



## Student Handbook



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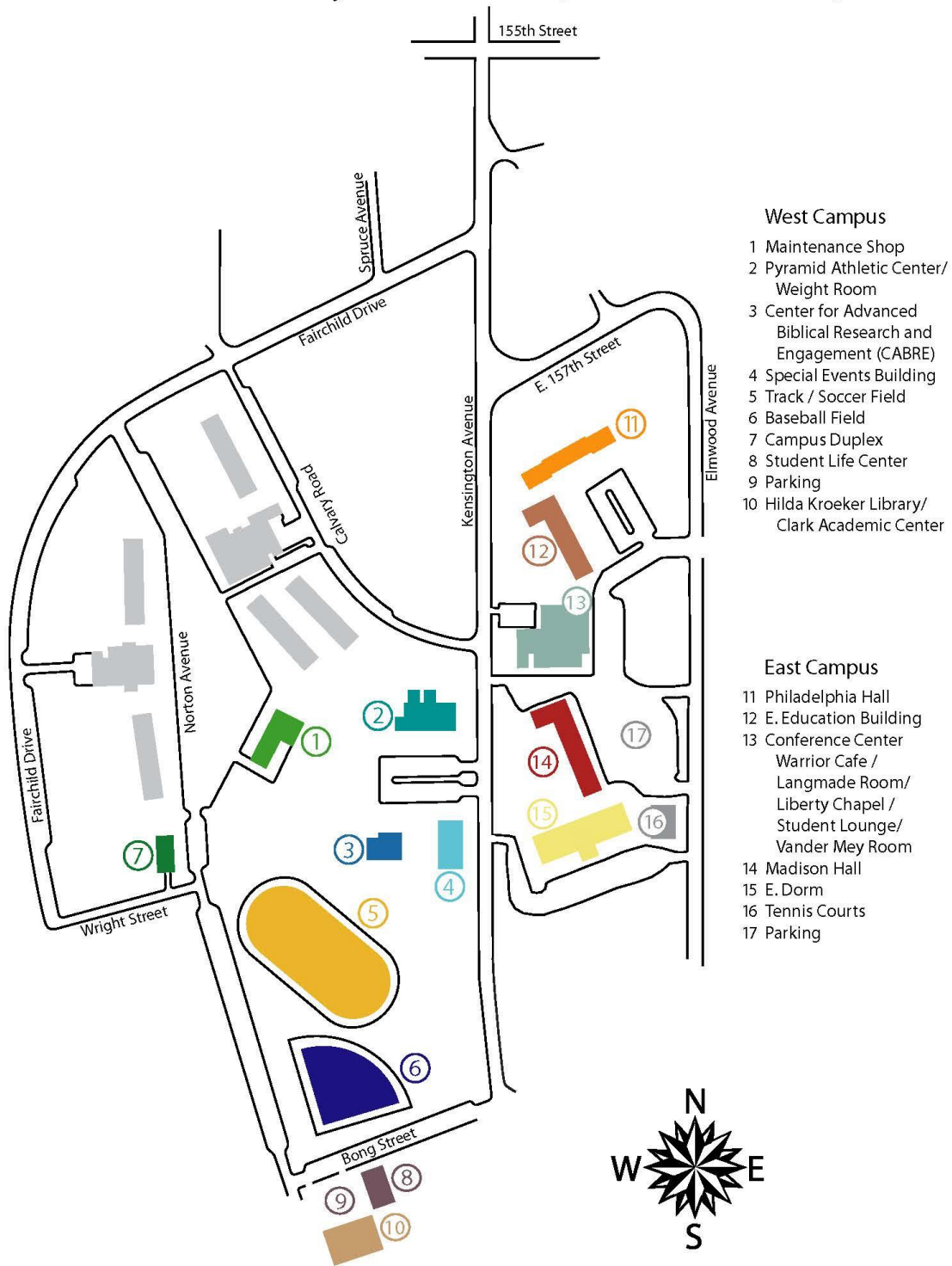
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# Calvary Campus Map



# WELCOME TO CALVARY

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. We love you, and it is our sincere desire to provide an encouraging environment for you, guiding you toward the truth of God in Christ.

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 Development Department*



# **CALVARY MISSION AND CORE VALUES**

## **Mission:**

Calvary University is an independent, non-denominational institution providing undergraduate, graduate, and post-graduate education which prepares Christians to live and serve in the church and the world according to the 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 the 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, graduate, and post-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 and 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 the 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 that 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 gives 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)

## **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.

The University operates in accordance with its sincerely held religious beliefs. Not all policies are explicitly found in Scripture, but all can be derived from Biblical truths and teachings. That said, the following 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 are 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, it is 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. **All students are held accountable to the guidelines of the Student Handbook from the point of registration until they are no longer registered with no intent to return.** By adhering to these policies, the student is not only loving their 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.
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 Academic Office. The burden of proof, however, rests with the student. For more information on this process, please refer to the section "Academic Policy" in this handbook or CU's catalog.
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 "Grievance & Appeal Procedures" section of this handbook.



# COMMUNITY STANDARDS

You have chosen to attend a university with a Biblical Worldview to prepare for life and ministry in the church and the world. Therefore, Calvary expects its students to grow in and 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 struggle
- Loving others and contributing to their spiritual growth

As these categories relate to an individual's personal, academic, social, and spiritual life, Calvary University students are committed to:

- Submitting to the leadership of Calvary University as an expression of commitment to the Lord Jesus Christ (Rom. 13:1-2)
- Seeking to relate every academic discipline and detail of life to the sufficient truth of the Word of God (2 Pet.1:3-8)
- Striving in walking according to the Spirit and not according to the flesh (Gal.5:16-25)
- Advancing in redeeming everyday opportunities as worship to God from the heart (Eph.5:15-16)
- Pursuing a contrite heart as we honestly deal with the implications of sin in our lives (Ps.51:10-12)
- Increasing in our love for God and relating that to how we love and serve others (John 3:30)
- Cultivating relationships that promote discipleship in our lives and those around us (1 Thess.5:11)
- Addressing 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)
- Developing opportunities to employ the instruction we receive through practical and on-going acts of godly service to others (Rom.12:9-13)
- Investing in the local church through membership and ministry as a stewardship of our education and God-given gifts (Eph.4:12-13)
- Being an ambassador of Jesus Christ in every context to advance the proclamation of the Gospel locally and worldwide (2 Cor.5:20-21)

Individuals who demonstrate a lack of Christian character or care for ministry, and an unwillingness to grow in those areas may be asked to leave. These desires are fundamental for Calvary's essential mission. As stated before, Christian character is a requirement for graduation.

Investing in the local church through membership and ministry, as listed above, is a requirement to continue your studies at our institution. This requirement is expounded upon in our Practical Christian Ministries Handbook available at [calvary.edu](http://calvary.edu).

In keeping with the principle of James 3:1, students enrolled in advanced programs (i.e. M.Div., Ph.D., etc.) will be held to a higher standard. As Calvary is preparing its students for leadership and service at the highest levels it is expected that the individual character of those in these programs is “above reproach” (1 Tim 3:2).

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 or 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 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.

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.

All students are under the community guidelines from the day they register through the completion of their program.

## **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 Development 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

## **Integrity & 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 includes all remarks that are vulgar, racist, or sexist, as well as gossip, slander, and sexual innuendo. As well as 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 action.

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

## **Building a Biblical Community**

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. 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.

These biblical mandates are specific commands from God's Word which apply to every believer's life. 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).

### **Biblical Mandates**

We seek to lovingly serve students by encouraging them to walk by the Spirit and put off the works of the flesh (Galatians 5:16-23). The following are some important biblical mandates 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 toward 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:*

### 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, are spoken with the intent to hurt others, or 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 (I Cor.6:9-11). Calvary University’s policy on gender, sexuality, and marriage, is stated below.

## **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.

## **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).

## **Student Life**

### **Dress Code**

We desire 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.

*In harmony with biblical mandates, appearance and clothing should be neat, clean, modest, appropriate, and not distracting.*

## **Sexually Suggestive Dancing**

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

## **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 inappropriate 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 present.
- In private, displays of affection should:
  - Hold to a high standard of purity
  - Not defraud your brother/sister in Christ

## **Entertainment**

Whatever we do, we should do to the glory of God (I Cor 10:31), 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 (Eph 5:16). Our entertainment choices should be beneficial to all, edifying those in attendance (I Cor 10:23-24). 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 (Student lounge, Warrior's Cafe, dorm lounges, etc.), students are to refrain from watching 'R' rated movies, 'TV-MA' rated television shows, or playing 'M' rated video games unless specific written permission has been given by the deans.

## **Alcohol, Drugs, & Tobacco**

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 the Student Dean’s Department ([student.deans@calvary.edu](mailto:student.deans@calvary.edu)) for support, counseling, and treatment options.

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

## **Gambling**

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

## **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 Student Deans. 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.

## **Student Life Activities & 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.

### **Chapel**

Hebrews 10:24 encourages us to "...consider how to stimulate one another to love and good deeds..." Chapel at Calvary University provides 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 chapel is always getting to know God better through His Word. Chapel typically includes elements of teaching, discussion, interaction, praise and worship, and sometimes 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 the Biblical worldview..."

Chapel is held Mondays, Wednesdays and Fridays from 11:05am-11:55am in the Liberty Chapel. The format varies, but often includes prayer, sermons, music, question and answer sessions and workshops.

At certain times, such as during Spiritual Emphasis Week, the Conference on Global Engagement and graduation week, special chapel services will take place. There may also be chapel on Tuesday and Thursday of those weeks.

Chapel attendance is required of all students living on campus or enrolled in any course that meets on chapel days, but all students are invited to attend. Students are allowed three unexcused absences throughout the course of the cycle. For a student to be considered present, they should be present no more than 5 minutes after chapel begins. For attendance purposes, illness and travel are not considered an excused absence. If an illness, medical condition, or medical treatment requires that a student miss a substantial number of chapels, students may request to be excused by contacting the Student Dean's Office ([student.deans@calvary.edu](mailto:student.deans@calvary.edu)). Such instances will require a doctor's note. Upon a fourth unexcused absence, students will be required to meet with an individual chosen by the Student Deans and write a required 500 word essay on the importance of chapel. If the student does not respond, a \$50 fine will be assessed. At five unexcused absences students will be fined \$50. an earlier curfew will be enforced for dorm students. The longevity and time of curfew will also be changed if a student skips again or is late for their early curfew. Fines will also be enforced for off-campus students who over-skip. Students who accumulate six unexcused absences or more will be subject to disciplinary action which will be at least a \$50 fine and may include expulsion.

Students who are required to attend chapel but have legitimate scheduling conflicts may request a chapel appeal form through the Student Dean's Office. This appeal must be submitted to Student Development before each cycle begins.



## **Spiritual Emphasis Week**

A special week is set aside for the Spiritual Emphasis Week. 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. Additional chapels will take place Tuesday and Thursday. This special week occurs in the fall semester.

## **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, student activities, and meals. There will be chapel Monday-Thursday (unless notified differently by the Missions Committee), where we will hear from a special speaker on missions and its importance. There are also required sessions to be attended during the week of COGE. This special week is in the spring 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 will begin at 11:05 a.m. Daytime classes may be canceled.

Any student taking a daytime course is required to participate in Day of Prayer. Notice that if you are absent, it will be counted as a chapel 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.

### Starting a New Student Organization

The steps to register a New Student Organization are listed below.

- 1) Confirm with Student Development that a similar organization is not already in existence.
- 2) Select and agree with a member of Staff/Faculty who would like to come alongside you in the creation of this new organization.
- 3) Send an official request to begin your new student organization to the student deans.
- 4) Await your approval or denial which will be communicated in a timely manner.

