



Student Handbook



This is a publication of Calvary University's Student Affairs Department
(Subject to change without notice)

Revised 2026

Table of Contents

Student Handbook.....	1
Table of Contents.....	2
CONTACT INFORMATION.....	10
WELCOME TO CALVARY.....	13
CALVARY MISSION AND CORE VALUES.....	14
BIBLICAL FOUNDATION FOR LIFE AT CALVARY.....	14
STUDENT HANDBOOK PHILOSOPHY.....	15
Name, Image, and Likeness Consent.....	16
Student Conduct Agreement.....	17
Student Bill of Rights.....	17
COMMUNITY STANDARDS.....	20
Good Standing.....	21
Integrity & Respect.....	22
Building a Biblical Community.....	22
Biblical Mandates.....	22
Loving One Another.....	22
Submission to Authority.....	23
Modesty.....	23
Deception.....	23
Unwholesome Speech.....	23
Sexual Immorality.....	23
A Biblical Statement on Gender, Sexuality, and Marriage.....	23
Christian Liberties.....	24
Student Life.....	24
Dress Code.....	24
Sexually Suggestive Dancing.....	25
Purity.....	25

Entertainment and the Internet.....	25
Alcohol, Drugs, & Tobacco.....	26
Gambling.....	26
Hazing.....	26
Pranking.....	27
Damaging University Property.....	28
Student Life Activities & Programs.....	28
Chapel.....	28
The Conference on Global Engagement.....	29
Day of Prayer.....	29
Student Organizations.....	30
Starting a New Student Organization.....	30
Student Senate.....	30
Missions and Outreach Student Team (MOST).....	30
Veterans Association.....	30
Calvary Chapter of the S-MSTA.....	31
Discipline, Accountability & Restoration.....	31
Definition of Disciplinary Actions.....	32
Disciplinary Procedures.....	36
Appeal of Disciplinary Action.....	37
CAMPUS POLICIES.....	37
Events on Campus.....	37
Recruiting Groups.....	37
Music Groups Performing on Campus.....	37
Scheduling Events.....	38
Campus Calendar.....	38
Facilities.....	38
The Hilda Kroeker Library.....	38
Hours.....	38
Cell Phone Use.....	38

Food and Drinks.....	38
ID/Library Card.....	38
Checkout Rules/Fines.....	39
The Clark Academic Center (CAC).....	39
Hours During the Academic School Year:.....	39
Purpose:.....	39
The Athletic Center.....	39
Building Hours.....	39
Athletic Center Rules and Regulations.....	39
East Education Building.....	40
Building Hours.....	40
Practice rooms.....	40
The Student Life Center.....	40
Dining Hours.....	40
Meal Plans.....	40
Consumer Advisory.....	41
Disclosure.....	41
Reminder.....	41
Special Dietary Needs.....	41
Warrior Cafe & Mailroom.....	41
Hours.....	41
Location.....	41
Purpose.....	41
Student Lounge.....	42
Hours.....	42
Location.....	42
Purpose.....	42
Health Requirements.....	42
Health Records.....	42
Immunizations.....	42

Immunization Legal Requirements.....	42
Immunization Recommendations.....	42
Other.....	43
Property.....	43
Personal Property.....	43
Personal Property Insurance.....	43
Respect for the Property of Others.....	43
Inspection of Property.....	44
Entering a Student Room.....	44
Room Search.....	44
Lost & Found.....	44
Public Safety.....	44
Emergency Numbers.....	44
Security Procedures.....	45
Tornado Drills.....	45
Fire Drills.....	45
Lockdown Procedures.....	45
Weapons Policy.....	46
Concealed Carry.....	46
Bringing a Firearm on Campus for Instruction or Use Other Than Concealed Carry.....	46
Other Weapons.....	47
Vehicle Registration & Parking.....	47
Student IDs.....	47
Missing Students.....	47
Missing Student Notification.....	47
Registering Student Information.....	47
Reporting a Missing Student.....	48
Investigation.....	48
Contacting Family Members.....	48
Methods of Contacting a Reported Missing Student.....	48

Resolution of Missing Student Status.....	49
Video and Audio Surveillance.....	49
Procedures for Reporting Crimes.....	49
Breaking the Law.....	49
Crime Victims Information.....	49
Timely Warning.....	50
Initiating Timely Warnings.....	50
Warning Content.....	51
Sex Offenses.....	51
Domestic Violence.....	51
Domestic Assault.....	51
Stalking in the First Degree.....	51
Sexual Harassment.....	52
Examples of Sexual Harassment.....	52
Sexual Assault.....	53
Clery Disclosures.....	54
Accessing Closed Buildings.....	54
Service Animals.....	55
Emotional Support Service Animal Policy.....	55
RESIDENCE LIFE.....	59
Residence Hall Policies.....	59
Requirements for Living in the Residence Hall.....	59
Requirements for Living Off-Campus.....	59
Requesting to Live off Campus.....	59
Housing Manager Contact.....	60
Dorm Rooms.....	60
Check In & Check Out Procedures.....	60
Moving Into the Residence Hall.....	60
New Students.....	60
Returning Students.....	60

Move In Day.....	61
Checking Out of the Residence Hall.....	61
Check Out Procedures.....	61
Move Out Day.....	61
Room & Key Deposit.....	61
Key Cards.....	62
Appliances & Furniture.....	62
Maintenance & Housekeeping.....	62
Residence Hall Curfew.....	62
Exceptions to Residence Hall Hours.....	63
Important Residence Hall Dates.....	63
Sprinkler Systems in the Residence Hall.....	63
Residence Hall Regulations.....	63
Halls/Floors.....	63
Stairwells & Elevators.....	64
1st Floor Common Area.....	64
Exceptions to These Regulations.....	64
General Residence Hall Care.....	64
Lounge.....	64
Kitchen.....	65
Laundry.....	65
Room Decorations.....	65
Pets.....	66
Living in the Residence Hall.....	66
Room Checks.....	66
Residence Hall Devotional Time.....	66
Meal Plans/Exemptions.....	67
Residence Hall Doors.....	67
Visitors & Guests in the Residence Hall.....	67
ACADEMIC POLICIES.....	68

Academic Classification.....	68
Class Visitors.....	69
Classroom/Chapel Decorum.....	69
Academic Honesty/Cheating.....	69
Classroom Content.....	70
Practical Christian Ministry.....	70
Course Grades.....	71
Recording Policy.....	71
SERVICES & RESOURCES.....	71
Family Education Rights and Privacy Act (FERPA).....	71
Academic Support.....	72
The Hilda Kroeker Library & Clark Academic Center.....	72
Success Advising.....	72
Administrative Support.....	73
Madison Hall.....	73
Cashier/Financial Aid.....	73
Business Office Hold:.....	73
Registrar.....	73
Academic Advising.....	73
Information Technology (I.T.).....	74
Internet Filter/Accountability.....	74
Email- official form of communication.....	74
President's Office.....	74
Office Hours.....	74
Treatment of the students.....	74
Student Affairs.....	75
Office Hours.....	75
Counseling Services.....	75
Mandated Reporting & the Limits of Confidentiality.....	76
International Student Services.....	76

