parking lots.
6. Restitution to the University for cleaning, replacing, or restoring some specific area or thing when loss or damage was a result of the student’s disciplinary violation.
7. Referral for a behavioral assessment, to the approved Calvary Licensed Counselors, or another approved provider.
8. Mandated community service and/or participation in campus educational programs.
9. Mandated participation in one or more extracurricular activities, lectures or workshops, and/or other activity that employs an educational purpose and accepted pedagogy.
10. Enhanced Sanctions for Bias-Motivated Offenses – Violators of the regulations and policies outlined in this document whose violations are motivated by bias may face more severe or enhanced sanctions. Violations motivated by bias include the intentional selection of a person against whom the violation is committed because of the race, religion, color, genetic information, gender, disability, sexual orientation, gender identity, national origin, ethnicity, age, or ancestry of that person.

11. Loss of privileges (i.e. Chapel/Assembly Cuts, Curfew etc.)

Suspension
The Student Services Department, the CDR or the Title IX Coordinator may impose one or more University sanctions listed above and/or others and/or the Calvary University (CU) sanction of suspension as described below.

Suspension will normally be for at least the remainder of the semester in which the penalty is imposed and will normally result in the cancellation of registration of the student. Suspension may be recommended for violations involving assault, domestic violence, dating violence, sexual assault, stalking, possession or trafficking in the sale of drugs or weapons, false emergency report, interference in CU activities (classes, administration, research, fire, police, etc.), or other serious offenses, or knowingly violating the terms of any disciplinary sanctions imposed in accordance with the Code.

1. Temporary Suspension — Suspension is a temporary withdrawal of enrollment privileges and ban from campus property and activities (student) or recognition (student organization) for a specific period. Suspension notification will include conditions of the suspension and terms for reinstatement. In some cases, short term suspension may be imposed depending on the nature and severity of the offense.

2. Indefinite Suspension — Indefinite suspension is a suspension which involves no definite time limit and may carry conditions which must be met before the student/student organization may request reinstatement.

3. Emergency Suspension — The temporary, immediate removal of a student in accordance with the Student Handbook violations.

Disciplinary Sanctions for Faculty and Staff
Calvary University and/or the Chief Academic Officer will follow the disciplinary policies and procedures in Faculty Handbook for complaints involving faculty. The Human Resources Coordinator will follow the disciplinary policies and procedures in the Staff Handbook for any disciplinary acts involving staff. For employees excluded from the broad banding system, policies listed by the State Board of Higher Education will be followed.

Privacy and Respect of Information
Respecting one’s right to privacy is important to CU. Students can be assured that when they share information with medical, police, and/or University officials, such information will be handled professionally and within the framework of each agency’s governing body privacy limitations (e.g., state law, licensing, FERPA, etc.).
University employees who have the authority to take action to redress sexual violence; who have been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX coordinator or appropriate school designee; or whom a student could reasonably believe has this authority or duty shall report all complaints of sexual violence to the Title IX coordinator.

Mandated Reporter/Responsible Employee: A Mandated Reporter is any employee of the University who becomes aware of an act of sexual harassment (including sexual misconduct) or behavior which could be characterized as sexual harassment, when perpetrated against a faculty, staff, student or visitor of the University.

A student’s privacy concerns are weighed against the needs of CU to respond to acts of harassment, including domestic violence, dating violence, sexual assault, and stalking. To the greatest extent possible, all reports will remain private. However, information may be shared with appropriate departments and agencies under a need-to-know basis when it pertains to investigative needs and safety concerns of the campus community. If a complainant requests that his or her name not be revealed to the respondent or asks CU not to investigate or seek administrative action against the respondent, CU will be limited in its ability to respond fully to the incident. Title IX and the Campus SAVE Act include protections against retaliation. CU officials will not only take steps to prevent retaliation but will also take strong responsive action if it occurs.

Calvary’s licensed counselors, Student Health Services employees, or any other person with a professional license requiring confidentiality or who is supervised by such a person will not report incidents of sexual violence to the Title IX coordinator in any way that identifies a student without the student’s consent.