### 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 the student body, which consists of all students at Calvary University. One of the many roles of the Student Senate is to be a liaison between the students and the administration. The Student Senate consists of representatives from the freshmen, sophomores, juniors, and senior classes, and representatives for the student body as a whole.

#### Missions and Outreach Student Team (MOST)

The Missions and Outreach Student Team 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 program director and a student leadership team. MOST 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 Thursday in the Langmade room at 7pm), 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 veterans 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.

#### Calvary Chapter of the S-MSTA

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

## **Discipline, Accountability & Restoration**

The Student Development 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 Development 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 in 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 others.

### **Definition of Disciplinary Actions**

In all situations, the Student Development Office seeks to discipline in a way that is appropriate for the offense with the ultimate goal of restoration. Disciplinary actions may include:

- **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 may lead to Expulsion. A student on Disciplinary Probation will lose privileges at Calvary University. Some potential lost privileges are positions of RDD/RDL, 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 Dean of Students. The student may or may not be allowed to return later depending on his/her repentance, behavior, and compliance with the readmission process.

At Calvary University we believe we are in partnership with parents as we aid students in their development process. Therefore, parents of minors 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.

		General Examples	Alcohol	Drug	Purity
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Verbal Warning	First time minor infractions made out of ignorance. Little impact on the institution or community. No threat to person or property.	<ul style="list-style-type: none"> <li>- Dress Code</li> <li>- Curfew</li> <li>- Room Checks</li> <li>- Music played at a distracting level</li> <li>- Inappropriate language</li> <li>- Characteristics inconsistent with Biblical character</li> </ul>	N/A	N/A	- Actions that are deemed inappropriate under the circumstances
Written Warning	Repeated minor infractions. Infractions with some impact on the institution and community	<ul style="list-style-type: none"> <li>- Blocking dorm doors with deadbolt</li> <li>- Distracting Behaviors</li> <li>- Reckless driving</li> <li>- Violations of entertainment policy</li> <li>- Inappropriate pranks/teasing</li> <li>- Use of tobacco products on campus</li> </ul>	Alcohol use is in accordance with legal use but violates institutional policy. There is little impact on campus.	The instance of drug use violated institutional policy, but the violation was more than 6 months previous to the report and has not been recurring	- Consistent actions that are inappropriate under the circumstances
Probation	Repeated minor infractions with ignored warnings. Infractions with moderate impact on the institution and community. Actions which threaten safety.	<ul style="list-style-type: none"> <li>- Accessing floors of the wrong gender</li> <li>- Unauthorized entry</li> <li>- Tampering with AV systems</li> <li>- Minor hazing</li> <li>- Threatening toward others</li> <li>- Harassment and any form of deliberately disrespecting others</li> <li>- Minor damage to property</li> <li>- Failure to comply</li> <li>- Actions which threaten safety</li> </ul>	<ul style="list-style-type: none"> <li>- Alcohol use/possession on Calvary-owned property</li> <li>- The incident included minors</li> <li>- The incident had a significant impact on campus</li> </ul>	First offense of illicit or illegal drug use.	- Any manner of sexual consensual contact outside of heterosexual marriage

Expulsion	Repeated, unrepentant infractions. Infractions with significant impact on campus. Intentionally causing harm to others or property.	<ul style="list-style-type: none"> <li>- Theft</li> <li>- Vandalism</li> <li>- Major hazing</li> <li>- Destruction of property</li> <li>- Intentionally causing harm to others</li> <li>- Assault</li> <li>- Creating a hostile environment for others to learn and live in</li> </ul>	<ul style="list-style-type: none"> <li>- The individual hosted an event where institutional standards were intentionally violated</li> <li>- The incident had a sweeping negative impact on campus</li> <li>- Providing alcohol to minors</li> </ul>	<ul style="list-style-type: none"> <li>- Repeated drug use</li> <li>- Production, manufacture, or distribution of illicit or illegal drugs</li> <li>- First offense drug use when on campus</li> </ul>	<ul style="list-style-type: none"> <li>- Sexual intercourse outside of heterosexual marriage</li> <li>- Sexual touching without consent</li> </ul>
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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. Again, our ultimate goal is restoration. If you have questions about specifics, please contact the Student Dean's office.

## Disciplinary Procedures

When alleged violations occur that would merit Disciplinary Probation, Suspension, or Expulsion, Calvary uses the following procedure:

Notice	Student Development receives notification of an alleged violation.
Initial Remedial Actions	If necessary, actions are taken to protect individuals or to prevent recurrence of violation.
Preliminary Inquiry	An inquiry is done to determine the legitimacy and possible scope of the violations. If confirmation of the violation is determined at this point, proceed to Findings and Sanctions
Notification to Parties involved	Responding parties are notified of the charges if they were not previously informed.

Investigation	Student Development conducts an investigation into the alleged violation.
Findings and Sanctions	The evidence is evaluated, and a decision is made based on the preponderance of the evidence. Sanctions are enforced. The party(s) are notified of the outcome.
Appeal	If students choose, they may appeal the decision by appealing to the Chief Operations Officer (See Appeal Procedures, p. 78). If the Chief Operations Officer was directly involved in the investigation, appeals may be made to the Cabinet.

During an investigation:

- If, at any point in the process, the allegations involve the violation of local, state, or federal laws, the proper Law Enforcement Agency will be informed.
- The responding party will have the opportunity to respond to the allegations prior to the school issuing the Findings and Sanctions.
- If the alleged violations are against the Title IX policy, the Title IX coordinator will be notified. The investigation (both Title IX and general standards of conduct) will then be coordinated through the Title IX office.
- In the event that an accused student does not respond within 5 business days of being informed of notification, the Student Deans will proceed with the information at hand.
- Calvary will work to maintain a fair and impartial process.
- Students needing disability-related accommodations during the process, should contact Calvary's Accommodations Support Office.
- At meetings and interviews, students may bring one individual to meetings and interviews for support. The Student Deans need to be informed of the identity of the individual beforehand. The support person will not be permitted to advocate for the accused in the process, or to have any role in the process other than to advise and assist the accused. Advisors may not be connected with the investigation in any way.
- During a disciplinary interview, students should plan to bring all evidence, documents, or items you believe will be helpful to the interviewers.
- Students are permitted to ask questions of the interviewers and should be prepared for them to ask several questions. Honesty and cooperation are expected.
- Disciplinary decisions are made on the "Preponderance of the Evidence". This means that decisions are made from the greater weight of the evidence; that the accused is "more likely innocent/guilty than not".

## **Appeal of Disciplinary Action**

Disciplinary appeals follow the same general guidelines as the institutional Appeal Procedures. Please refer to the section entitled “Appeal Procedures” on page 74 to learn how appeal disciplinary action.

# **CAMPUS POLICIES**

## **Events on Campus**

### **Recruiting Groups**

Outside groups that are unaffiliated with a specific department on campus are to obtain permission to be on campus from either the President’s Office or the Chief Operations Officer.

### **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 Cabinet.

### **Scheduling Events**

#### 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 in the Registrar’s office (816) 322-0110 ext. 1305 or [gary.rogers@calvary.edu](mailto:gary.rogers@calvary.edu).

## **Facilities**

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 RDL or your housing manager.
- If you damage or break something, act maturely by reporting it to the proper person.

## **The Hilda Kroeker Library**

### Hours

For information regarding library hours, visit [www.calvary.edu/library](http://www.calvary.edu/library).

### 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 outside.

### Food and Drinks

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

### ID/Library Card

All students, staff, and faculty are to have an ID card. This card is also used as a library card for local AND online resources. You are required to present your ID/library card every time you check out material. If you lose it, you will need to contact Security for a replacement. 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 and a two hour checkout for reserve items. Once the material is overdue, the patron's account will be charged \$.50 per day (\$.50 per hour for reserve items) until the item is returned or until the fines reach \$5. For the full list of checkout rules see the Library handbook.

## **The Clark Academic Center (CAC)**

### Hours During the Academic School Year:

Hours for the Clark Academic Center are posted in The Chatter each week as well as on their web page.

### Purpose:

The Clark Academic Center (CAC) ministers to Calvary students to facilitate their academic success while providing encouragement and academic resources. The Center is designed for all students, and it is ready to assist in any academic area. The CAC's services include tutoring in any subject area, reviewing papers and projects, helping students improve study and time-management skills, proctoring tests, and providing accommodations for students with disabilities.

To contact the CAC, email [learning@calvary.edu](mailto:learning@calvary.edu).



## The Pyramid Athletic Center

### Building Hours

The Pyramid Athletic Center is accessible for CU students and staff from 6am- 11pm (M-F) with a keycard. On Saturday the hours are 8am - 10pm. On Sunday, the hours are from 1pm- 5pm. When the red light on the keycard reader is on the gym is closed and the cards cannot be used.

### Pyramid Athletic Center Rules and Regulations

Please note that the use of the Pyramid's gym and weight room is a privilege not a right. No street shoes are allowed on the gym playing surface. Calvary students are encouraged to use their own basketballs, 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.

Students using the Pyramid will need to clean up after themselves. The Athletic Department encourages students to use its facilities, 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 Development Department and Athletic Department will work together to correct and restore the situation according to the procedures outlined in this handbook.

## East Education Building

### Building Hours

The East Education building is open 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 schedule 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 events. If two people of the opposite gender use the practice room together, the door to the room is to remain open.

## The Student Life Center

### Dining Hours

	<b>Breakfast</b>	<b>Lunch</b>	<b>Supper</b>
<b>Monday-Friday</b>	7:30am-8:30am	12:00pm-12:45pm	5:30pm-6:15pm *Wednesday supper served from 4:45pm- 5:30pm

<b>Saturday</b>		12:00pm-12:45pm	5:00pm-5:45pm
<b>Sunday</b>		12:30pm-1:15pm	

### 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.

Total meals (for 2 cycles)	Est. meals per week	Student Cost for 2 Cycles
320	20	\$ 1,498.00 (\$749 per 8- week cycle)
224	14	\$ 1,348.00 (\$674.00 per 8- week cycle)
112	7	\$ 966.00 (\$483 per 8- week cycle)

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 are 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 (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.

### Special Dietary Needs

Any student who has special dietary needs is urged to contact the Accommodations Support Office (ASO) to work out a menu to meet the specific needs. A doctor's note will need to be provided.

## **Warrior Cafe & Mailroom**

### Hours

Generally:

Monday, Tuesday, Thursday: 9:00 am-7:00 pm

Wednesday, Friday: 9:00am-5:00pm

Saturday: 9am-1:00 pm

Specific weekly hours can be found in the chatter.

### Location

The Warrior Cafe & Mailroom is located on the first floor of the Conference Center.

### Purpose

The Warrior Cafe is the campus coffee shop and mailroom. You can buy a latte, check your mail purchase food, send a package, or 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.

## **Student Lounge**

### Hours

The Student Lounge is opened at 7:00 a.m. and is closed every night at curfew.

### Location

The Student Lounge is located outside the Warrior Cafe on the first floor of the Conference Center.

### Purpose

The Student Lounge is a place where students can hang out with friends or do homework. There are pool, ping-pong, and foosball tables to be used at any of your free time, as well as a community movie room. If two people of the opposite gender use the movie room together, the door must remain open, or a third person must be present.

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

# Health Requirements

## Health Records

Calvary requires that on campus students have their health information on file with the Student Development Office.

On campus students must have the following on file:

- 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: in the dorms, 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 (but do not require) students to receive due to increased risk of exposure by living in dormitories are:

- 1) DTP or Td/Tdap (Tetanus, Diphtheria, 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

# Property

## 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.

Dorm students are issued key cards to their rooms upon moving into the residence and are responsible for their possessions. It is highly recommended that doors be kept locked all times residents are not in their rooms. It is advisable to label all possessions, including books, CDs, clothing, toiletries, etc.