Resources.....	78
Accommodations Support Office (ASO).....	79
Voter Registration.....	79
Health Services.....	79
Grievance & Appeal Procedures.....	80
Internal Grievance Procedures.....	80
Appeal Procedures.....	82
External Grievance Procedures.....	83
Online & Distance Students Outside of Missouri.....	83
For Students in Missouri.....	84
Accreditation Complaints.....	85
APPENDICES.....	86
Alcohol and Other Drugs (Part 86) - Zero-Tolerance Policy.....	86
Alcohol Policy.....	86
Tobacco Policy.....	87
Drug Policy.....	87
Health Risks Associated with the Use of Illicit or Illegal Drugs or Alcohol.....	93
Drug and Alcohol Programs (Part 86).....	93
Title IX: Sexual Misconduct Policies and Procedures.....	94

CONTACT INFORMATION

CALVARY UNIVERSITY MAIN LINES

Main Switchboard
816.322.0110
switchboard@calvary.edu
Automated Line
816.322.5152 + (Ext. _ _ _ _)
Admissions
816.322.3960

PRESIDENT'S OFFICE

Dr. Teddy Bitner (President)
teddy.bitner@calvary.edu
Ext. 1300
816.425.6149

ACADEMIC OFFICES

Dr. Mike Dodds (Interim Chief Academic Officer and
Dean of the Seminary)
mike.dodds@calvary.edu
Ext. 1348
816.425.6205

Dr. Luther Smith (Dean of the College)
luther.smith@calvary.edu
Ext. 1362
816.425.6188

Dr. Germaine Washington (Dean of the Graduate
School)
germaine.washington@calvary.edu
Ext. 1506
816.425.6175

ACADEMIC ADVISING

Jennifer Prodoehl (Advisor)
jennifer.prodoehl@calvary.edu
Ext. 1341
816.425.6146

CAMPUS SECURITY OFFICE

Jacob O'Dwyer
Security Chief
security@calvary.edu
816.331.8700
Security Emergency/Guard on Duty:
816.898.2989

STUDENT AFFAIRS DEPARTMENT

Student Affairs

Jamie Franz (Dean of Students)
jamie.franz@calvary.edu
Ext. 1329
816.425.6172

Dr. Ian Bacon (Dean of Men)
ian.bacon@calvary.edu
Ext. 1308
816.425.6157

(Student Affairs Office
Manager/Residence Life Coordinator)
student.deans@calvary.edu
Ext. 1327
816.425.6162

Accommodations Support Office (ASO)

Jamie Franz (Coordinator)
aso@calvary.edu
Ext. 1329
816.425.6172

Clark Academic Center

Tiffany Smith (Director)
Tiffany.smith@calvary.edu
Ext. 1339
Student Tutors: cac@calvary.edu
816.425.6155

REGISTRAR'S OFFICE

Gary Rogers (Registrar)
Gary.rogers@calvary.edu
816.425.6166
Ext. 1305

Jennifer Prodoehl (Associate Registrar)
jennifer.prodoehl@calvary.edu
Ext. 1341
816.425.6146

MAINTENANCE DEPARTMENT

Dave Vande Berg (Interim Director of Maintenance)
maintenance.shop@calvary.edu
Ext.1203

Maintenance Emergency

Ext. 4444
816.768.6964

TITLE IX OFFICE

Jolayne Rogers (Coordinator)
TitleIX@calvary.edu
Ext. 1344
816.425.6148

FINANCIAL OFFICE

Tasha Young (CFO)
tasha.young@calvary.edu
Ext. 1384
816.768.6975

LIBRARY

Tiffany Smith (Librarian)
Tiffany.smith@calvary.edu
Ext.1205
816.425.6183

ATHLETIC CENTER

Matt Brown (Athletic Director/MBB Coach)
matthew.brown@calvary.edu
Ext. 1209/1210

CHRISTIAN MINISTRY

Rhonda Coulter (Director)
rrhonda.coulter@calvary.edu
Ext.1343
816.425.6182

Office Assistant:

cminsec@calvary.edu

INFORMATION TECHNOLOGY

Aaron Heath (Interim Director)
support@calvary.edu
Ext.1315
816.425.6131

DINING HALL

Joe Dapra (Director of Food Services)
joe.dapra@calvary.edu
Ext.1234
816.425.6153