Confidentiality in Reporting
All information received regarding sexual misconduct as defined above is subject to inclusion, in statistical form, in annual CU-published reports, including the Clery report. Victim anonymity is a primary concern, and as such Calvary University takes special care to avoid disclosing personally identifiable information about the victim in publicly available recordkeeping. This includes keeping strictly confidential the victim’s name, description, and details of the incident, among other information that could indicate the identity of the victim.

Registered Sex Offender Information
Calvary Security Department is not the custodian of the sexual offender’s database. This falls under the various County Sheriffs Departments. Information on sex offenders is available at http://www.familywatchdog.us/, and information on offenders in the local area is available in the security office during office hours.

Survivor’s Rights
For information on survivor's rights, go to the Missouri Attorney General's website at: http://www.ago.mo.gov/crimevictims/crimevictims.htm
Alcohol and Other Drugs (Part 86)

Alcohol Policy
Calvary University (the “University”), in order to promote its fundamental mission, has adopted a zero-tolerance policy for the use, consumption, possession, or distribution of alcohol on University property or at any University sponsored or sanctioned event, regardless of the age of the student. Participation in any of the above activities is strictly prohibited. Furthermore, students are to refrain from the public possession or use of alcohol.

Any student violating this policy will be subject to disciplinary sanctions including, but not limited to, warnings, probation, expulsion, loss of employment, referral to law enforcement and/or prosecution.

Any student under the legal age for consumption of alcohol that is unlawfully using, consuming, possessing, or distributing alcohol will be subject to disciplinary sanctions including, but not limited to, expulsion. Any student over the age for legal consumption of alcohol that is using, consuming, possessing, or distributing alcohol may be subject to disciplinary sanctions as described in the Disciplinary Sanctions Section of this policy.

In addition to any punishment imposed by the University, any student suspected of violating any federal, state, or local law proscribing the use, possession, or distribution of the unlawful consumption or possession of alcohol will be referred to the appropriate law enforcement agency.

The display of any advertising of alcoholic beverages, including containers, is not allowed at the University. This includes but is not limited to: clothing, signs, lamps, posters, etc.

Legal Sanctions for Use, Possession, or Distribution of Alcohol
Missouri laws prohibit people under 21 years of age from purchasing, attempting to purchase, or possessing alcoholic beverages. (RSMo. 311.325) Anyone who sells or gives any alcoholic beverages to people under 21 years of age violates RSMo. 311.310. It is unlawful to obtain or attempt to obtain alcoholic beverages by using a fake or fraudulent identification. (RSMo. 311.328(3)) Anyone convicted of using fraudulent identification per RSMo. 311.320 is subject to penalties, including fines of up to $1,000 and one year imprisonment. Conviction of any offense involving the possession or use of a controlled substance; the alteration, modification, or misrepresentation of a license to operate a motor vehicle; or the possession or use of any alcohol while operating a motor vehicle will require the surrender of a driver’s license for a minimum of 90 days to a maximum of one year.

City of Belton Legal Sanctions – City of Belton Code of Ordinances, Article X, Division 2
**Tobacco Policy**
Calvary University, in order to promote its fundamental mission, does not allow the use or possession of any form of Tobacco on campus property. This policy includes E-cigarettes. Furthermore, students are to refrain from the public possession or use of tobacco.

**Drug Policy**
Calvary University, in order to promote its fundamental mission, has adopted a zero-tolerance policy for the use, consumption, possession, distribution, or manufacture of illicit or illegal drugs at all times. The University will not tolerate any of the above activities by any student, and any such activities may be cause for expulsion.

The University reserves the right to require a drug test from a student where there is a reasonable suspicion that this drug-free policy has been violated. Failure to submit to a drug test is a major violation of the disciplinary rules and will result in expulsion from the University.

In addition to any punishment imposed by the University, any student suspected of violating any federal, state, or local law proscribing the use, possession, distribution, or manufacture of illicit or illegal drugs will be referred to the appropriate law enforcement agency.