Students 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 the Property of Others**

The theft, vandalizing, or defacing of another person's property or possessions is strictly forbidden. Although the university is not responsible for items stolen, defaced or vandalized, we do encourage respect for the property of others and may administer disciplinary consequences for students who do not abide by these community guidelines. Additionally, doors to dorm rooms should be locked when the student is not present on the hall. Doors should not be propped open with the deadbolt lock. Students who prop their dorm room door open with the deadbolt will automatically be fined \$25 for each occurrence.

## **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 the purposes of maintenance, prevention and safety, or detection of a suspected violation.

### Entering a Student Room

The University reserves the right to enter student rooms for the purpose of inspecting the premises for adherence to fire and life safety guidelines or when an authorized agent of the University has reasonable belief that:

- An occupant of the room may be physically harmed or endangered
- Significant damage is being done to University property
- University policies as stated in the Student Handbook, the staff manuals, the Residence Hall Contract, or subsequent written notices are being violated
- Housekeeping, maintenance, and/or repair are necessary
- Unattended noise related problems (i.e. alarm clock or computer or radio playing too loudly)
- Conduct fire safety inspections

### Room Search

A room search for security or regulatory purposes may be made only by authorization of a member of the Cabinet. A room 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 possible, the student should be present during the search.

### **Lost & Found**

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

## **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, Room 211. A security officer can be reached 24 hours a day, 365 days out of the year by dialing (816) 331-8700.

### **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 (816) 331-8700. Maintenance is also an important part of Calvary safety. They can be reached by dialing extension 4444 or (816) 768-6965.

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. If 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](mailto:aaron.heath@calvary.edu).

#### **Maintenance Emergencies**

Phone: (816) 768-6965

Calvary Extension: 4444

**Campus Security**  
Phone: (816) 331-8700

## **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 both the fall and spring semesters. 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 911 and the Calvary Security Department at (816) 331-8700 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, consider 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 Cabinet. 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.
- Student Life endorsement from the Student Dean's Office. The endorsement will address the student's academic standing, standing with the Dean's Office, and financial (business office) standing. Also, the endorsement should discuss the degree to which applicants serve as campus community leaders.
- The applicant must articulate why they are requesting permission to carry on campus.

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.

If the Cabinet approves a student request for permission to carry concealed on campus, the student will receive a letter from a designated Cabinet Officer outlining the limitations of the approval. Those limitations include the following: students may lose the ability to carry on campus if they are no longer in good standing academically or financially or are on disciplinary probation or not in good standing with the Student Development Department (page 18, Student Handbook). Permission to carry on campus will end when the student is no longer enrolled as a regular Calvary student in accordance with student standing outlined in the University catalog. Enrollment status does not extend to individuals who are only auditing or who are only taking personal enrichment courses.

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 & Parking**

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. 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 IDs**

All students are required to have a Calvary student ID 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 ID.

## **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 Student Information

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 to be reported immediately to CSD, the Student Development 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) 331-8700.

#### Investigation

CSD and/or the Student Development 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 the 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 Development 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 Development 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 Development 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 Development 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) 331-8700, 911, or other appropriate off-campus law enforcement agency.

Reports may also be made to an identified campus security authority (CSA):

- Chief Operations Officer (816) 322-0110
- Dean of Students (816) 322-0110 ext. 1308
- Associate Dean of Students (816) 322-0110 ext. 1329
- Housing personnel – Resident Discipleship Directors (RDDs) and Resident Discipleship Leaders (RDLs) (816) 322-0110 ext. 1327
- Title IX Coordinator (816) 768-6975
- 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 prerequisites 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 Warning**

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 Offenses**

### 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 Hall

### 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 deviant 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.

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 on Calvary’s website under Student Life or following this link: [calvary.edu/campus-security](http://calvary.edu/campus-security) . You may also request a paper copy of The Annual Security & Fire Safety Report by contacting the Calvary Security Department at 816-331-8700.”

## **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.

## **Service Animals**

Service animals for students are always welcome on campus. All service animals are to have proper documentation submitted to the Accommodations Support Office (ASO) ([aso@calvary.edu](mailto:aso@calvary.edu)) before arriving on campus. If a student with a service animal desires to live in the Residence Hall, the student is to make sure that all areas of the dormitory are left clean and usable for others after they use any area. The following fines/penalties will be given for destruction of property:

- Staining or destroying carpet: \$100/square.
- Holes in walls or ceiling: \$150.

- Breaking furniture: \$75-500, depending on item.

If the dorm room is left unclean at the time of check out, the student's deposit will be forfeited. Refunds will only be returned if:

- There is no damage to the room
- Room is left clean
- Proper checkout procedure is followed with RDD and RDL 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

## **Emotional Support Animals**

An Emotional Support Animal is an animal (usually the same animals used as common household pets) that alleviates one or more identified symptoms or effects of persons with disabilities.

For questions regarding emotional support animals, please contact the Accommodations Support Office, [aso@calvary.edu](mailto:aso@calvary.edu).

# **RESIDENCE LIFE**

## **Residence Hall Policies**

Living in the Calvary University Residence Hall is 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 Discipleship Director– RDD, Resident Discipleship Leader– RDL) functions with the authority of the Student Development Department in helping to maintain a healthy campus environment.

### **Requirements for Living in the Residence Hall**

All single, undergraduate students who are under 22 years of age *at the start of the semester* must live in the University Residence Hall unless living locally with parents or grandparents.

Students must be enrolled in a class taking place during the cycle(s) in which they are living in the Residence Hall unless a written exemption has been given. Appeals must be put in writing and submitted to the Student Development Office two weeks before the beginning of the cycle. The Student Development Department will respond in writing to the student.

## Requirements for Living Off-Campus

Students who are 22 years of age or older may reside in other housing. Students wishing for an exception to this policy should contact the Student Development Department.

Any student who moves out of the Residence Hall mid-cycle 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 cycle's room and board charge.

### Requesting to Live off Campus

Students who are at 21 at the start of the fall semester, have earned more than 60 credit hours, 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 Development Department may submit an appeal to reside in housing other than the dormitory. Fulfilling this list of requirements does not grant you approval to live off campus, instead it grants you the ability to appeal. Please note: **living off campus is a privilege, not a right.**

## Housing Manager Contact

The Residence Hall is under the direct supervision of the Student Deans. The Resident Discipleship Directors (RDDs) and the Resident Discipleship Leaders (RDLs) are responsible for maintaining order, and 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.

## Dorm Rooms

Dorm students may choose to room alone or with a roommate. Specific room rates are listed at [calvary.edu/finances](http://calvary.edu/finances). Most single rooms are set up to be used for double occupancy should it be required. The availability of single rooms is not guaranteed. Single rooms are assigned on a first come, first served basis. Students may make changes to their living arrangements for a specific cycle with the Resident Life Coordinator before or during the first week of that cycle. The only allowable change during the school year is moving between double and single rooms. Roommate changes (going from one double room to another) is not allowed once roommate assignments have been issued, unless otherwise arranged by the Student Deans and Residence Life Coordinator.

## **Check In & Check Out Procedures**

### Moving Into the Residence Hall

#### *New Students*

All new students must fill out a dorm application in order to receive a dorm room assignment from the Resident Life Coordinator. They are available via the 'New Student Orientation' in Canvas or can be requested through the Residence Life Coordinator.

Traditionally, new students move into the Residence Hall on Registration Day at the beginning of the fall semester. If the student is starting classes at another time throughout the year, the student can move into the Residence Hall as early as the Saturday before their classes begin, a specific date will be provided by the Residence Life Coordinator.

#### *Returning Students*

Returning students must fill out a dorm application prior to moving back into the dorms in order to receive a dorm room assignment from the Resident Life Coordinator.

Returning students are permitted to move into the dorm the Saturday before their classes begin in the Fall, and the Sunday before classes begin in the Spring. Students who wish to return to the dorm prior to these communicated days must obtain approval from the Residence Life Coordinator. If permission is granted, the student will be charged \$25 per day.

#### *Move In Day*

New students attending Registration Day will receive the key to their dorm room in their welcome packet. All other students moving in will receive the key to their rooms from their RDL.

As much as they are able, RDLs and RDDs will be available to assist those moving into the dorms. A few carts are available to those moving in who need extra assistance in transporting their items. Persons of the opposite gender are permitted to assist others in moving their items into the dorm. It is the student's responsibility to coordinate this exception to the gender regulations policy with their respective RDL or RDD.

### Checking Out of the Residence Hall

All students must be checked out and moved out of the dorms by 8:00 am on the Sunday after their final cycle for the semester ends.

#### *Check Out Procedures*

When the time comes for the student to move out of the dorms, the student must follow the dormitory check out procedures, which include:

- Completing everything on the Dormitory Check Out sheet
- Setting up a time with their RDL to inspect the room
- Turning in their key with the Dormitory Check Out sheet to their RDL.

Failure to follow this check out procedure may result in a forfeit of the student's dorm deposit.

### *Move Out Day*

Similar to moving in, RDLs and RDDs will be available to assist those moving out of the dorms. Persons of the opposite gender are permitted to assist others in moving their items out of the dorms.

## **Room & Key Deposit**

A \$250 room and 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 RDD 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 RDD and RDL 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

### 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.

## Appliances & Furniture

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.**

## Maintenance & Housekeeping

When something in the residents' rooms or the Residence Hall needs repair, students should contact an RDL or RDD immediately. The RDL/RDD will submit a work request to the Residence Life Coordinator who will then relay the request to maintenance. All requests are placed in order of importance. Maintenance visits the Residence Hall regularly in order to perform routine care of the facility. These regularly scheduled times are Mondays and Wednesdays from 11am to 1pm. In case of a maintenance emergency, please dial extension 4444 or (816) 313-9384.

## Residence Hall Hours

The following Residence Hall hours are set for students living in the Residence Hall:

- 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.

In addition to this, each semester, dorm students are given one hour of grace minutes. A record of grace minutes used will be kept at the front desk of the Residence Hall. The designated RDD or RDL 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 RDL or RDD. 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 RDL or RDD 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 RDD and RDL. The student may receive more information from their respective RDD or RDL.

## **Important Residence Hall Dates**

All students who plan on staying during the open breaks of Fall, Thanksgiving, and Spring will be required to notify their respective RDL or RDD. All policies and standards of conduct in the student handbook apply during breaks (unless specifically notified by the Student Development Department). There will be no meals provided during Fall, Thanksgiving, and Spring breaks.

**Fall Study Break:** October 16-2

**Thanksgiving Break:** November 22-24

**Spring Break:** March 4-8

## **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 institution 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.

## **Residence Hall Regulations**

### Halls/Floors

- 1<sup>st</sup> and 2<sup>nd</sup> floor are men's halls. Women are not to be on these halls.
- 3<sup>rd</sup> and 4<sup>th</sup> 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 & Elevators

Students must conform to campus dress code for decency in the stairwells. Men are not to go above the 2<sup>nd</sup> floor landing; women are not to loiter on the 1<sup>st</sup> and 2<sup>nd</sup> 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 Development Department and/or Accommodations Support Office (ASO).

### 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.

### Exceptions to These Regulations

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 department head and the Student Deans.

## **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. 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 by individuals on campus past the closing cycle date will be disposed of.

Fines/penalties for destruction of property are as follows:

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

Students are encouraged to purchase a mattress protector for their beds. They are available from the Residence Life Coordinator, or any department store or online.

### Lounge

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. On Sunday evenings from 5pm-10pm the first-floor lounge is open to both men and women. Otherwise, Men and women are never to be in the lounge of the opposite gender. The first-floor lounge is occasionally shared with guests, so there is the possibility of women being 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

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 RDD or RDL 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

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.