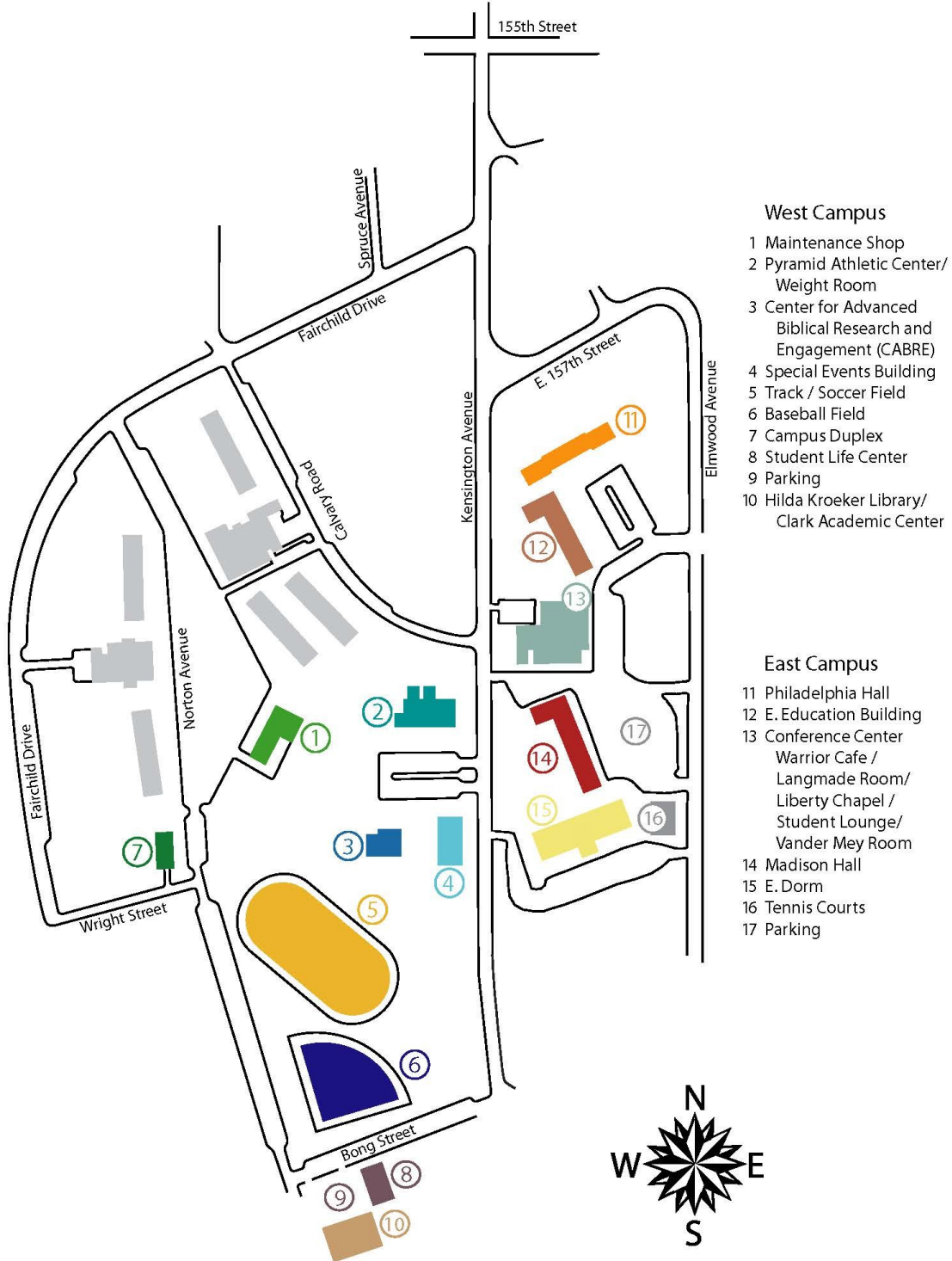
WARRIOR CAFE/MAILROOM

Ruth Dougherty (Manager)
warriorcafe@calvary.edu
Ext. 1203
816.425.6152

HUMAN RESOURCES

Jolayne Rogers (Director)
humres@calvary.edu
816.425.6148
Ext.1344

Calvary Campus Map



WELCOME TO CALVARY

Welcome to Calvary University. We are excited you have chosen to join the Warrior Family! Since 1932, Calvary University has been preparing students to live and serve in the church and in the world according to the biblical worldview. While at Calvary, you will have opportunities to grow spiritually, volitionally, emotionally, mentally, and to further develop your Christian character. This type of growth requires a commitment by you to Christ and to Calvary University. This commitment is also shared by our faculty and staff who are here to see you grow in your devotion to Christ. It is our sincere desire *to provide* an encouraging environment for you, *to guide* you toward the truth of God in Christ, and *to teach* you how to make that truth visible in a world blinded to the truth.

This handbook provides important information to help you succeed as a student at Calvary University. Please read and familiarize yourself with this information, as it outlines essential policies and expectations that apply to you as a student. You are responsible for abiding by the contents of this handbook.

Please note that this handbook covers the policies for students with different living situations – on campus, commuting, and online (distance learning).

We are humbled that you have chosen to pursue your education here. Calvary has a longstanding 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 Affairs 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 the church and the world according to the biblical worldview. This is accomplished by providing appropriate educational curricula and a climate that fosters intellectual and spiritual maturity, developing leadership potential, encouraging servant hood, and promoting 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 in the world.
- Character – We foster intellectual and spiritual maturity, develop leadership potential, encourage servanthood, and promote a sense of mission.
- Relevance – We prepare men and women to understand and effectively relate to the world.
- Relationship – We cultivate godly relationships among students, staff, faculty, alumni, the local church, and society.

BIBLICAL FOUNDATION FOR LIFE AT CALVARY

The undergraduate, graduate, and post-graduate experiences encompass 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 harmonizing what a student is learning inside the classroom to what the student is living 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 resources and opportunities to train the next generation of Christian leaders serving in the church and in 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. Similarly, 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 Christlikeness (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 desire to be a part of equipping you to follow God today and the rest of your life – from Calvary University and into the world.

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

- 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 and consistent communication with God.
- Meditating on God’s Word – taking time to think through truths about God and His Word, and the application of scripture.
- Memorizing God’s Word – securing God’s Word in your mind so that it is ever present for meditation, encouragement, counsel, and spiritual warfare.
- Living in community – everyone has been made as a unique creation. 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, so 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 observable growth!*

STUDENT HANDBOOK PHILOSOPHY

Calvary University is a biblical based Christian institution; therefore, students attending the University are expected to live in such a way as to demonstrate integrity both personally and academically. Calvary University’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 the completion of this mission.

Because of Calvary University’s desire to honor the Lord in all ways, the University has adopted policies and articulated commitments included in this handbook that fit into the three categories introduced below. The University’s primary goal is to follow Christ, resulting in a life lived in obedience to God’s Word. The University also follows that building a godly community, maintaining a testimony to those outside of the University, and complying with the governing laws of the state, necessitates adherence to these standards. These are structured as follows:

Biblical/Moral – These standards and expectations are based on God’s requirements in His Word. They are timeless and not adjustable. They are for every believer in Jesus

Christ and are to be demonstrated in the life of a Christ-follower. Obedience motivated by love gives evidence of our new life in Christ.

Community –These standards and expectations are in place to encourage a healthy and godly community. While 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 are subject to review, although general philosophies will not change since they are based on biblical principles. Part of living in a community is recognizing the necessity of both discipline and discipleship. A godly appeal may be made when a student believes a standard or expectation is not supported biblically either explicitly or implicitly.

Organizational – These standards and expectations help our institution function effectively. Every organization has these to achieve operational excellence. A high level of commitment shows the importance of preparing students for ministry, enabling all within the university community to be good stewards of the resources God has given. These may be adjusted as needed.

A student's adherence to community and organizational policies does not make them a better Christian but helps promote a community committed to living out a distinctively Christian life. Overall, these standards 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)

Name, Image, and Likeness Consent

Calvary University takes great pride in promoting our students in the marketing materials we use. From admissions recruiting tools to promotional videos, Calvary is proud to use our student community rather than actors or “stand ins” when we market the university. By using our own students, our marketing materials are genuine and real. We want people to see all of the great things our students are doing and help show the uniqueness of Calvary to everyone who visits our website or views a marketing piece.

We may also release information to the media/social media about your admission, scholarships, honors, and accomplishments, to your hometown newspaper/media.

As we continue to use Calvary students in our materials, we also want to be respectful of anyone who may not feel comfortable or want to appear in videos, photographs, etc. that promote the university. If you do not wish to participate in marketing materials for the university, please respond to the Student Affairs Office (student.deans@calvary.edu) and simply state you would like to “opt out” of being used in all university marketing/promotional materials. We will keep that information on file and ensure moving forward you will not be used in any marketing/promotional ventures at Calvary University. The “opt out” option is not retroactive, as materials are constantly being produced.

If you do not respond via email to the Student Affairs Office, it is understood that you authorize release of this information, including promotional material/photos/videos to media outlets/social media.

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 may be considered the same as a completed violation, and subject to the disciplinary procedures detailed later within this Student Handbook.

The University operates in accordance with its sincerely held religious beliefs. These policies can be derived from biblical truths and teachings. The following are reasonable expectations of conduct that promote a comprehensive learning community committed to living out a distinctively Christian life.

By adhering to and partnering with these policies, the student is not only loving their brothers and sisters who attend Calvary, honoring God and university leadership, demonstrating a commitment to Christ, and presenting a Christian testimony to the unbelieving world.

Any student who is employed or commissioned to participate in any University function or service is responsible for adhering to the expectations articulated in the student handbook.

Any student currently living in the residence hall for any amount of time has a similar obligation.

All University policies are in effect on the Calvary University campus and at all Calvary University events. Calvary's campus and events are under the purview of the Student Handbook guidelines. Violation of any University policy by a registered student, while attending or visiting Calvary's campus or events, is strictly prohibited.