**Legal Sanctions for Use, Consumption, Possession, or Distribution of Illicit or Illegal Drugs**
Local, state, and federal laws provide specific penalties for Alcohol, drug, and narcotic offenses.

**City of Belton Legal Sanctions** – City of Belton Code of Ordinances, Article X, Division 2
**City of Kansas City Legal Sanctions** – Kansas City Code of Ordinances, Chapter 50
**State of Missouri Legal Sanctions**, Chapter 195, Chapter 311, Chapter 577,
**Federal Legal Sanctions**

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</tr>
<tr>
<td>195.28</td>
<td>5 Prior and persistent offenders (see 195.202).</td>
<td>5 years - life (30 years), B,A/Felony</td>
</tr>
<tr>
<td>195.29</td>
<td>1 Prior and persistent offenders (see 195.211).</td>
<td>10 years - life (30 years), A/Felony</td>
</tr>
<tr>
<td>195.29</td>
<td>2 Prior drug offenders, distribution to a minor or purchase or transport with a minor.</td>
<td>10 years - life (30 years), A/Felony</td>
</tr>
<tr>
<td>195.29</td>
<td>5 Prior drug offender trafficking 1st degree.</td>
<td>10 years - life (30 years), A/Felony</td>
</tr>
<tr>
<td>195.29</td>
<td>6 Prior drug offender trafficking 2nd degree.</td>
<td>10 years - life (30 years), A/Felony</td>
</tr>
<tr>
<td>195.42</td>
<td>Possession of Methamphetamine precursors.</td>
<td>Up to 4 years, D/Felony</td>
</tr>
<tr>
<td>578.26</td>
<td>Possession or purchase of solvents to aid others in violations.</td>
<td>Up to 6 months or 4 years, B/Misdemeanor or D/Felony</td>
</tr>
<tr>
<td>578.26</td>
<td>5 Selling or transferring solvents to cause certain symptoms.</td>
<td>Up to 7 years, C/Felony</td>
</tr>
</tbody>
</table>
Students should be aware that alcohol and drug laws vary from State to State. If it is discovered by the University that a student violated the law of a state they were present in, Calvary will report the violation to the appropriate authorities of that state. The following list provides basic alcohol and drug laws of each state. This list may not be exhaustive and state laws may change without notice. Therefore, students are responsible to know the laws of the state they are present in. This information is provided for reference and does not constitute legal advice.