### 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 the Student Deans. 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 RDD or RDL's request to remove such items. If such items are not removed, the RDD or RDL may confiscate items and the student will be able to have them returned at the end of the semester.

### Pets

Out of courtesy for fellow Residence Hall students and for sanitary reasons, no pets, except for fish, are permitted in or around the dormitory.

## **Living in the Residence Hall**

### Room Checks

Room checks will be done weekly by the RDD or RDL of the floor. The RDD or RDL will make sure that resident's rooms are neat and orderly. This includes the student's private bathroom.

Cleaning supplies will be made available in the supply closet by the center staircase entrance of each floor. Each hall 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 RDL before room checks in order to use the pass.

### 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 RDL with at least 3 days of warning. Additional work or a \$20 fine may be required for missing your hall devotional. 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. Please contact the appropriate RDD if this is your desire.

Periodically, there will be devotional meetings in the Langmade Room or another on-campus location for everyone in the Residence Hall and any other student off-campus that would like to attend. There may also be some meetings held off-campus (usually at faculty or staff member's house). These are organized to have times of fellowship outside of the classroom setting and receive mutual encouragement. These meetings will be in place of the weekly devotional time and dorm residents are required to attend.

### Meal Plans/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. For more information on the meal plans available, see "The Student Life Center" section on page 32.

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 Accommodations Support Office (aso@calvary.edu).

### 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. Students who prop their dorm room doors open with the deadbolt will automatically be fined \$25 for each occurrence.

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.

### Visitors & Guests in the Residence Hall

A guest is anyone not currently paying to live in the Residence Hall. In order to host a guest, the student-host must request to host a guest in the Residence Hall within one week of the guest's planned arrival. The request must be submitted to the RDL for approval.

All guests must check in with the RDL or RDD of the hall on which they are staying. If a dorm resident invites a guest and does not follow the proper procedure, the resident will be fined or have Grace Minutes revoked. 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. Dorm guests are required to follow the same code of conduct as permanent dorm residents while using the Residence Hall facilities.

Residence hall students are allowed three free guest nights per semester at no charge. Approved guests may stay with a student in the Residence Hall for up to three consecutive nights. The student will be charged an additional \$10 per night for any approved guest stays beyond the original three. At the end of the approved stay, the RDL or RDD will go through the check-out process with the guest. A single guest is limited to 6 total overnight stays in the dorm per semester.

Prospective students must register with the Admissions Department. The only exemptions to these policies 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 Deans 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.

## **ACADEMIC POLICIES**

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.

### **Academic Classification**

Undergraduate students are classified as being either degree students (those seeking a degree or certificate), non-degree students, those taking classes to satisfy requirements at another college, or those taking classes for 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. Student Senate Executive Officers, Resident Discipleship Leaders, etc.)

## **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/Chapel Decorum**

- Drinks may be taken to class/chapel in a sealable container (water bottles or travel mugs). Be sure to clean up any spills.
- Due to Calvary's use of text messages for emergency response notifications, cell phones are allowed to remain turned on during class and Chapel. However, phones should remain on vibrate at these times and should be put away.
- Students must adhere to the technology policy of each professor.
- Laptops are not to be used during Chapel except for note taking. Individual instructors may or may not allow laptops in class. Please refer to your class syllabus.

## **Academic Honesty/Cheating**

Academic dishonesty is considered a serious offense against a student's Christian character and testimony.

It 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 content in more than one course without approval/citation.

Academic dishonesty also includes plagiarism, which is defined as copying any part of a book or paper or content produced by artificial intelligence without identifying the author source. This also includes taking another person's or entity's ideas or constructs 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 Development Office. The Student Deans will counsel the student.

## **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.

## **Practical 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 Practical Christian Ministry requirements for graduation. Calvary's Practical 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 Practical Christian Ministry program. Your Practical Christian Ministry requirements for graduation can be found in the Practical Christian Ministry Handbook which can be downloaded from the website ([www.calvary.edu](http://www.calvary.edu)), or you can pick up a copy in the Practical Christian Ministry Office.

## **Course Grades**

Grades become final six weeks after they are posted at the 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 Office (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. See "Grievance and Appeal Procedures" on page 72.

## **Recording Policy**

Any student who records Calvary University personnel without the permission of the person being recorded will be subject to discipline, up to and including dismissal from Calvary University. Any student who misuses a video lecture posted by a faculty member in a class taught for Calvary University will be subject to disciplinary action as well, up to and including dismissal.

# SERVICES & RESOURCES

## 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 Deans, 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:**

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

### *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.)

## **Academic Support**

### **The Hilda Kroeker Library & Clark Academic Center**

See "The Hilda Kroeker Library" and "The Clark Academic Center" on pages 31-32.

### **Success Advising**

See the University Catalog for more information.

## **Administrative Support**

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

### **Madison Hall**

Building hours for the Madison Hall are 8:00 a.m. to 4:30 p.m., Monday through Friday. This building is the main office building. The Academic Office, Cashier, Financial Aid, Human



Resources, President's Office, Registrar, Security, Student Development, and other staff and faculty offices are found in Madison Hall.

### Cashier/Financial Aid

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

<b>Cashier's Office</b> (816) 322-0110 ext. 1310 (816) 425-6135 cashier@calvary.edu	<b>Financial Aid Support</b> (Basic information & scholarship information) (816) 425-6136 finaid@calvary.edu	<b>Financial Aid Office</b> (Federal student aid specifics) (816) 425-6143 finaid@calvary.edu
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Please note that the financial arrangements need to be in place at least two weeks 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 will not be eligible to participate in extracurricular activities (music, theatre, athletics, etc.).

### Registrar

The Registrar's office manages the official academic records for each student. Students may contact the Registrar's office to request an official or unofficial transcript or process this request through Calvary's website. Students will be required to pay a fee when requesting transcripts.

### Academic Advising

Calvary University offers Academic Advising to all students. The Academic Advisor works closely with the director of each program offered at Calvary to ensure that the student has accurate information concerning their program. The advisor's function is to guide students through their academic career at Calvary. Students are encouraged to contact the Academic Advisor(s) regarding any academic problems they may face.

While the Academic Advisor is 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. The ultimate responsibility for knowing program requirements and proceeding to satisfy those requirements in an orderly and timely manner belongs to the student.

### Information Technology (I.T.)

Wireless internet access is available for wireless devices. In addition, there are networks ports located on the wall of each dorm room where a 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 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. Attempts to access these types of sites will be reported to the Student Deans. 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](mailto:aaron.heath@calvary.edu) with the site address and the reason you need access. Once received, the request will be evaluated.

### *Email- official form of communication*

After you have registered for courses at Calvary, you will be assigned a Calvary email address. 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, Room 119, or call (816) 425-6131.

### President's Office

#### *Office Hours*

Monday-Friday 8AM - 4:30 PM

#### *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 Development

### *Office Hours*

Monday-Friday -8:00 a.m.-4:30 p.m. Offices are closed Saturday and Sunday; however, the Student Deans are available during off-hours via the ResLife team.

Student Development includes the Accommodations Support Office, Student Deans, Nikao Leadership Institute, Residence Life, Title IX, and International Student Services.

### Counseling Services

All counseling from Student Development will be biblical with the goal of the individual being changed into the image of Christ.

Student care is a top priority for the Student Development department. We desire to provide counseling and support for our students as they process life experiences. Students may contact the Student Deans to request counseling and prayer. At the student's request, the Student Deans can refer students to an external counseling center with licensed counselors. Upon referral, the initial counseling evaluation with a licensed counselor is provided at no cost to the student, however follow-up sessions may be charged to the student at the discretion of the counselor and Student Deans. There are no fees associated with counseling offered by the Student Deans.

Students may schedule appointments with Student Deans by contacting [student.deans@calvary.edu](mailto:student.deans@calvary.edu). Confidentiality is very important to us, but **please be advised** the Student Development 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 & the 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.

\*This excludes Calvary's designated victim advocates, more information on the victim advocates can be found in the appendix, under the gender-based misconduct policy, and the Title IX Policy.

In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. 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 off-campus individuals:

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

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

## **International Student Services**

Calvary is happy to serve international students! If you are studying at Calvary on a student (F1) visa, there are some important rules that you must keep in mind:

1. **Address Changes:** You must let the International Student Services office know when your address changes. You are required by law to have an updated address on your I-20 at all times.
2. **Minimum Class Load:**
  - a. If you are studying towards a Bachelor's degree, you must take 12 credit hours per semester. Most classes are three credit hours, so this means that you must take 4 classes per semester.

- b. If you are studying toward a Master's or Doctorate you must take 9 credit hours per semester. Most classes are three credit hours, so this means that you must take 3 classes per semester.
  - c. Remember that a "Semester" at Calvary is THREE 8-week cycles: January through early July is one semester, and early July through December is the second semester. This means that if you want to take the summer as vacation, you must take your full load in cycles 2 and 3 in the fall, and cycles 4 and 5 in the spring.
  - d. All of the classes you take MUST apply to your degree. If you would like to take extra classes for your own interest, they must be above the normal load.
  - e. If you have a health situation that makes it difficult to take a full load, International Student Services can help you apply for a reduced load, but it will require documentation from a doctor.
  - f. In your last semester, you are allowed to take less than a normal course load.
  - g. Those studying in courses which require a thesis may take up to two "thesis semesters" to complete their thesis. Your department head must approve the number of semesters that will be allowed for the thesis, but the maximum is two.
3. **Online Classes:**
- a. If you are studying towards a Bachelor's degree, 9 of your 12 credit hours per semester must be taken in class. This means that under a normal load, you can only take one class online per semester.
  - b. If you are studying toward a Master's or Doctoral degree, 6 of your 9 credit hours per semester must be taken in class. This means that under a normal load, you can only take one class online per semester.
4. **Grades:** You must be making normal progress toward your degree. If you are a graduate student, you must be making a 3.0 grade point average (at least a "B"). If you are an undergraduate student, you must be making a 2.0 grade point average (at least a "C"). Students who do not meet this average will be given one semester to correct the situation. If the student does not correct this, their I-20 will be terminated.
5. **Traveling outside the U.S.**
- a. You must have a "travel authorization signature" on your I-20 from International Student Services if you wish to re-enter the country. Travel authorization signatures are good for one year, and can be used multiple times.
  - b. It is always a good idea to check with International Student Services before you leave the country. It is a VERY good idea to have the mobile phone number of the Calvary DSO (the person that is registered with SEVIS). Many times, if immigration has a question, a call to the DSO will resolve things.
6. **Understand Your Visa and I-20:** It is important to understand the relationship between your visa and your I-20. The Visa is just a KEY used to get you into the country. Your I-20 shows that you have the authority to use the "key" and to remain in the U.S.
7. **Visa Expiration and renewal:**

- a. Your visa may expire while you are in the U.S., and it is NOT a problem! (Remember, the visa was just a “key”). You can live in the U.S. on an expired visa. What gives you the right to stay in the U.S. is your I-20. You will need to renew your visa, however, the next time you leave the country, prior to returning.
  - b. You cannot renew your visa in the U.S. It is best to do this at the U.S. consulate in your home country, though it may be possible to renew in other countries as well. If you need help with this, please contact International Student Services.
8. **Work:**
- a. International students may not work off-campus unless you have arranged for a CPT or OPT (See below). Our university is required by law to terminate the I-20 of any student if we learn that they are illegally working off campus.
  - b. International students may work on campus. Here are the steps:
    - i. Visit the Human Resources office to apply for an on-campus job.
    - ii. Upon receiving an offer, contact International Student Services for assistance in getting a social security number.
    - iii. You may work no more than 20 hours per week. It will be your responsibility to make sure of this. We are required to terminate your I-20 the FIRST time you work more than 20 hours per week.
  - c. Curricular Practical Training: In many of our degree programs, it is possible to arrange for an off-campus internship. There is usually a one-year wait prior to applying for CPT. Please contact the International Student Services office for more information.
  - d. Optional Practical Training: After completing your degree, it may be possible for you to remain in the U.S. and work for a full year in the field for which you studied. This is a more involved process than applying for OPT and requires a substantial fee paid to USCIS. Contact the International Student Services office for details on how to apply.
9. **The Five-Month Rule:** If there is an interruption in your studies that lasts more than 5 months, either inside or outside the United States, your I-20 will automatically be terminated, and you will need to leave the country. You may certainly apply for a new I-20 and begin studies again with the new I-20.
10. **Grace period:** After you finish your course of study at Calvary University, you will have 60 days to leave the country (provided you did not apply for an OPT). It is important that you leave within the grace period to keep a good standing with the U.S. government.
11. **Health Insurance:** Calvary University does not require you to have health insurance, but does strongly recommend it. The International Student Services office can help you compare prices and features from different providers to better help you make your choice.
12. **Taxes:** As an international student, you must file a form 8843 every year, even if you did not work in the U.S. If you did work (CPT, OPT, or on-campus), you also need to

file a form 1040NR. The International Student Services office is happy to help you with the 8843 as well as your tax forms.