The Student Life Contract is available here:
<https://www.calvary.edu/wp-content/uploads/2025/02/Student-Life-Contract-Updated-2024.pdf>

Student Bill of Rights

Calvary University desires students to thrive in their walk with the Lord and to succeed in life. Listed below are the rights of every Calvary University 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. Calvary University desires to provide this safety and keep the student always informed of any danger. Calvary University's security department 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 University's non-discrimination policy.
3. Students have the right to accurate information relating to maintenance of acceptable academic standing, graduation requirements, program student learning outcomes, and individual course objectives and requirements. Every Calvary University course provides this information in the syllabus given at the beginning of each course and in the university's catalog. This information is also available in the Registrar's office.
4. Student records will be maintained in compliance with the Family Education Rights and Privacy Act of 1974 (FERPA) 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. These actions, when written, remain confidential as governed by FERPA. Security video footage in these instances is also covered under FERPA.
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 involves and/or includes the 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. Calvary University's faculty will strive to encourage and help the students work through any concerns.
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 Calvary University's catalog.
8. Students have the right to file a complaint. Calvary University is committed to treating all students fairly and respectfully. University 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 policy, a student may file a complaint in accordance with the university'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 in the world. Therefore, Calvary expects its students to grow in and demonstrate the character of Christ. The importance of living in agreement with the beliefs of Calvary University 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:

- Living a life that demonstrates obedience to biblical truth, even if that requires changes in beliefs, attitudes, or practices;
- Addressing personal areas of sin and struggle biblically, including repentance and restoration;
- Loving others unconditionally and contributing to their spiritual growth

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

- Submitting to the Bible and to Christ above all, and then to the leadership of Calvary University as an expression of commitment to the Lord Jesus Christ (Romans 13:1-2). This is the beginning point. All other items below result from the application of this principle.
- Seeking to relate every academic discipline and detail of life to the sufficient truth of the Word of God (2 Peter 1:3-8). That is the reason the Bible is a required text for all classes taught here at Calvary.
- Walking according to the Spirit and not according to the flesh (Galatians 5:16-25). The direction of the student's life is of utmost importance.
- Advancing in redeeming everyday opportunities as worship to God from the heart (Ephesians 5:15-16).
- Pursuing a contrite heart as the implications of sin in our lives are dealt with honestly (Psalm 51:10-12). We also encourage seeking the godly counsel of others. There are resources available to assist in this pursuit through faculty, staff, the Practical Christian Ministries Office, and the Student Affairs Office.
- Increasing in our love for God and relating that to how we love and serve others (John 3:30).
- Cultivating friendships and other relationships that promote discipleship in our lives and in the lives of those around us (1 Thessalonians 5:11).
- Lovingly Confronting sin in the lives of those around us in a spirit of gentleness as we desire to present every person complete in Christ (Galatians 6:1; Colossians 1:28). We distinguish between that which is sinful and legal, and that which is sinful and illegal. In matters of legality, we submit to the authority of the state to the extent that it does not contradict the explicit teaching of Scripture.
- Developing opportunities to employ the instruction we receive through practical and on-going acts of godly service to others (Romans 12:9-13). Students are to make a ministry of their passion, realizing that we are all individuals with different gifts, talents, and abilities.
- Investing in the local church through membership, internships and ministry as a stewardship of our education and God-given gifts (Ephesians 4:12-13).
- Being an ambassador of Jesus Christ in every context to advance the proclamation of the Gospel locally and worldwide (2 Corinthians 5:20-21). We are to demonstrate Christ in everything we say, in every thought that we think, in everything that we do, and everywhere we go.

Investing in the local church through membership and ministry, as listed above, is a requirement to continue as a student at Calvary University. This requirement is detailed in the Practical Christian Ministries Handbook available at <https://www.calvary.edu/wp-content/uploads/2025/07/Practical-Christian-Ministries-Handbook-2025-2026-1.pdf>

To maintain the distinctive Christian nature of our community, Calvary University establishes the following ***lifestyle expectations and community standards***. It should be stated that this is considered a baseline and is not 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 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 students to abide by the legal standards of the city, county, state, and federal governments. The University reserves the right to discipline students when made aware of any such violations, whether on or off campus. In addition to any punishment imposed by the University, any student suspected of violating any city, county, state, and federal 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 applicable while the authority is acting within the scope of his/her prescribed duties and also applies to the police or other law enforcement officers acting in the performance of their duties. This applies whether the personnel involved is in uniform or not in uniform. The student may request presentation of the authority's ID.

While a student's personal convictions may differ from 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. The student agrees, by signing the Application for Admission, that they will not engage in any behavior that undermines the position of the university. Support is expected, even in areas where there may be disagreement. This is further demonstrated by the student's signature on the Student Life Contract.

All students are under the lifestyle expectations and community standards from the day they register through the completion of their program. This applies whether on campus or not, and during breaks within the academic year.

Good Standing

Certain privileges may require being in "good standing" with the Student Affairs Department. Every student begins in good standing however, it means more than "following the rules." While following the lifestyle expectations and community 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 healthy attitude and increasing maturity

Integrity & Respect

Our goal is 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, but is not limited to, all remarks that are vulgar, racist, or sexist, gossip, slander, sexual innuendo, and disrespectful behavior/discrimination based on ethnicity, age, gender, or disability. We purposefully avoid using “profanity” as a designation for speech, but rather define speech as either edifying or not edifying (Eph. 4:29). It is possible to have varying perspectives on cursing, but within the Christian community, there should be clarity concerning our speech, just as there is clarity regarding our thinking (Phil. 4:8). Violations are subject to disciplinary action.

We also follow biblical standards of morality in relationships with one another. Physically or emotionally intimidating another individual through written, electronic, or verbal communication is unacceptable and may lead to disciplinary action. These violations may also result in a Title IX complaint and/or investigation. More information about Title IX is found in the Title IX section of the student handbook.

Dishonesty, including lying, cheating, and plagiarism, will not be tolerated. Disciplinary action for these offenses may involve academics, athletics, student affairs, security, or any combination of these departments.

Building a Biblical Community

Calvary University is committed to developing students into people who obey God because they possess intense love for Him, sense personal accountability to Him and His Word, and possess a desire to serve Him rather than to be compromised by man and worldly standards. We expect students to build relationships with one another that are in harmony with loving obedience to the Word of God.

Biblical mandates are specific commands from God’s Word which apply to every believer’s life. Our lifestyle expectations and community standards for relationships are illustrated by two categories - walking in the Spirit and walking in the flesh (Galatians 5:16-18).

Biblical Mandates

We seek to lovingly serve students by encouraging them to walk by the Spirit and to put off the works of the flesh (Galatians 5:16-23). These are not two actions, but rather one; as one walks in the Spirit, the works of the flesh will decrease.

Some examples of walking in the Spirit include:

Loving One Another

As believers, we are called to love one another (Colossians 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 – “lifestyle” including both actions and attitude.

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. This submission is applicable in all situations, except those in which the authority requires disobedience to the clear teaching or command of Scripture. In such an instance, an appeal must be made as soon as possible to the President of the university or his designee.

Modesty

All believers are called to exhibit modesty. This is expressed in an attitude of submission rather than pride as articulated in 1 Peter 3:8. Modesty can be seen in speech, in action, and in choice of clothing and 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 and to exhibit integrity. One of the ways in which this is to be done is not repeating information that is secondhand. To repeat such is gossip and slanderous, and may lead to the forming of prejudicial perceptions of others.

Unwholesome Speech

Ephesians 4:29 calls believers not to speak with unwholesome words, but to build up others with their speech. Sin is 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 speak words which edify 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 (Genesis 2:23-24; Hebrews 13:4). Any form of sexual immorality such as pornography, fornication, adultery, homosexuality, or bi-sexual conduct is sinful and outside of God’s design for sexual intimacy (Leviticus 18:1-30; Romans 1:18-29). God’s standard is purity and holiness, acknowledging the progressive reality of both in the life of the believer, with both the desires of the heart and the actions of the body. Students exhibit this in upholding the biblical standard of sexual purity in identity, thought, and deed (I Corinthians 6:9-11).