<table>
<thead>
<tr>
<th>State</th>
<th>Alcohol Laws</th>
<th>Drug Laws</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama</td>
<td>Alabama Statutes, Title 28</td>
<td>Alabama Statutes, Title 13a, Chapter 12, Article 5</td>
</tr>
<tr>
<td>Alaska</td>
<td>Alaska Statutes, Title 4</td>
<td>Alaska Statutes, Title 17</td>
</tr>
<tr>
<td>Arizona</td>
<td>Arizona Liquor Law, Title 4</td>
<td>Arizona State Legislature, Title 13, Chapter 34</td>
</tr>
<tr>
<td>Arkansas</td>
<td>Arkansas Statutes, Title 3, Chapter 4</td>
<td>Arkansas Code, Title 5</td>
</tr>
<tr>
<td>California</td>
<td>California Health and Safety Code, Division 10.7</td>
<td>California Health and Safety Code, Division 10.7</td>
</tr>
<tr>
<td>Colorado</td>
<td>Colorado Liquor Rules</td>
<td>Colorado Revised Statutes, Chapter 18</td>
</tr>
<tr>
<td>Connecticut</td>
<td>Connecticut Criminal Code</td>
<td>Connecticut Statutes, Chapter 545</td>
</tr>
<tr>
<td>Delaware</td>
<td>Delaware Code, Title 4</td>
<td>Delaware Code, Title 16</td>
</tr>
<tr>
<td>Florida</td>
<td>Florida Statutes, Title XXXIV</td>
<td>Florida Statutes, Title XLVI, Chapter 893</td>
</tr>
<tr>
<td>Georgia</td>
<td>Georgia Code, Title 3</td>
<td>Georgia Code, Title 16, Chapter 13</td>
</tr>
<tr>
<td>Hawaii</td>
<td>Hawaii Code Chapter 281</td>
<td>Hawaii Code Chapter 329</td>
</tr>
<tr>
<td>Idaho</td>
<td>Idaho Statutes, Title 23</td>
<td>Idaho Statutes, Title 37, Chapter 27</td>
</tr>
<tr>
<td>Illinois</td>
<td>Illinois Liquor Control Act</td>
<td>Illinois statutes, Chapter 570</td>
</tr>
<tr>
<td>Indiana</td>
<td>Indiana Code, Title 7</td>
<td>Indiana Code, Title 35</td>
</tr>
<tr>
<td>Iowa</td>
<td>Iowa Statutes, Chapter 123</td>
<td>Iowa Statutes, Chapter 124</td>
</tr>
<tr>
<td>Kansas</td>
<td>Kansas Statute, Article 41</td>
<td>Kansas Statutes, Article 55</td>
</tr>
<tr>
<td>Kentucky</td>
<td>Kentucky Statutes, Chapter 244</td>
<td>Kentucky Statutes, Chapter 218A</td>
</tr>
<tr>
<td>Louisiana</td>
<td>Control Law</td>
<td>Louisiana Statutes, Title 40</td>
</tr>
<tr>
<td>Maine</td>
<td>Main Statutes, Title 28</td>
<td>Maine Statutes, Title 17, Chapter 45</td>
</tr>
<tr>
<td>Maryland</td>
<td>Maryland Statutes, Chapter 5</td>
<td>Maryland Criminal Law, Title 5</td>
</tr>
<tr>
<td>Massachusetts</td>
<td>Massachusetts Statutes, Chapter 138</td>
<td>Massachusetts Statutes, Chapter 94C</td>
</tr>
<tr>
<td>Michigan</td>
<td>Michigan Statutes, Chapter 436</td>
<td>Michigan Statutes, Chapter 333</td>
</tr>
<tr>
<td>Minnesota</td>
<td>Minnesota Statutes, Chapter 340A</td>
<td>Minnesota Statutes, Chapter 152</td>
</tr>
<tr>
<td>Mississippi</td>
<td>Minnesota Statutes, Title 67</td>
<td>Mississippi Code, Title 41, Chapter 29</td>
</tr>
<tr>
<td>Montana</td>
<td>Montana Code, Title 16</td>
<td>Montana Code, Title 45 Chapter 9</td>
</tr>
<tr>
<td>Nebraska</td>
<td>Nebraska Code, Chapter 53</td>
<td>Nebraska Code, Chapter 28</td>
</tr>
<tr>
<td>Nevada</td>
<td>Nevada Statutes, Chapter 369</td>
<td>Nevada Statutes, Chapter 453</td>
</tr>
<tr>
<td>New Hampshire</td>
<td>New Hampshire Statutes, Title XIII</td>
<td>New Hampshire Statutes, Chapter 318</td>
</tr>
<tr>
<td>New Jersey</td>
<td>New Jersey Statutes, Title 33</td>
<td>New Jersey Statutes, Title 24:21</td>
</tr>
<tr>
<td>New Mexico</td>
<td>New Mexico Statutes, Title 15</td>
<td>New Mexico Statutes, Section 30-31-23</td>
</tr>
<tr>
<td>State</td>
<td>Statute</td>
<td>Federal Law</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>New York</td>
<td>Chapter 10 New York Alcoholic Beverage</td>
<td>New York Consolidated Laws, Article 33</td>
</tr>
<tr>
<td>North Carolina</td>
<td>North Carolina Statutes, Chapter 18B</td>
<td>North Carolina Statutes, Chapter 90</td>
</tr>
<tr>
<td>North Dakota</td>
<td>Chapter 5 North Dakota Statutes, Title 5</td>
<td>North Dakota Statutes, Title 19</td>
</tr>
<tr>
<td>Ohio</td>
<td>Ohio Code, Chapter 43 Section 4301</td>
<td>Ohio Code, Title 29, Chapter 2925</td>
</tr>
<tr>
<td>Oklahoma</td>
<td>Oklahoma Statutes, Title 37</td>
<td>Oklahoma Statutes, Title 63</td>
</tr>
<tr>
<td>Oregon</td>
<td>Oregon Statutes, Title 37</td>
<td>Oregon Statutes, Title 37</td>
</tr>
<tr>
<td>Pennsylvania</td>
<td>Pennsylvania Statutes, Title 47</td>
<td>Pennsylvania Statutes, Title 35</td>
</tr>
<tr>
<td>Rhode Island</td>
<td>Rhode Island Statutes, Title 3</td>
<td>Rhode Island Statutes, Title 21</td>
</tr>
<tr>
<td>South Carolina</td>
<td>South Carolina Code, Title 61</td>
<td>South Carolina Code, Title 44 Chapter 53</td>
</tr>
<tr>
<td>South Dakota</td>
<td>South Dakota Statutes, Title 35</td>
<td>South Dakota Statutes, Title 22</td>
</tr>
<tr>
<td>Tennessee</td>
<td>Tennessee Code, Title 17 Part 7</td>
<td>Tennessee Code, Title 39 Chapter 17 Part 4</td>
</tr>
<tr>
<td>Texas</td>
<td>Texas Alcoholic Beverage Code</td>
<td>Texas Health and Safety Code, Title 6</td>
</tr>
<tr>
<td>Utah</td>
<td>Utah Code, Title 32B</td>
<td>Utah Code, Title 58 chapter 37</td>
</tr>
<tr>
<td>Vermont</td>
<td>Vermont Statutes, Title 7</td>
<td>Vermont Statutes, Title 18 Chapter 84</td>
</tr>
<tr>
<td>Virginia</td>
<td>Virginia Statutes, Title 4.1</td>
<td>Virginia Statutes, Title 18.2 Chapter 7</td>
</tr>
<tr>
<td>West Virginia</td>
<td>West Virginia Code, Chapter 60</td>
<td>West Virginia Code, Chapter 60A</td>
</tr>
<tr>
<td>Wisconsin</td>
<td>Wisconsin Statutes, Title 125</td>
<td>Wisconsin Statutes, Title 961</td>
</tr>
<tr>
<td>Wyoming</td>
<td>Wyoming Statutes, Title 12</td>
<td>Wyoming Statutes, Title 35 Chapter 7</td>
</tr>
</tbody>
</table>