**13. Documents:**

- a. Passport and I94: Technically, you are required to have your passport and I94 with you at all times. If you do not have your I94, you can easily print one from this website: <https://i94.cbp.dhs.gov/I94/>
- b. Your passport should not expire in the U.S. It should always be valid for at least 6 more months. You can renew your passport at your country's consulate in the U.S.

**14. Optional Practical Training:** After completing your degree, it may be possible for you to remain in the U.S. and work for a full year in the field for which you studied. This is a more involved process than applying for CPT and requires a substantial fee paid to USCIS. Contact the International Student Services office for details on how to apply.

Resources

**International Student Services:** The International Student Services office is here to help you. We deeply care about our international students and desire to help you. We have helped students with transportation, shopping, opening bank accounts, getting health insurance, buying cars, finding housing, getting a driver's license, and many other needs. Please do not hesitate to contact us at [internationalsupport@calvary.edu](mailto:internationalsupport@calvary.edu) or to call us at 816-322-0110.

**Intercultural Club:** Our Intercultural Club meetings are a great place for you to deepen your friendships with other Calvary students. It is also a great opportunity to learn about and pray for other cultures.

**Service Opportunities:** Being an international student gives you a special ability to serve in ways you may not have thought. Christian camps, local refugee ministries, and inner-city ministries have all requested international students from Calvary to serve here in Kansas City. Contact International Student Services for more information on serving.

**Clark Academic Center:** If you are having difficulty in your classes, the Clark Academic Center is there to help! Our tutors are friendly and are trained in working specifically with speakers of other languages, and can help you understand assignments, write outlines, and grammar check your papers. This is a very important resource, and we encourage you to visit the center.

**Accommodations Support Office (ASO)**

Calvary offers Accommodations Support 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 Accommodations Support Office (ASO) at [aso@calvary.edu](mailto:aso@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. ASO services are arranged only at the time of the request and approval of the ASO.

It is the student's responsibility to maintain contact with the ASO over the course of the semester in order to ensure that appropriate accommodations will be arranged for each cycle.

## **Voter Registration**

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 Development Office.

## **Health Services**

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 Development Office, and Campus Security. For additional services, a list of physicians, dentists, optometrists, clinics, and hospitals may be obtained from the Student Development 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.

Calvary University strongly recommends that all students carry health insurance that covers them in the area in which they will be attending. 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 the area in which you will be attending. All students attending classes on campus 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 Development Office prior to their first class. If a student is unable or unwilling to obtain coverage for the area in which they will be attending, 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.

## **Grievance & Appeal Procedures**

### **Internal Grievance Procedures**

The University is committed to the scriptural principles found in Matthew 18:15-17. Therefore, the student should first attempt to discuss the matter privately with the person in an effort to resolve the matter. However, the University understands the difficulty inherent in discussing an offense with persons in a position of authority.

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 all students who wish to present grievances. These procedures are listed below.

<b>Type of Grievance</b>	<b>Contact</b>	<b>Grievance Procedure</b>
Academic	Executive Assistant to the Chief Academic Officer <a href="mailto:jackie.johnson@calvary.edu">jackie.johnson@calvary.edu</a> 816-425-6165	Submit appropriate grievance information (per the procedure below) to the Academic Office.
Student Life	Student Development Department <a href="mailto:student.deans@calvary.edu">student.deans@calvary.edu</a> 816-425-6162	Submit appropriate grievance information (per the procedure below) to Student Development Department.
Appeal of Disciplinary Action	Chief Operations Officer <a href="mailto:coo@calvary.edu">coo@calvary.edu</a> 816-322-0110	Submit appropriate appeal information (listed below). In the event that the COO was involved in the disciplinary investigation, appeals should be made to the President's Cabinet
FERPA Violation	Director of Human Resources <a href="mailto:humres@calvary.edu">humres@calvary.edu</a> 816-425-6148	Submit written description of alleged FERPA Violation to the Human Resources Office.

Gender-Based Misconduct (Title IX)	Samuel Tschetter Title IX Coordinator samuel.tschetter@calvary.edu 816-768-6975	See “Procedures for Formal Complaints” under <u>Gender-Based Misconduct Policy (Title IX)</u> in Appendices of <i>Calvary University Student Handbook</i> .
Grievances against a VP	President’s Office <a href="mailto:president@calvary.edu">president@calvary.edu</a> 816-425-6149	Submit appropriate grievance information to the President’s Office.

If the student is in a situation where they are unsure how to proceed, the student is encouraged to seek counsel from the Student Deans. The Student Deans are always available to provide advice and support for students who are uncertain as to how they should proceed in response to grievances.

For FERPA, Gender-based misconduct, and VP grievances, please contact the person listed above. For Academic and Student Life grievances, please contact the individual listed above and use the following procedure:

1. 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. An investigation of the grievance will be conducted and, if warranted, appropriate action will be taken.
3. The student will be notified of the decision and action taken.

Any students filing a written grievance may be required to meet with a staff member face-to-face or over the phone 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.

When filing a complaint, it is important that the reporting party state the nature of the grievance, supply 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.

## **Appeal Procedures**

All students have the right to appeal disciplinary decisions as well as decisions regarding their particular grievance. 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.

The written appeal must include the reason for the request. Appeals must be made within five (5) academic days after verbal or written notification of the sanction and/or decision.

The appeal must be made to the appropriate Vice President (VP). The VP will then submit the appeal to the appropriate committee for evaluation (see chart below). In the event that the corresponding VP was involved in the grievance or disciplinary investigation, the appeal will be submitted to the President's Cabinet.

<b>Type of Appeal</b>	<b>Vice President</b>	<b>Evaluating Committee</b>
Appeal of Disciplinary Action Student Life Grievance Appeal	Chief Operations Officer	Student Life Committee
Academic Grievance Appeal*	Chief Academic Officer	Academic Curriculum Committee

\*For Non-Curriculum Academic Appeals, the Academic Office will ensure proper routing of the appeal. These appeals do not go to the Academic Curriculum Committee.

To initiate the appeal process, the Appellant is to submit the following, in writing, to the appropriate VP:

1. 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.
2. 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 VP will take the appeal to the appropriate committee. The Committee will, within ten (10) working days of the receipt of the appeal request, review and evaluate the information that the Appellant has presented. Based on the nature of the appeal, the Committee has the discretion whether or not to call the Appellant and/or his/her witnesses to appear before the 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 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 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 University reserves the right to alter the timing of the appeals process as necessary, due to faculty/staff/student availability.

The Committee will review and render a judgment for the appeal. The VP will issue the Committee's decision in writing to the parties involved within a reasonable time (usually within ten (10) working days) of the conclusion of the appeal process. Once the committee renders a judgment, no other appeals are possible at an institutional level.

## **External Grievance Procedures**

Calvary University students enrolled in online as well as on-campus courses should attempt to resolve complaints by following the Grievance Procedure in the CU Student Handbook. Students may also seek external assistance through the channels below.

### Online & Distance Students Outside of Missouri

#### *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 SARA Portal Agency, 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.

#### **Leroy Wade**

Assistant Commissioner  
Missouri Department of Higher Education  
205 Jefferson Street  
P.O. Box 1469  
Jefferson City, MO 65102-1469  
573.751.2361  
[leroy.wade@dhe.mo.gov](mailto:leroy.wade@dhe.mo.gov)

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.

#### For Students in Missouri

##### *Missouri Department of Higher Education*

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/>, starting on page 333.

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.”

#### Accreditation Complaints

Students and prospective students of Calvary University may file complaints with our Accreditors: HLC <http://www.hlcommission.org/HLC-Institutions/complaints.html>, ABHE <http://www.abhecoa.org/forms.abhe.org/webdocs/Policy%20on%20Complaints.pdf>, or the State’s designated agency.

#### FERPA Complaints

The “Family Education Rights and Privacy Act (FERPA)” (description listed under Services & Resources of *Calvary University Student Handbook*) gives students 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:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

# APPENDICES

## 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, individuals are to refrain from the public possession or use of alcohol.

**Any person 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 person 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. Any employee over the age for legal consumption of alcohol that is using, consuming, possessing, or distributing alcohol on College property or at any college sponsored or sanctioned events, may be subject to administrative review and appropriate action, up to and including dismissal.

In addition to any punishment imposed by the University, any person 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  
[City of Kansas City Legal Sanctions](#) – City of Kansas City Code of Ordinances, Chapter 10  
[State of Missouri Legal Sanctions](#) – Chapter 311, Chapter 577

### **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, individuals 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. Likewise, the University will not tolerate any of the above activities by any employee, and any such activities may be subject to administrative review and appropriate action, up to and including dismissal.

The University reserves the right to require a drug test from an individual 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 or dismissal from the University.

In addition to any punishment imposed by the University, any person 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. Title 12 of chapter 195 of the Missouri Revised statutes makes it unlawful for any person to manufacture, sell, or deliver or possess with the intent to manufacture, sell, or deliver those drugs designated collectively as controlled substances. The punishment includes a term of imprisonment as well as a substantial fine.

[City of Belton Legal Sanctions](#) – City of Belton Code of Ordinances, Article X, Division 2  
[State of Missouri Legal Sanctions](#), Chapter 195, Chapter 311, Chapter 577.  
[Federal Legal Sanctions](#)

RSMo	Description	Prison Term
597.105	Keeping or maintaining a public nuisance.	Up to 4 years, E/Felony



579.015	Possession or control of a controlled substance.	Up to 1 or 7 years, A/Misdemeanor - D/Felony
579.055	Distribution, delivery, manufacture, or production of a controlled substance, violations and attempted violations.	C,B, E, A/Felony
579.020	Unlawful distribution to a minor.	5 - 15 years, B/Felony
568.070	Unlawful purchase or transport with a minor.	5 - 15 years, B/Felony
195.214	Distribution of a controlled substance near schools.	10 years - life (30 years), A/Felony
579.030	Distribution of a controlled substance near a park.	10 years - life (30 years), A/Felony
579.030	Distribution of a controlled substance near public housing.	10 years - life (30 years), A/Felony
579.065	Trafficking drugs, first degree.	10 years - life (30 years), A/Felony
579.068	Trafficking drugs, second degree.	3 years - life (30 years), C,B,A/Felony
579.072	Providing materials for production of a controlled substance.	Up to 4 years, E/Felony
579.074	Unlawful use of drug paraphernalia.	Up to 1 or 7 years, A/Misdemeanor-D,E/Felony
579.076	Unlawful delivery or manufacture of drug paraphernalia.	Up to 4 years, A/Misdemeanor- E/Felony
579.078	Possession of an imitation controlled substance.	Up to 1 year, A/Misdemeanor
195.244	Advertisements to promote sale of drug paraphernalia or imitation controlled substances.	Up to 6 months, B/Misdemeanor
579.110	Possession of Methamphetamine precursors.	Up to 4 years, E/Felony
579.101	Possession or purchase of solvents to aid others in violations.	Up to 6 months or 4 years, B/Misdemeanor or E/Felony
579.103	Selling or transferring solvents to cause certain symptoms.	Up to 7 years, D/Felony

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.