A Biblical Statement on Gender, Sexuality, and Marriage

God created human beings distinctly as male and female (Genesis 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” (Genesis 1:26-27; 5:1-3; 9:6; 1 Corinthians 11:7; James 3:9; 2 Corinthians 3:18; Ephesians 4:23-24; Colossians 3:10), and these establish a normative connection between biological sex and gender. The created distinctness,

complementary, and relational nature also establish the basis for the marital relationship as being between one man and one woman (Genesis 2:23-24; Ephesians 5:21-33).

The Bible affirms two options or giftings for sexual expression: monogamous marital relations between one man and one woman (Genesis 1:27-28; 2:18, 21-24; Matthew 19:4-6; Mark 10:5-8; 1 Corinthians 7:7; Hebrews 13:4; Ephesians 5:22), or sexual celibacy, if one is not in a monogamous marital relationship between one man and one woman (1 Corinthians 7:7; Matthew 19:12). Within these two Biblical designs there can be found sexual fulfillment, whereas outside of these two designs sexual expression is improper.

The Bible affirms that human sexuality is a gift to be treasured and enjoyed (Genesis 2:24; Proverbs 5:19, 31:10; 1 Corinthians 7:4), as is sexual celibacy (1 Corinthians 7:7). The fall of humanity (Genesis 3) corrupted human sexuality in both spiritual and physical ways (Romans 1:18-32, Ephesians 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 (Genesis 3:1-7; Romans 3:9-18; 5:12-17). The Bible prescribes faith in Jesus Christ (1 Corinthians 15:2-3) as the remedy for guilt and as the provision for life (Romans 3:23; 6:23; John 3:16), and the Bible prescribes an ongoing relationship with Him as the means for a whole and fulfilling life (John 15:1-11; 17:3; Colossians 3:16; Galatians 5:16-25; Romans 8:28-38).

Christian Liberties

Believers must make daily decisions about issues that are not explicitly mentioned in God's Word. It is in these decisions that the believer must exercise discernment about what is God honoring and what is not. In all areas about which the Bible is silent, all Calvary University students are expected to be willing to exercise self-restraint to strengthen our community and to be sensitive to others (Romans 14:19-21). If there is an area in which the student is unsure, the Student Affairs Department is available to provide guidance.

Calvary University 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 University's testimony.
- Improperly influences other students or campus life negatively.

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 on the God we worship, our activities, our work, our school, and ourselves.

At Calvary University, we believe that appropriate attire is up to the personal conviction of the believer. We also recognize the need to have a standard to help students not be distracted from their studies. We ask that men and women dress in business casual, smart casual, or team wear.

Students should not come to classes and chapels in pajamas, undershirts, clothing that is revealing/too tight, or anything that distracts from class or worship. Dress code violations are up to the Student Affairs department and may be subject to disciplinary sanctions.

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 context 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 always abstain from the following:
 - 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 and the Internet

Whatever we do, we should do to the glory of God (I Corinthians 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 (Ephesians 5:16). Our entertainment choices should be beneficial to all, edifying those in attendance (I Corinthians 10:23-24). Students are expected to be sensitive toward the conscience and convictions of others regarding general entertainment choices (1 Corinthians 6:12, Romans 14:19-21).

In public settings on campus (Student lounge, Warrior 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.

Calvary University provides free internet access to students. With that access comes responsibility to use that access in a way that does not hinder the student's Christian testimony and witness. The university has installed filtering software that alerts a student when a website has been accessed which may present a reason for concern as it relates to holding high Christian standards and expectations. If a student attempts to access a suspect website, a report is generated and sent to the IT department. This department forwards the report to the Deans' office for review.

For the first occurrence, an email is sent to the student advising them of the attempted access report and expressing the dean's concern for their general well-being. Additional incidents may require further involvement with the Student Affairs Department, while maintaining confidentiality, and the offering of resources for assistance. It will be stressed to the student that they ensure their electronic devices are secure when they are not able to personally attend to their electronic devices to prevent others from accessing them. Other departments within Calvary University may be made aware of a student accessing website blocked by the filtering software.

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 always refrain from use, consumption, possession, distribution, or manufacture of illegal drugs or illegal use of controlled substances. Doing so will result in a minimum penalty of disciplinary probation and may result in dismissal. Calvary University may prohibit those substances that may be legalized, but which jeopardize a clear Christian testimony. Marijuana and cannabis falls into this category. While legal in the state of Missouri for adults over 21, possession, use, and distribution is prohibited.

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

- Legality - Did the violation break any local, state, or federal laws? Providing alcohol to minors will result in immediate dismissal. Legal involvement is separate from any disciplinary actions which the university may take.
- 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"?

Actions that violate 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 Affairs Department (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 either in person or online..

Hazing

While enrolled at Calvary University, students are not to participate in hazing of any kind. Students will be required to take a course describing hazing and how to prevent and recognize hazing from occurring on campus. The following is the legal statute from the State of Missouri.

§ 578.365. Hazing - consent not a defense - penalties.

1. A person commits the offense of hazing if he or she knowingly participates in or causes a willful act, occurring on or off the campus of a public or private college or university, directed against a student or a prospective member of an organization operating under the sanction of a public or private college or university, that recklessly endangers the mental or physical health or safety of a student or prospective member for the purpose of initiation or admission into or continued membership in any such organization to the extent that such person is knowingly placed at probable risk of the loss of life or probable bodily or psychological harm. Acts of hazing include:

(1) Any activity which recklessly endangers the physical health or safety of the student or prospective member, including but not limited to physical brutality, whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or forced smoking or chewing of tobacco products;

(2) Any activity which recklessly endangers the mental health of the student or prospective member, including but not limited to sleep deprivation, physical confinement, or other extreme stress-inducing activity; or

(3) Any activity that requires the student or prospective member to perform a duty or task which involves a violation of the criminal laws of this state or any political subdivision in this state.

2. Public or private colleges or universities in this state shall adopt a written policy prohibiting hazing by any organization operating under the sanction of the institution.

3. Nothing in this section shall be interpreted as creating a new private cause of action against any educational institution.

4. Consent is not a defense to hazing. Section 565.010 does not apply to hazing cases or to homicide cases arising out of hazing activity.

5. The offense of hazing is a class A misdemeanor, unless the act creates a substantial risk to the life of the student or prospective member, in which case it is a class D felony.

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 important that the action be considered, as well as the perception of the action, with wisdom, we must ask ourselves, "What conclusion would a reasonable person reach about this action?" It is possible for some pranks to be considered hazing. The "reasonable person" standard must be considered at all times.

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. There is also a possibility that this may lead to a Title IX complaint and/or investigation. The link to this form is on the Incident Report Form.
(<https://www.calvary.edu/student-affairs/resources/health-wellness/incident-report-form/>)

Damaging University Property

If a prank damages or hurts Calvary property, the student(s) involved 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 in which students are expected to participate and serve. These may include Calvary Days, workdays, the President's Dinner, Feast & Fund, the annual award dinner, etc. These events are intended to encourage the student body in their walk with the Lord. The goal of these activities is also to build a godly community within the University.

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 several 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, prayer, service, and on occasion theatre and other special programming. 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 services are most often held on Mondays and Wednesdays from 11:00AM -11:50AM in the Liberty Chapel. Locations may change for Class Chapels and Academic Department Chapels. Location notices for these chapels will be included in the Calvary Weekly Newsletter sent via email. Chapels are also available through the Calvary University YouTube channel, however in-person attendance is required for those living in the dorms.