In addition to State Statutes, Federal law makes it unlawful for any person to manufacture, distribute, create, or dispense or to possess with the intent to manufacture, distribute, create, or dispense controlled substances. Title 21 of United States Code provides terms of imprisonment and fines for violations of this Act. The nature of the offense and whether the person has committed any previous unlawful acts under this statute will determine the term of imprisonment as well as the amount of the fine.
### Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Substance/Quantity</th>
<th>Penalty</th>
<th>Substance/Quantity</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>II</td>
<td>Cocaine 500-4999 grams mixture</td>
<td>First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>Cocaine 5 kilograms or more mixture</td>
<td>First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than $10 million if an individual, $50 million if not an individual.</td>
</tr>
<tr>
<td>II</td>
<td>Cocaine Base 28-279 grams mixture</td>
<td></td>
<td>Fentanyl 400 grams or more mixture</td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td>Fentanyl 40-399 grams mixture</td>
<td></td>
<td>Fentanyl Analogue 100 grams or more mixture</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Heroin 100-999 grams mixture</td>
<td>Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $8 million if an individual, $40 million if not an individual.</td>
<td>Heroin 1 kilogram or more mixture</td>
<td>Second Offense: Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual.</td>
</tr>
<tr>
<td>I</td>
<td>LSD 1-9 grams mixture</td>
<td></td>
<td>LSD 10 grams or more mixture</td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>Methamphetamine 5-49 grams pure or 50-499 grams mixture</td>
<td></td>
<td>Methamphetamine 50 grams or more pure or 500 grams or more mixture</td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>PCP 10-99 grams pure or 100-999 grams mixture</td>
<td></td>
<td>PCP 100 grams or more pure or 1 kilogram or more mixture</td>
<td></td>
</tr>
</tbody>
</table>