State	Alcohol Laws	Drug Laws
Alabama	<a href="#">Alabama Statutes, Title 28</a>	<a href="#">Alabama Statutes, Title 13a, Chapter 12, Article 5</a>

Alaska	<a href="#">Alaska Statues Title 4</a>	<a href="#">Alaska Statues Title 17</a>
Arizona	<a href="#">Arizona Liquor Law, Title 4</a>	<a href="#">Arizona State Legislature , Title 13, Chapter 34</a>
Arkansas	<a href="#">Arkansas Statues, Title 3, Chapter 4</a>	<a href="#">Arkansas Code, Title 5</a>
California	<a href="#">California Health and Safety Code, Division 10.7</a>	<a href="#">California Health and Safety Code, Division 10.7</a>
Colorado	<a href="#">Colorado Liquor Rules</a>	<a href="#">Colorado Revised Statutes, Chapter 18</a>
Connecticut	<a href="#">Connecticut Statues Chapter 545</a>	<a href="#">Connecticut Criminal Code</a>
Delaware	<a href="#">Delaware Code, Title 4</a>	<a href="#">Delaware Code, Title 16</a>
Florida	<a href="#">Florida Statutes Title XXXIV</a>	<a href="#">Florida Statutes, Title XLVI, Chapter 893</a>
Georgia	<a href="#">Georgia Code, Title 3</a>	<a href="#">Georgia Code, Title 16, Chapter 13</a>
Hawaii	<a href="#">Hawaii Code Chapter 281</a>	<a href="#">Hawaii Code Chapter 329</a>
Idaho	<a href="#">Idaho Statutes, Title 23</a>	<a href="#">Idaho Statutes , Title 37, Chapter 27</a>
Illinois	<a href="#">Illinois Liquor Control Act</a>	<a href="#">Illinois statutes, Chapter 570</a>
Indiana	<a href="#">Indiana Code, Title 7</a>	<a href="#">Indiana Code, Title 35</a>
Iowa	<a href="#">Iowa Statutes, Chapter 123</a>	<a href="#">Iowa Statutes, Chapter 124</a>
Kansas	<a href="#">Kansas Statute, Article 41</a>	<a href="#">Kansas Statutes, Article 57</a>
Kentucky	<a href="#">Kentucky Statutes, Chapter 244</a>	<a href="#">Kentucky Statutes, Chapter 218A</a>
Louisiana	<a href="#">Louisiana Alcohol and Tobacco Control Law</a>	<a href="#">Louisiana Statutes, Title 40</a>
Maine	<a href="#">Main Statutes, Title 28</a>	<a href="#">Maine Statutes, Title 17, Chapter 45</a>
Maryland	<a href="#">Maryland Statutes, Chapter 5</a>	<a href="#">Maryland Criminal Law, Title 5</a>
Massachusetts	<a href="#">Massachusetts Statutes, Chapter 138</a>	<a href="#">Massachusetts Statutes, Chapter 94C</a>
Michigan	<a href="#">Michigan Statutes, Chapter 436</a>	<a href="#">Michigan Statutes, Chapter 333</a>
Minnesota	<a href="#">Minnesota Statutes, Chapter 340A</a>	<a href="#">Minnesota Statutes, Chapter 152</a>
Mississippi	<a href="#">Mississippi Statutes, Title 67</a>	<a href="#">Mississippi Code, Title 41, Chapter 29</a>
Montana	<a href="#">Montana Code, Title 16</a>	<a href="#">Montana Code, Title 45 Chapter 9</a>
Nebraska	<a href="#">Nebraska Code, Chapter 53</a>	<a href="#">Nebraska Code, Chapter 28</a>
Nevada	<a href="#">Nevada Statutes, Chapter 369</a>	<a href="#">Nevada Statutes, Chapter 453</a>
New Hampshire	<a href="#">New Hampshire Statues, Title XIII</a>	<a href="#">New Hampshire Statutes, Chapter 318</a>
New Jersey	<a href="#">New Jersey Statutes, Title 33</a>	<a href="#">New Jersey Statutes, Title 24:21</a>
New Mexico	<a href="#">New Mexico Statutes, Title 15 Chapter 10</a>	<a href="#">New Mexico Statutes, Section 30-31-23</a>
New York	<a href="#">New York Alcoholic Beverage Control</a>	<a href="#">New York Consolidated Laws, Article 33</a>
North Carolina	<a href="#">North Carolina Statutes, Chapter 18B</a>	<a href="#">North Carolina Statutes, Chapter 90</a>
North Dakota	<a href="#">North Dakota Statutes, Title 5 Chapter 5</a>	<a href="#">North Dakota Statutes, Title 19</a>
Ohio	<a href="#">Ohio Code, Title 43 Chapter 4301</a>	<a href="#">Ohio Code, Title 29, Chapter 2925</a>
Oklahoma	<a href="#">Oklahoma Statutes, Title 37</a>	<a href="#">Oklahoma Statutes, Title 63</a>
Oregon	<a href="#">Oregon Statues, Title 37, Chapter 471</a>	<a href="#">Oregon Statutes, Title 37, Chapter 475, 475B</a>
Pennsylvania	<a href="#">Pennsylvania Statutes, Title 47</a>	<a href="#">Pennsylvania statutes, Title 35</a>
Rhode Island	<a href="#">Rhode Island Statutes, Title 3</a>	<a href="#">Rhode Island Statutes, Title 21</a>
South Carolina	<a href="#">South Carolina Code, Title 61</a>	<a href="#">South Carolina Code, Title 44 Chapter 53</a>
South Dakota	<a href="#">South Dakota Statutes, Title 35</a>	<a href="#">South Dakota Statutes, Title 22</a>
Tennessee	<a href="#">Tennessee Code, Title 39 Chapter 17 Part 7</a>	<a href="#">Tennessee Code, Title 39 Chapter 17 Part 4</a>
Texas	<a href="#">Texas Alcoholic Beverage Code</a>	<a href="#">Texas Health and Safety Code, Title 6</a>
Utah	<a href="#">Utah Code, Title 32B</a>	<a href="#">Utah Code, Title 58 chapter 37</a>
Vermont	<a href="#">Vermont Statutes, Title 7</a>	<a href="#">Vermont Statutes, Title 18 Chapter 84</a>

Virginia	<a href="#">Virginia Statutes, Title 4.1</a>	<a href="#">Virginia Statutes, Title 18.2 Chapter 7</a>
Washington	<a href="#">Washington Code</a>	<a href="#">Washington Code</a>
West Virginia	<a href="#">West Virginia Code, Chapter 60</a>	<a href="#">West Virginia Code, Chapter 60A</a>
Wisconsin	<a href="#">Wisconsin Statutes, Chapter 125</a>	<a href="#">Wisconsin Statutes, Chapter 961</a>
Wyoming	<a href="#">Wyoming Statutes, Title 12</a>	<a href="#">Wyoming Statutes, Title 35 Chapter 7</a>

The 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)**

Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	<b>First Offense:</b> 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.  <b>Second Offense:</b> 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, \$50 million if not an individual.	Cocaine 5 kilograms or more mixture	<b>First Offense:</b> 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.  <b>Second Offense:</b> 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.  <b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture	PCP 100 grams or more pure or 1 kilogram or more mixture		
Substance/Quantity		Penalty		
Any Amount Of Other Schedule I & II Substances		<b>First Offense:</b> Not more that 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.  <b>Second Offense:</b> 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.		
Any Drug Product Containing Gamma Hydroxybutyric Acid				
Flunitrazepam (Schedule IV) 1 Gram				
Any Amount Of Other Schedule III Drugs		<b>First Offense:</b> Not more than 10 yrs. If death or serious bodily injury, not more that 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.  <b>Second Offense:</b> 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.		
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)		<b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.  <b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
Any Amount Of All Schedule V Drugs		<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.  <b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	<p><b>First Offense:</b> 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.</p> <p><b>Second Offense:</b> 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.</p>
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	<p><b>First Offense:</b> 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.</p> <p><b>Second Offense:</b> 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, \$50million if other than an individual.</p>
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	<p><b>First Offense:</b> 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.</p> <p><b>Second Offense:</b> 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.</p>
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)  1 to 49 marijuana plants	<p><b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.</p> <p><b>Second Offense:</b> Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.</p>
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

## 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 to Title IV regulations. Eligibility can be reestablished by successfully completing a qualified drug rehabilitation program and passing two unannounced drug tests.

	Possession of illegal drugs	Sale of illegal drugs
First Offense	1 year from the date of conviction	2 years from date of conviction
Second Offense	2 years from the date of conviction	Indefinite period
3+ Offenses	Indefinite period	Indefinite period

## **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 and work 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 individuals 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.

Faculty/Staff members who become aware of any Zero Tolerance Policy violations must report them to the Dean of Students or the appropriate vice president who will contact the appropriate authorities.

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.



# Gender Based Misconduct Policy (Title IX)

## Introduction

Calvary University adheres to Title IX except where doing so would violate its sincerely held religious beliefs as summarized in its Statement of Faith and Position Statements. Calvary University students, employees, guests, and visitors have the right to be free from all unlawful forms of gender and sex-based discrimination, including sexual violence, sexual harassment, domestic violence, dating violence, and stalking. Actions that violate this right undermine the basic principles of biblical teaching, the community, and applicable laws. All members of the CU community are expected to conduct themselves in a manner that respects the rights, dignity and value of all other members of Calvary's community. 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 have received specific training.

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.

The policy herein defines expectations for the CU community and establishes a mechanism for determining when those expectations have been violated.

It should be noted that this policy specifically addresses sexual misconduct. Per other policies at CU, any sexual activity of any kind outside of defined boundaries may result in disciplinary sanctions.

## Title IX Coordinator

The University's Title IX Coordinator oversees compliance with all aspects of the sexual harassment, discrimination, and misconduct policy. The Coordinator reports directly to the President of the University. Questions about this policy should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the university Title IX Coordinator.

Samuel Tschetter, Title IX Coordinator  
15800 Calvary Rd  
Kansas City, MO 64147  
Madison Hall, Office 110

(816) 768-6975

[samuel.tschetter@calvary.edu](mailto:samuel.tschetter@calvary.edu)

Inquiries may be made externally to:

Office for Civil Rights:

*Kansas City Office*

U.S. Department of Education

One Petticoat Lane

1010 Walnut Street, Suite 320

Kansas City, MO 64106

Telephone: (816) 268-0550

Fax: (816) 268-0559

Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

Equal Employment Opportunity Commission, Kansas City Office

400 State Ave., Suite 905

Kansas City, KS 66140

Telephone: 1-800-669-4000

Fax: (913)551-6957

Email: [info@eeoc.gov](mailto:info@eeoc.gov)

## Overview of Policy Expectations with Respect to Sexual Conduct

Calvary University prohibits all forms of sexual activity outside of marriage. For the purposes of Title IX compliance, sexual activity of any type without clear, knowing, and voluntary consent prior to and during the sexual activity is strictly forbidden. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as verbally expressing what one wants and doesn't want. Consent to one activity does not constitute consent to another activity, and previous consent does not imply consent to future sexual activity.