Dress Code reminder: At Calvary University, we believe that appropriate attire is up to the personal conviction of the believer. We also recognize the need to have a standard to help students not be distracted from their studies. We ask that men and women dress in business casual, smart casual, or team wear. Students should not come to classes and chapels in pajamas, undershirts, clothing that is revealing/too tight, or anything that distracts from class or worship. Dress code violations are up to the Student Affairs department and may be subject to disciplinary sanctions.

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 Session. For a student to be considered present, they should be present no more than 5 minutes after chapel begins.

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 Affairs Department (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 or the Student Dean. Disciplinary action will be at the discretion of the Student Dean in consultation with the President of the University.

Since Chapel is a vital part of our campus community life, absences more than the three unexcused absences will result in the student viewing the missed chapel and writing an outline or synopsis for the chapel missed. The outline/synopsis will be submitted to the Student Affairs Department within one week from the date it is assigned. This procedure will be followed for all misses above the three allowed, but additional remedies may be employed at the discretion of the Student Deans for five or more absences, including, but not limited to, fines, service projects, and removal of grace minutes for the Residence Hall (early curfew). Absences may also initiate the disciplinary process articulated in the Student Handbook – verbal warning, written warning, suspension, and dismissal.

Students who are required to attend chapel but have legitimate scheduling conflicts not a one-time occurrence, but a consistent scheduling conflict (work, for example) may request a chapel appeal form through the Student Affairs Department. This appeal must be submitted to Student Affairs before each session begins.

Spiritual Emphasis Week

A special week is set aside for Spiritual Emphasis Week near the beginning of the fall semester. It is a week of getting together as a student body and helping each other grow together and in Christ. There may be a day of prayer and other events planned. Additional chapels may take place on Tuesday and Thursday. Information will be communicated to all students prior to the end of the previous Spring Semester for continuing students, and to all incoming students after the Spring Semester concludes.

The Conference on Global Engagement

The Conference on Global Engagement is a week set aside in January for missionaries to come and take part in the students' everyday lives. Missionaries will be taking part in classes, chapel, student activities, and meals. There will be chapel Monday-Wednesday (unless notified differently by the Missions Committee), where we will hear from a special speaker on missions and its importance. There are also sessions required to be attended during the week of COGE. This special week is in the spring semester.

Day of Prayer

The Day of Prayer is a special time where students may get into small groups and pray with each other along with faculty and staff. The morning starts at 8:30AM 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 11:00 a.m. Daytime classes may be canceled.

Any student taking a daytime course is required to participate in the Day of Prayer. If a student is absent, it will be counted as a chapel absence.

Student Organizations

There are many organizations on campus for student involvement. These student organizations benefit the student body and the community to work towards Christlikeness and better the University as a whole. Membership in campus organizations, exclusive of gender specific athletic team, must be available to all students.

Starting a New Student Organization

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

- 1) Confirm with Student Affairs 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 Student Affairs.
- 4) Await your approval or denial which will be communicated in a timely manner.
- 5) The Staff/Faculty member agrees to be present at all meetings or to send a representative if not able to attend.
- 6) Agenda are to be available at least one day before the scheduled meeting.

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.

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 engage in reaching our local community and the world. 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 evening, 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. MOST also presents at chapel each semester, once in the Fall and once in the Spring.

Veterans Association

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

Some of the goals and responsibilities of the association 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 successes 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 of 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 Affairs Department assists students in developing discipline, wisdom, and Christian maturity as they become more Christlike. This also helps us to maintain an atmosphere conducive to maximum academic and spiritual growth. Discipline, manifested in discipleship, helps develop Christlike thinking, godly behavior, and mature Christian character by addressing choices which do not reflect Christ. The goal of all discipline is the restoration of fellowship with God and with others. We believe that the following areas summarize God's plan for the Student Affairs Department: responsibility, relationships, righteousness, and restoration. We further believe that discipline must not be interpreted or applied as a solitary act but must relate to discipleship. The two are indispensable.

Membership in a group joyfully obligates the individual to comply with the guidelines, regulations, and standards of the group and community. Students have agreed to follow both biblical mandates and University policies.

Accordingly with Matthew 18, if a Biblical mandate or university policy seems to have been violated, the appropriate member of the Student Affairs team will speak to the involved student(s). Many violations can be settled at this level. If there have been severe or consistent violations of Biblical mandates or university policies, the student involved will meet with the deans. The goal of this conversation is maturation and restoration. While Matthew 18 provides a useful guide for guidance, there may be circumstances where following it may be impractical. Furthermore, Calvary University is not a church.

If necessary, the deans will determine if disciplinary action needs to be taken based on the unique needs of the student and the situation. The Deans, consistent with these commitments, maintain regular hours to meet with students, and students are encouraged to take advantage of that opportunity. The University administration prefers not to disclose personal information to others who are not directly affected or involved and will address problems as privately as possible while acquiring relevant information regarding the issue. ***Dissemination of information in any form is subject to the legal requirements of FERPA.***

Definition of Disciplinary Actions

The Student Affairs Department seeks to discipline in a way that is appropriate for the offense with the goal of restoration and discipleship. Note: While the disciplinary actions taken will usually follow this process, it is not a requirement. Determination will be based upon the seriousness of the offense meriting disciplinary action. The Disciplinary Process is initiated when Student Affairs receives an Incident Report.

Disciplinary actions may include:

1. Educational Sanctions

Student Affairs may choose to assign an educational project or task to be completed. Some examples of these include web-based modules, papers, written apologies, book reports, and program plans and implementation.

2. Campus Service Hours

Campus Service Hours are intended to benefit the individual and the campus (such as a volunteer service-related activity). Campus Service Hours will often be accompanied by a reflection paper written by the student.

3. Loss of Open Dorm Privileges

When a student loses open dorms privileges: the student may not have members of the opposite gender in their room, (either as guests or by being in the room when guests of a roommate are present), nor may the student be a guest in rooms of members of the opposite gender.

4. Fines

Students may be required to pay a reasonable fine as a consequence/disciplinary action. “Reasonable” is defined as, and based upon, procedures local and state government use to assess fines for similar actions.

5. Restitution

Reimbursement for damage to person or property or misappropriation of property, either through appropriate repairs or monetary compensation, may be imposed as a disciplinary measure.

6. Alcohol Education Class

Students found responsible for violating the Calvary University Alcohol Policy may be required to attend alcohol education classes or complete an online alcohol education module. Students found responsible for subsequent alcohol violations may be required to complete a professional assessment (at their own cost), follow recommendations of a local substance abuse specialist, and release information to the University.

7. Referral for Counseling

If, in the opinion of the Student Affairs Office, a student involved in a disciplinary situation will best be served by counseling, the student may be required to attend counseling sessions with a counseling professional. The student will be responsible for all fees incurred by contracting the services of an independent professional.

8. Residence Hall Relocation

Relocation is a recommendation to/by Student Affairs that the student be required to move to another room because of their lack of willingness to live within the rules of their present residence hall.

community. This disciplinary action will be recommended in situations where Student Affairs believes the individual would benefit from a change of environment in order to conform to acceptable group-living standards. This may include assignment to a private room, on a space-available basis, with the student paying the additional charge for the private room.