### Additional Penalties

<table>
<thead>
<tr>
<th>Substance/Quantity</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any Amount Of Other Schedule I &amp; II Substances</td>
<td>First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine $1 million if an individual, $5 million if not an individual.</td>
</tr>
<tr>
<td>Any Drug Product Containing Gamma Hydroxybutyric Acid</td>
<td>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if not an individual.</td>
</tr>
<tr>
<td>Flunitrazepam (Schedule IV) 1 Gram</td>
<td></td>
</tr>
<tr>
<td>Any Amount Of Other Schedule III Drugs</td>
<td>First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than $500,000 if an individual, $2.5 million if not an individual.</td>
</tr>
<tr>
<td>Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than $1 million if an individual, $5 million if not an individual.</td>
<td></td>
</tr>
<tr>
<td>Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)</td>
<td>First Offense: Not more than 5 yrs. Fine not more than $250,000 if an individual, $1 million if not an individual.</td>
</tr>
<tr>
<td>Second Offense: Not more than 10 yrs. Fine not more than $500,000 if an individual, $2 million if other than an individual.</td>
<td></td>
</tr>
<tr>
<td>Any Amount Of All Schedule V Drugs</td>
<td>First Offense: Not more than 1 yr. Fine not more than $100,000 if an individual, $250,000 if not an individual.</td>
</tr>
<tr>
<td>Second Offense: Not more than 4 yrs. Fine not more than $200,000 if an individual, $500,000 if not an individual.</td>
<td></td>
</tr>
</tbody>
</table>

Disciplinary Sanctions
In determining appropriate institutional disciplinary sanctions two major factors will be considered, 1) if the infraction was opposed to local, State, or Federal laws, and 2) if the infraction was opposed to University standards and the seriousness of the impact of the violation. To determine the impact of the violation it will be evaluated if the offense was illegal, if it was on-campus or off-campus, if there is a personal history of drug or alcohol abuse, and the impact on campus and student life. Depending on these determining factors, disciplinary action may range from a warning to expulsion. If illegal activity was involved, Law Enforcement will also be informed of the incident.

Federal Student Financial Aid Penalties for Drug Law Violations
Anyone who is convicted of a federal or state drug crime while receiving federal student aid will lose their eligibility to receive federal student aid until their eligibility is reestablished according

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### Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances

<table>
<thead>
<tr>
<th>Substance</th>
<th>First Offense</th>
<th>Second Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana</td>
<td>First Offense:</td>
<td>Second Offense:</td>
</tr>
<tr>
<td>1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants</td>
<td>Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than $10 million if an individual, $50 million if other than an individual.</td>
<td>Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $20 million if an individual, $75 million if other than an individual.</td>
</tr>
<tr>
<td>Marijuana</td>
<td>First Offense:</td>
<td>Second Offense:</td>
</tr>
<tr>
<td>100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants</td>
<td>Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than $5 million if an individual, $25 million if other than an individual.</td>
<td>Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $8 million if an individual, $50 million if other than an individual.</td>
</tr>
<tr>
<td>Marijuana</td>
<td>First Offense:</td>
<td>Second Offense:</td>
</tr>
<tr>
<td>50 to 999 marijuana mixture, 50 to 99 marijuana plants</td>
<td>Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine $1 million if an individual, $5 million if other than an individual.</td>
<td>Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if other than an individual.</td>
</tr>
<tr>
<td>Hashish</td>
<td>First Offense:</td>
<td>Second Offense:</td>
</tr>
<tr>
<td>More than 10 kilograms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hashish Oil</td>
<td>First Offense:</td>
<td>Second Offense:</td>
</tr>
<tr>
<td>More than 1 kilogram</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marijuana</td>
<td>First Offense:</td>
<td>Second Offense:</td>
</tr>
<tr>
<td>less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)</td>
<td>Not more than 5 yrs. Fine not more than $250,000, $1 million if other than an individual.</td>
<td>Not more than 10 yrs. Fine $500,000 if an individual, $2 million if other than an individual.</td>
</tr>
<tr>
<td>1 to 49 marijuana plants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hashish</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 kilograms or less</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hashish Oil</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 kilogram or less</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
to Title IV regulations. Eligibility can be reestablished by successfully completing a qualified drug rehabilitation program and passing two unannounced drug tests.