## Sexual Misconduct Offenses

A sexual misconduct offense is any unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectionably offensive that it effectively denies a person equal access to the University's educational program or activity and/or constitutes one of the following:

- A. Sexual Harassment. Sexual harassment is defined as conduct on the basis of sex that satisfies one or more of the following:



- a. an employee of the institution conditioning an aid, benefit or service of the institution on an individual's participation in unwelcome sexual conduct (*i.e. quid pro quo*);
- b. any unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person access to the institution's education program or activity; or
- c. sexual assault (as defined in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act ("VAWA").

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 termination of employment.

- B. Sexual Assault. Sexual Assault is any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
  - a. Rape is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
  - b. Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity
  - c. Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - d. Statutory Rape is sexual intercourse with a person who is under the statutory age of consent.
- C. Dating Violence. Dating violence means violence committed by a person—
  - a. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - b. where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - i. The length of the relationship.
    - ii. The type of relationship.
    - iii. The frequency of interaction between the persons involved in the relationship.
- D. Domestic Violence. Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim,

by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

- E. Stalking. Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
- a. Fear for his or her safety or the safety of others; or
  - b. suffer substantial emotional distress.

## 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 a violation of the sexual harassment definitions above, 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
- Unwanted interactions that are too frequent, intense, or durative.
- Sexual jokes
- Constantly following another student
- 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
- Retaliation after a breakup
- Displaying sexual objects, pictures, written materials or cartoons
- Fondling another's breasts, buttock, groin, or genitals or touching another with these body parts
- Refusing participation in a campus event because the student filed a Title IX complaint.
- Leering, brushing against the body, sexual gestures or suggestive or insulting comments
- Sexual exhibitionism
- Invasion of sexual privacy
- Prostituting another student
- Unwanted Kissing
- Disregarding a non-contact order
- Intercourse with another who is under the influence of a substance so that they are unable to provide clear, knowing, and voluntary consent
- Intimidating another into allowing sexual contact

- Repeated badgering for sexual contact
- Sexual Penetration without clear consent
- 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.

## Definitions

### ***Consent***

Consent is an understandable exchange of affirmative words or actions that indicate a willingness to participate in mutually agreed upon sexual activity, 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. Consent must be given knowingly, voluntarily, and clearly.

- 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.

### ***Coercion***

Coercion is unreasonable pressure to take part in sexual activity or in any of the prohibited conduct listed in this document. Unreasonable pressure can be exerted through physical or emotional force, intimidation, persistent advances, misuse of authority, outright threats or administration of drugs or alcohol. When someone makes it clear that he or she does not want to engage in sexual activity or does not want to go beyond a certain point of sexual interaction, continued pressure beyond that point may be considered coercive. Ignoring or dismissing the objections of another person may also be a form of coercion.

### ***Force***

Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats) or coercion that is intended to overcome

resistance to or produce consent. Sexual activity that is forced is, by definition, non-consensual. The presence of force is not demonstrated by a lack of resistance.

### ***Incapacity***

Incapacity is defined as a person incapable of giving consent because he/she is asleep, unconscious, losing or regaining consciousness or 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.

### ***Retaliation***

Retaliation is any materially adverse action taken as a result of a person's participation in a protected activity. This includes filing a grievance, acting as a witness, participating in the resolution process, or assisting in an investigation.

Reports of retaliation should be brought to the Title IX Coordinator immediately. Any individuals who are concerned about retaliation should inform the Title IX coordinator so that appropriate steps may be taken mitigate such occurrence.

## **Title IX Jurisdiction**

In order for Calvary's Title IX policy to apply the following jurisdictional qualifications must be met.

- The incident must have taken place in the United States.
- Calvary must have control over the Respondent (student, faculty, vendor, etc.)
- Calvary must have control over the context of the harassment (on-campus location, official CU activity, supervision on an event, CU provided funding for the activity, sponsorship, promotion, or endorses the event or circumstances, etc.)
- Complainant is a member or seeking to be a member of Calvary University
- Grievance must qualify under one or more of the aforementioned violations.

If an allegation does not meet these criteria it will be dismissed as a Title IX violation. Even if the allegation does not qualify as a Title IX violation it may still be a violation of other policies in Calvary's Student Handbook.

## Discretionary Dismissal

The Title IX Coordinator may dismiss a Title IX report or allegations at their discretion if :

- They are notified by the Complainant in writing that the Complainant wishes to withdraw the formal complaint or allegations
- The Respondent is no longer enrolled or employed by Calvary
- Specific circumstances prevent the Calvary from gathering evidence sufficient to reach a determination.

## 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.

## Sanctions

The following sanctions may be imposed upon a respondent found responsible for sexual misconduct. They are listed below and defined in either the Student Handbook or the Employee handbook, respectively

### ***Student Sanctions:***

- Verbal Warning
- Written Warning
- Probation
- Expulsion

### ***Employee Sanctions:***

- Verbal Warning
- Written Warning
- Suspension without Pay
- Dismissal

## Reporting and Confidentiality

All Calvary employees are expected to report actual or suspected discrimination or harassment to appropriate officials immediately. In order to make informed choices, it is important to be aware of confidentiality and mandated reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality and are not required to report actual or suspected discrimination or harassment. They may offer options and resources without any obligation to inform an outside agency or campus official unless a reporting party has requested

this information be shared. If a reporting party expects formal action on their allegations, reporting to any employee can connect them with resources to report crimes and policy violations. Mandated reporters will immediately pass reports to the Title IX Coordinator, who will take action when an incident is reported to them.

### ***Confidential reporting***

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with:

- Karen Hange, Victim Advocate  
Education Building office  
Phone: (816) 425-6186  
Email: [karen.hange@calvary.edu](mailto:karen.hange@calvary.edu)

- Dawnita Phillips, Victim Advocate  
Education Building office  
Phone: (816) 425-6182  
Email: [dawnita.phillips@calvary.edu](mailto:dawnita.phillips@calvary.edu)

- Tim Hange, Victim Advocate  
Education Building office  
Phone: (816) 425-6184  
Email: [tim.hange@calvary.edu](mailto:tim.hange@calvary.edu)

- Aaron Heath, Victim Advocate  
Madison Hall office  
Phone: (816) 425-6131  
Email: [aaron.heath@calvary.edu](mailto:aaron.heath@calvary.edu)

- Off-campus individuals, not employees of Calvary University
  - Licensed professional counselors and other medical providers
  - Local rape crisis counselors
  - Domestic violence resources
  - Local or state assistance agencies
  - Clergy/Chaplains
  - Attorneys.

Reporting Parties need to be aware that the Victim Advocates above will maintain confidentiality except in extreme cases of immediacy of threat or danger or abuse of a minor. These individuals are employees of Calvary and are not licensed counselors nor do they act in the role of a counselor. Victim Advocates provide a confidential resource for students that can connect

victims to professional help (both medical and counseling) and for guidance on Calvary's Title IX policy. Victim Advocates will still submit anonymous statistical information for the Clery Act. Licensed counselors are available free of charge through Victim Advocates or the Student Dean's.

### ***Mandated Reporting***

All Calvary employees, with the exception of the Victim Advocates above, have a duty to report harassment or discrimination of which they become aware. Employees must promptly share all details of the reports they receive. Reporting parties may want to consider carefully whether they share personally identifiable details with non-confidential employees as those details must be shared with the Title IX Coordinator.

In cases which indicate a pattern, predation, threat, weapons and/or violence, Calvary may not be able to honor a request for confidentiality or for an informal resolution. In cases where the reporting party requests confidentiality and the circumstances allow the university to honor that request, the University will offer interim supports and remedies to the reporting party and the community but will not pursue formal action. If the reporting party elects to take no action, they can change that decision later if they decide to pursue a formal process at a later date. A reporting party has the right and can expect to have reports taken seriously by Calvary when formally reported and to have those incidents investigated and properly resolved through this policy and Title IX procedures

Even with a formal report Calvary will afford as much privacy to the reporter as possible. Only officials who need to know will be told. Information will be shared as necessary with investigators, witnesses, and the responding party.

### ***Formal Reporting***

If a Complainant wishes to file a formal allegation of sexual harassment against a Respondent requesting that Calvary investigate the allegation, they may do so by contacting the Title IX Coordinator. The report must be a written account of the allegation that has been signed (either physically or digitally) by the complainant. Reports to the Title IX Coordinator can be made via email, phone, or in person at the contact information below:

Samuel Tschetter: Title IX Coordinator  
Madison Hall office 110  
Phone: (816)768-6975  
Email: [samuel.tschetter@calvary.edu](mailto:samuel.tschetter@calvary.edu)

A formal Report may be withdrawn at any point prior to the Hearing.

### ***Request for an Informal Resolution***

In addition to the option of filing a formal complaint that is resolved through the Judiciary Process, the Complainant has the option to resolve the allegation via an informal process. This requires signed agreement from both the Complainant and Respondent to proceed according to an informal process. An informal process may take many forms but may not involve a full investigation.

### **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.

### **Federal Statistical Reporting Obligations**

Certain campus officials have a duty to report sexual assault, domestic violence, dating violence, and stalking for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area) for the publication of the Annual Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. This reporting protects the identity of the victim and may be done anonymously.

### **Federal Timely Warning Reporting Obligations**

Victims of sexual misconduct should also be aware that university administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The university will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

## **Judiciary Process for Gender-based Misconduct**

### ***Overview***

The following is a condensed explanation of Calvary University's Judiciary process and lays out the policy for Title IX Investigations. It is based on the Office of Civil Rights Investigative model. For further details regarding this process, please contact the Title IX Coordinator.