9. Loss of Housing Privileges

A recommendation to the Dean of Students that a student lose their privilege of residing in University-owned housing may be part of an imposed disciplinary action. If a student loses University housing privileges, a letter will be sent to their parents (if financially responsible) notifying them of their housing status. Students removed from housing will not receive a prorated return based upon date of removal.

10. Verbal Warning

The Verbal Warning is a written notification to a student indicating that they have been found responsible for violating a policy, that the behavior was inappropriate, and that any other violations of University regulations for which the student is found responsible will result in a more severe disciplinary action. In addition, if the student does not meet any special stipulations associated with the disciplinary action, further action will be taken, which may include suspension. The Verbal Warning normally remains in effect for one full calendar year. If there are no additional violations during that year, the Verbal Warning will expire. (Although the terminology “Verbal Warning,” is used, all warnings are documented in writing.)

11. Written Warning

A Written Warning status is imposed for a specific time period (at least one calendar year) during which a student is expected to show a positive change in behavior. If the student does not meet any stipulation associated with the Warning or if they are found responsible for other or subsequent violations of University policy, regulation or law, they will be automatically placed on Probation and may also face suspension from the University depending on the severity of the violation. A student on Warning is considered to be on marginal conduct standing. The Written Warning is for an additional violation following the Verbal Warning, OR in an instance when the severity of the infraction merits an immediate Written Warning.

12. Probation

A probationary status imposed for a specific time period during which a student is expected to show a positive change in behavior. Furthermore, if the student does not meet any special stipulation associated with the probationary standing or if they are found responsible for any other rule, regulation, or law, they will be suspended from the University. A student on probation is not considered to be in good conduct standing.

a. Specific Probation: a student placed on specific Probation will be suspended from Calvary University for conviction of a second offense in the violation category during the time of Probation. The suspension may be immediate or deferred at the discretion of the Dean of Students/Student Affairs.

b. General Probation: a student placed on general Probation will be suspended from Calvary University for conviction of any student conduct offense during the time of Probation. The suspension may be immediate or deferred at the discretion of the Dean of Students/Student Affairs.

13. Disciplinary Suspension

Disciplinary Suspension is the removal of a student from the University for a period of time; suspension permits the student to apply for readmission at the end of the disciplinary action imposed. While a student is suspended, they are not to return to the campus, grounds, programs, facilities, and activities of the University without written permission from the Dean of Students. If the student returns

to the campus without written permission during the time period for which they have been suspended, their eligibility to return to Calvary University may be threatened. A student who is suspended is not eligible for any financial refund or credit from the University. Suspended students will receive a WP or WF depending on their level of performance in each class. Note: Students who accrue an inordinate amount of conduct violations while enrolled at the University may also be eligible for suspension.

a. Deferred Suspension: a student may be permitted to complete the current semester and be suspended for the next regular academic term or longer if they fail to meet a specific set of requirements set forth by Student Affairs (for example: community service related to the violation, counseling, educational disciplinary actions).

b. Delayed Suspension: a student may be permitted to complete the current semester and be suspended for the next regular academic term.

c. Immediate Suspension: suspension from the University for the remainder of the semester or longer.

14. Immediate Interim Suspension

In the event a student's actions demonstrate that their continued presence at the University constitutes a danger to property, the student, or to others, the student may be placed on immediate interim suspension, pending a student conduct proceeding, finding, and final disciplinary action.

15. Permanent Separation

Permanent Separation is permanent removal from the University. Conditions related to presence on campus, financial refund, and course withdrawals apply as described under Disciplinary Suspension above.

16. Any other disciplinary action appropriate to the violation

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 students are subject to significant disciplinary action. These notifications will follow FERPA regulations. 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
Verbal Warning	First time minor infractions. Little impact on the institution or community. No threat to an individual or property.	- Dress Code (this includes chapel attire) - Curfew - Room Checks - Music played at a distracting level - Inappropriate language - Character, attitude, or behavior inconsistent with Christlike character.	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.	- Blocking dorm doors with deadbolt - Distracting behaviors - Reckless driving - Violations of entertainment policy - Inappropriate pranks/teasing - Use of tobacco products on campus	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 before the report and has not been recurring.	Consistent actions that are inappropriate under the circumstances
Probation	Repeated minor infractions. Infractions with moderate impact on the institution and community. Actions which threaten safety.	- Accessing floors of the wrong gender - Unauthorized entry - Tampering with AV systems - Hazing - Threatening behavior toward others - Harassment and any form of deliberately disrespecting others - Minor damage to property - Failure to comply - Actions which threaten safety	- Alcohol use/possession on Calvary-owned property - The incident included minors - The incident had a significant impact on campus	First offense of illicit or illegal drug use.	Any manner of sexual consensual contact outside of heterosexual marriage
Dismissal	Repeated, unrepentant infractions. Infractions with significant impact on campus. Intentionally causing harm to others or property.	- Theft - Vandalism - Destruction of property - Intentionally causing harm to others - Assault - Creating a hostile environment for others to learn and live in	- The individual hosted an event where institutional standards were intentionally violated - The incident had a sweeping negative impact on campus - Providing alcohol to minors	- Repeated drug use - Production, manufacture, or distribution of illicit or illegal drugs - First offense drug use when on campus	- Sexual intercourse outside of heterosexual marriage - Sexual touching without consent

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. *To clarify, while the faculty and staff are able to recommend and/or enforce*

disciplinary measures, decisions rest with the Student Affairs Department and/or the RDDs when specific dorm policies are violated. Academic matters are handled by the Chief Academic Officer and may be separate from actions taken by the Student Affairs Department. Again, our goal is restoration, within the context of discipleship. Questions about specifics may be addressed by the Student Affairs Department. In all instances, FERPA will be followed.

Disciplinary Procedures

When alleged violations occur that would merit Disciplinary Probation, Suspension, or Dismissal (there are circumstances in which escalation in the process may occur due to safety considerations and/or the seriousness of the behavior). Calvary uses the following procedure

Notice	Student Affairs receives notification of an alleged violation.
Initial Remedial Actions	If necessary, actions are taken to protect individuals or to prevent recurrence of violations.
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 Affairs investigates 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 Vice President of Student Affairs or a designee of the President. (See Appeal Procedures, p. 78). If the Dean of Students was directly involved in the investigation, appeals may be made to the Cabinet.

During an investigation:

- If the alleged violations are against the Title IX policy, the Title IX coordinator will be notified and will coordinate the investigation. Investigations of Title IX are handled by In His Name, LLC. In His Name, LLC is the outside investigation agency retained by Calvary University.

- 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 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 University will work to maintain a fair and impartial process.
- Students needing disability-related accommodation during the process, should contact Calvary University's Accommodations Support Office.
- At meetings and interviews, students may bring one individual for support. A FERPA release must be signed for a witness to be present. The Student Deans must be informed of the individual's identity 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 participate in the investigation in any way, except to support their advisee.
- During a disciplinary interview, students should plan to bring all evidence, documents, or items they 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." Words must be defined at some point for the sake of clarity.

Appeal of Disciplinary Action

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

CAMPUS POLICIES

Events on Campus

Recruiting Groups

Outside groups that are unaffiliated with a specific department on campus must obtain permission to be on campus from the Student Affairs Department. Other departments within Calvary University may be involved in the decision-making process.

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 digital copy/video of their music, along with lyrics.
- Each member of the group must provide a brief salvation testimony.