<table>
<thead>
<tr>
<th></th>
<th>Possession of illegal drugs</th>
<th>Sale of illegal drugs</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Offense</td>
<td>1 year from the date of conviction</td>
<td>2 years from date of conviction</td>
</tr>
<tr>
<td>Second Offense</td>
<td>2 years from the date of conviction</td>
<td>Indefinite period</td>
</tr>
<tr>
<td>3+ Offenses</td>
<td>Indefinite period</td>
<td>Indefinite period</td>
</tr>
</tbody>
</table>

**Health Risks Associated with the Use of Illicit or Illegal Drugs or Alcohol**

Medical studies indicate that users of illicit or illegal drugs or alcohol can suffer from a wide range of medical and psychological problems. Those problems can be as mild as depression or as severe as permanent brain damage or death. At the very least, use promotes poor application to academics as shown by poor study habits, lack of concentration, and loss of self-esteem. Additional information on the health risks associated with the use of illicit or illegal drugs or alcohol is available at https://www.drugabuse.gov/drugs-abuse or through the Student Services Department.

**Drug and Alcohol Programs**

All students are informed of Calvary’s Zero-Tolerance Policy: the standards of conduct, applicable legal sanctions, a description of the related health risks, resources for counseling, treatment, rehabilitation, and re-entry, and a clear description of the disciplinary sanctions.

As there is no alcohol allowed on campus, Calvary offers a wide variety of alcohol-free events. The student lounge and the Warrior’s Café are relaxed places for students and faculty/staff to congregate. The lounge features a movie room and games (pool, ping-pong, etc.). The Warrior’s Café features a coffee shop, TV, and board games. Intramural sports, athletic events, theater, ministry opportunities, socials, and our variety of academic and personal enrichment activities are all healthy alternatives to drinking and drugs.

Counseling is available at the Student Services Office for no fee. Other local options for individual counseling are available with:

**Abundant Life Counseling Services**
414 S.W. Persels Road
Lees Summit, MO 64081
(816) 554-8181

Options for drug/alcohol treatment, including inpatient and/or outpatient treatment include:

<table>
<thead>
<tr>
<th>Pathways</th>
<th>Shelterwood (Under 18)</th>
<th>Larry Ganschow, RASAC – I Reigning Grace Counseling Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>201 Main Street</td>
<td>3205 N. Twyman Road</td>
<td>3500 NE Prather Road</td>
</tr>
<tr>
<td>Belton, MO 64012</td>
<td>Independence, MO 64058</td>
<td>Kansas City, MO 64116</td>
</tr>
<tr>
<td>(816) 322-4332</td>
<td>(800) 584-5005</td>
<td>(816) 864-677</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:info@shelterwood.org">info@shelterwood.org</a></td>
<td></td>
</tr>
</tbody>
</table>
The following steps will be used for re-entry from drug/alcohol related issues that students must fulfill. The student will:

➢ Be placed on Disciplinary Probation for a minimum of one year.
➢ Participate in regular counseling with an approved counselor specializing in drug/alcohol recovery.

Re-entry counseling may be done with:

Larry Gameshow, RASAC – I
Reigning Grace Counseling Center
3500 NE Prather Road
Kansas City, MO 64116
(816) 964-1677

➢ Allow open communication between the Counselor and the Student Services Department.
➢ Have regular meetings with the Student Services Department.

The Student Services Department will meet after one year to review the student’s progress and status. At that time the department will decide on an appropriate course of action.