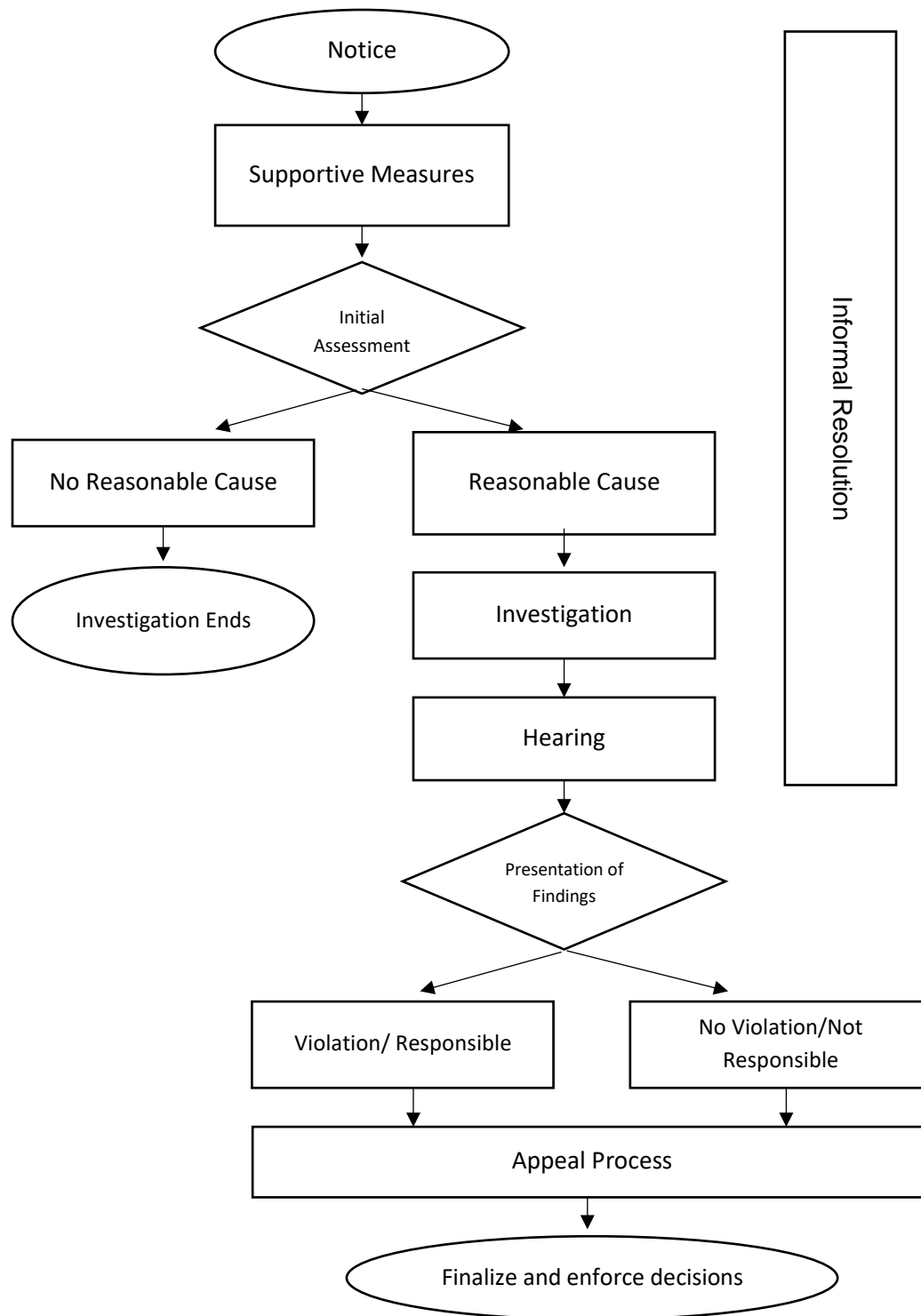


Calvary's Judiciary Process will be fair and impartial. All relevant evidence will be objectively evaluated, including inculpatory and exculpatory evidence. Credibility determinations are not based on a person's status as a Complainant or Respondent, or Witness. Respondents are not presumed to be responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. All parties and Witnesses are prohibited from knowingly making false statements or knowingly submitting false information during the grievance process.

Both parties will have opportunities to provide their account of the alleged incident, respond to the other party's account and inspect and review evidence that is directly related to the allegations.

Each party may have an Advisor of their choice. Advisors may accompany the party to any meeting or proceeding. If a party does not have an Advisor for the Hearing, the Title IX Coordinator will appoint an Advisor for the party at charge.

The college strives to complete the judiciary process within 45 business days. Throughout the process Calvary will provide the parties with regular status updates and information regarding next steps.



### ***Notice***

Once Calvary University receives an initial report the Title IX Coordinator will reach out to the Complainant. In this meeting the Coordinator will:

- Discuss the availability of supportive measures and the Complainant's wishes regarding supportive measures.
- Discuss the report and listen to the complainant's account. The Title IX Coordinator will ask questions at this time to gain a better understanding of the nature of the alleged incident.
- Explain this policy and the definition of Sexual Harassment.

### ***Supportive Measures***

At the Complainant's request Calvary will implement acceptable measures to assist the Complainant and provide emotional and spiritual support. Measures may include, but are not limited to:

- Access to counseling
- Adjusted classes/schedules
- Modified attendance expectations
- Transfer from in-class to online educational format

### ***Initial Assessment***

The Title IX Coordinator will determine whether the alleged conduct is applicable under this policy. Alleged conduct that does not constitute a violation of this policy may still be redressable under another policy. In this case, the Title IX Coordinator will refer the complainant to the appropriate official.

In the event it is determined that the alleged actions do not meet the criteria for proceeding to an investigation the case will be dismissed. Determination of a lack of Reasonable Cause will be based on criteria in this policy.

If it is determined that Reasonable Cause exists, the Title IX Coordinator will appoint a team of investigators for the case. The Title IX Coordinator may serve as an investigator.

### ***Investigation***

The Investigation will involve the following:

- Gathering evidence
  - If a party wishes for their medical records, prior educational records, or other records that are external to Calvary to be considered in the grievance process they must provide written consent for those records to be released to Calvary and make arrangements for the records to be sent to Calvary.

- Interviewing the Complainant, Respondent, and any Witnesses
- Review and assessment of all related written statements, reports, and other relevant material.
- Synthesizing areas of dispute and agreement between the parties
- Preparation of an Investigative Report that organizes, assesses, and fairly summarizes the relevant evidence and synthesizes areas of dispute and disagreement between the parties.
- Review of applicable College policies.

If a party has not selected an advisor by the time the draft investigative report has been written the Title IX Coordinator will appoint one for them at this time.

The draft Investigative Report will be provided to the parties who will have 10 business days to submit a written response. This is an opportunity for each party to correct or clarify the evidence or provide additional information before the Report is finalized. A party's failure to respond will be taken as their confirmation that the investigative report and any additional evidence is accurate.

Following the receipt of the written responses the Investigation Report will be finalized, including the written responses. The completed Investigation Report and relevant evidence will be provided to the Parties and their Advisors for an additional 10 days prior to the Pre-Hearing conference.

### ***Pre-Hearing Conference***

Each party and their Advisor will attend a Pre-Hearing Conference with the Hearing Chairperson and the Title IX Coordinator. The Hearing Chairperson will chair this meeting. The purpose of this meeting is to prepare the parties for the Hearing and ensure they understand the procedures.

At this meeting Parties and their advisors will:

- Be notified of the date, time, and location of the Hearing.
- Review the list of witnesses the Hearing Panel wishes to call at the Hearing.
- Notify the Chairperson of witnesses they will call at the hearing.
- Submit in writing any evidence they intend to use and/or questions they intend to ask (through their advisor) of the other party and any Witnesses at the Hearing.

During the Pre-Hearing Conference the Chairperson will review the submitted questions and evidence and make a determination regarding their relevancy. If a question or evidence is not relevant, the Hearing Chairperson will explain and document their decision to exclude it from the Hearing in the Pre-Hearing Conference Summary. The parties may provide reasons why they

believe the question or evidence is relevant or not relevant and their rationale will be taken into consideration by the Chairperson.

Questions and evidence about the Complainant's or Respondent's prior sexual behavior are not relevant and will not be allowed to be asked at the hearing. There are three exceptions to this rule. The question or evidence will be considered if they:

1. Are offered to prove that someone other than the Respondent committed the conduct alleged by the complainant
2. Concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent
3. Concern specific incidents of the Respondent's prior sexual behavior with respect to the Complainant and are offered to prove consent

Questions that seek or constitute disclosure of information protected by a legally recognized privilege are not permitted at the Hearing, unless the person holding the privilege waives it.

The Parties and their Advisors will be informed that they may still resolve the matter informally.

The Hearing Chairperson will write a Pre-Hearing Conference Summary that includes documentation of relevancy-based exclusions of questions or evidence and the list of approved questions or evidence. The Hearing Chairperson will provide it to the Parties in writing before the Hearing and it will become part of the record provided to the Hearing Panel.

### ***Hearing***

Calvary will conduct a live Hearing to determine whether the Respondent is responsible for the alleged conduct and if so, what disciplinary measures or sanctions will be imposed. The Hearing Panel is the decision maker and will use the preponderance of the evidence standard, which means the greater weight of the evidence.

The Hearing Panel will consist of a minimum of three individuals who all have a vote. Students will not serve on the Panel. The Hearing Chairperson will preside over the hearing and the determination will be made by majority vote. At its discretion the college may employ a third party to conduct the hearing.

The Title IX Coordinator will be present at the hearing to answer questions or clarify information but will have no other role in the grievance process.

The Hearing Panel will be permitted to call witnesses.

Each party's Advisor will be permitted to present evidence and ask the other party and any witnesses all relevant questions and follow-up questions, including those that challenge credibility. Questions that were not submitted during the Pre-Hearing Conference will be vetted through the Chairperson to determine its relevancy. Any decision to exclude a question or evidence as not relevant will be explained.

If a party or Witness does not submit to cross-examination at the Hearing, the Hearing Panel must not rely on any statement that party or Witness made during the Investigation and the Hearing in determining responsibility. However, the Hearing Panel cannot draw an inference about the determination regarding responsibility based solely on a party's or Witness's absence from the Hearing or refusal to answer cross-examination or other questions.

Either party may request to be in separate rooms during the Hearing, with technology enabling the Hearing Panel and parties to simultaneously see and hear the party or Witness answering the questions.

Calvary will create an audio or audio/visual recording of any Hearing and make it available to the parties for inspection and review. After the Hearing is complete the Hearing Panel will convene in private within 48 hours of the end of the Hearing to vote on the outcome.

### ***Presentation of Findings***

The Hearing Chairperson will simultaneously provide the parties a written determination regarding responsibility and disciplinary action within 5 business days of the end of the hearing.

If the Hearing Panel determines the Respondent is Responsible and committed a violation of this policy, it will also detail sanctions. Any actions to remedy the effect on the victim and the community will also be included in the notification.

If the Hearing Panel returns with a finding of Not Responsible and No violation, no sanctions will be imposed.

Following notification of the determination the parties have five days to appeal the decision. If no appeal is received after five days, the window for appeals closes and sanctions are enforced.

### ***Appeal Process***

Both Parties have the right to appeal to the President's Cabinet via the President regarding the finding or the College's dismissal of a Formal Complaint. Appeals must be submitted within 5 business days of determination of responsibility or dismissal of the Formal Complaint. In the event of an appeal the Title IX Coordinator will provide the Cabinet with the Investigation Report and the recording of the Hearing.

When an appeal is filed the Title IX Coordinator will notify the other party in writing. Both parties will have five days to submit to the cabinet a statement supporting or challenging the outcome.

Permissible basis for appeals are:

- Procedural irregularity that affected the outcome of the matter
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome
- The Title IX Coordinator, Investigator, or Hearing Panel member had a conflict of interest or bias for or against a party that affected the outcome
- The appropriateness of the sanctions.

The parties will simultaneously receive a written decision describing the result of the appeal and the rationale for the result. If an appeal is filed, the determination will become final, and sanctions will be enforced on the date that the college provides the parties written determination of the result of the appeal.

Once the determination goes into effect, either of the initial determination or the result of an appeal, other non-Title IX policy violations that took place in the incident and not covered by the Amnesty policy will be referred to the appropriate administrative office.

### ***Informal Resolution***

At any point prior to reaching an initial determination regarding responsibility, Calvary may facilitate an Informal Resolution Process that does not involve a full Investigation and Hearing. An Informal Resolution may be pursued when, upon filing a formal report, *both* parties provide voluntary written consent to participate in the Informal Resolution Process.

Upon agreeing to the Informal Resolution Process, Calvary will provide parties with written notice disclosing the allegations, the requirements of the Informal Resolution process, and any consequences resulting from participating in the Informal Resolution Process, including any records that will be maintained or shared.

The Title IX Coordinator will present a framework of potential remedies to guide the parties in negotiation, but the parties themselves must come to an agreement. The Title IX Coordinator will facilitate this process and will use their discretion to ensure that the Informal Resolution is appropriate for the College. The parties may not bind the College to a resolution that the College does not deem appropriate.

Informal Resolution may be accomplished through mediation and other forms of facilitation. Parties may communicate through the Title IX Coordinator to minimize contact with each other or they may communicate directly with each other.

During an informal resolution an investigation may be done by the Student Deans Department. This investigation will not be as extensive as in the Formal Judiciary Process. This informal investigation is to determine violations of other policies and appropriate disciplinary sanctions for those.

At any time prior to agreeing on a resolution, any party may withdraw from the Informal Resolution process and the Formal Resolution process will resume. The Title IX Coordinator may use their discretion to determine if an Informal Resolution is not working (lack of good-faith effort by a party, at an impasse, etc.) the Title IX Coordinator may require the matter to be determined by a hearing.

## Preventive and Intervention Strategies

### 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 cash 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.
- **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](http://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.mocsa.org/ndhlp\\_sxa.php](http://www.mocsa.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.