- The group's website (if available) will be reviewed.
- The group must provide references from previous performances concerning lifestyle issues, conduct, character, drugs, alcohol, tobacco, etc.
- All the information provided will be reviewed by Student Affairs, the Music Department, the Academic Office, and the President's Office.

before permission can be granted.

Scheduling Events

Campus Calendar

When planning an all-campus event, it is important to have the dates approved by the Calendar Committee to ensure that there are no conflicts. For more information contact Gary Rogers or Aaron Heath in the Registrar's office (816) 425-6166 or gary.rogers@calvary.edu.

Facilities

To enhance the atmosphere and general efficiency of Calvary University, students are encouraged to take part in keeping the campus neat and orderly. Calvary University desires 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 RDD.
- If you damage or break something, act maturely by reporting it to the proper person.

Maintenance request forms are available at www.calvary.edu

The Hilda Kroeker Library

Hours

For information regarding library hours, visit 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 IT 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 weekly newsletter 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.

The Athletic Center

Building Hours

The 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 illuminated, the gym is closed, and the cards cannot be used.

Athletic Center Rules and Regulations

Please note that the use of the Athletic Center'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 Athletic Center will need to clean up after themselves. The Athletic Department encourages students to use its facilities, but the Department understands 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 Affairs 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 7AM - 11PM. 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 remains open.

The Student Life Center

Dining Hours

	Breakfast	Lunch	Supper
Monday-Friday	7:30AM-8:30AM	12PM - 12:45PM	5:30PM - 6:15PM *Wednesday supper served from 5PM-5:45PM
Saturday		12PM -12:45PM	5PM - 5:45PM
Sunday		12:30PM - 1:15PM	

Meal Plans

Sophomores, juniors, and seniors (see academic classification) are given meal plan options. Note that all freshmen (by Registrar standards) living in the dormitory must be on the full meal plan.

Total meals (for 2 sessions)	Est. meals per week	Student Cost for 2 Sessions
288	20	\$ 1,751.00
224	14	\$ 1,578.00

112	7	\$ 1139.00
-----	---	------------

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.

During holidays and campus breaks, meals and mealtimes may be adjusted. Changes will be communicated through the Student Affairs Department and the Weekly Newsletter.

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, 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: 7:30AM -7:00PM

Wednesday, Friday: 9:00AM - 5:00PM

Thursday: 7:30AM – 10:00PM

Saturday, Sunday: Closed

Specific weekly hours can be found in the Calvary Newsletter.

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 may also reserve The Warrior Cafe to watch a movie or host a party outside of regular hours. Requests are to be submitted via email to warriorcafe@calvary.edu.

Student Lounge

Hours

The Student Lounge opens at 7AM and closes 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 meet with friends or do homework. There are pool, ping-pong, and foosball tables to be used, 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 University requires that on campus students have their health information on file with the Student Affairs Department.

On campus students must have the following on file:

- Proof of health Insurance
- Copy of insurance card
- Health history, TB history, and medication history
- Mental Health History – this is becoming important

Immunizations

Immunizations required for all students living on campus are detailed below.

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 and does not 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 Hall and are responsible for their possessions. It is highly recommended that doors be kept locked at all times whether residents are in their rooms or not. 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

Theft, vandalizing, or defacing 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 in 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. Security will review footage and communicate with the offender to the Student Affairs Department.

Inspection of Property

Officials of Calvary University 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)

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 will be present during the search.

Lost & Found

Items that have been lost will be taken to the Student Affairs Department. If you have any questions, contact them at (816) 322-0110 ext. 1327, or (816) 425-6162..

Public Safety

It is Calvary University's desire to provide a safe place to learn, live, work, and grow. The stated purpose of Calvary Security 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 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 816.322.0110, extension 4444 or (816) 768-6964.

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.

Maintenance Emergencies Phone: (816) 322-0110 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 announcing drills, the 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 is sounding for the drill. Failure to do so will result in disciplinary action.

Individuals discovering a fire at a Calvary University building 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 the 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 Affairs Department. 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 University 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 express permission), which functionally limits a dorm student's ability to carry concealed.

If the Cabinet approves a student's 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 Affairs 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. Unregistered vehicles 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. Students may go to the Security office to register vehicles during normal office hours.

Please be aware that parking on Calvary University’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. Arrangements must be made with the Maintenance Shop in advance. 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 always carried 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 dorm at curfew without a known reason. All reports of missing students are to be reported immediately to CSD, the Student Affairs 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

The Campus Security Department and/or the Student Affairs 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 about 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 the Campus Security Department and/or the Student Affairs 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 Affairs 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, the Campus Security Department and/or Student Affairs 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 investigation to resolve a report of a missing student.

Methods of Contacting a Reported Missing Student

The Campus Security Department 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 the Campus Security Department, the Student Affairs Department, or other Campus Security Authority.

Video and Audio Surveillance

Surveillance cameras have come into increasing use on university campuses principally as part of crime prevention strategy to aid protection of public safety and personal property. Regarding investigative procedures, the University may use video and audio 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, the Calvary Security Department at (816) 331-8700, 911, or another appropriate off-campus law enforcement agency.

Reports may also be made to an identified Campus Security Authority (CSA): *

- Director of Security 816.331.8700; 816.425.6164
- Dean of Students 816.425.6172
- Dean of Men 816.425.6157
- Housing personnel – Resident Discipleship Directors (RDDs) and Resident Discipleship Leaders (RDLs) (816) 322-0110 ext. 1327
- Title IX Coordinator (816) 425-6148
- Athletic Director (816) 425-6156
- All Head Coaches (816) 322-0110 ext. 1210

Breaking the Law

All students are expected to abide by local, state, and national laws, 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 because 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 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 based on 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 by 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 several 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. The Annual Security and Fire Safety Report is emailed 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 describing 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 . 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 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. The Residence Hall is open to students in need of housing over breaks as approved by Student Affairs. The request must be made in advance.

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) 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 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 session for returning students)
- There are no unpaid balances owed to CU
- All fines have been paid

Emotional Support Service Animal Policy

Introduction:

Calvary University is committed to the support of students with disabilities, including housing accommodations upon request. Calvary University provides on-campus housing, and the residential experience is understood to be an integral part of a Calvary University education. We are committed to the full participation of students with disabilities in all aspects of college life, including residential life.

The university generally prohibits animals from living in campus housing other than those defined by the Student Handbook. However, in accordance with Federal law (Fair Housing Amendments Act), the university will consider requests for accommodations to the housing policy to allow students with a disability, including but not limited to mental health issues, to keep an Emotional Support Animal (ESA) with them in-residence. An Emotional Support Animal is an animal that is deemed necessary by a medical provider to an individual with a disability as part of the individual's treatment plan. An ESA differs from a service animal in that the animal does not assist the person with activities of daily living, nor does it accompany the individual at all times.

No Service Animal or Emotional Support Animal may be kept in university housing at any time prior to the individual receiving approval as reasonable accommodation pursuant to this policy.

No pets (Emotional support animals and service animals are not considered pets) are allowed in campus buildings. The following animals are permitted under the conditions specified:

1. On-duty police/fire dogs.
2. A service animal assisting an individual with a disability

For purposes of this policy, a service animal is defined as a dog, or other animal, that is individually trained to do work or perform tasks for the benefit of an individual with a disability,

including a physical, sensory, psychiatric, intellectual or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals.

The service animal must be under the control of its handler. Where it is not readily apparent that an animal is a service animal as defined by the ADA, the University may ask if the animal is required because of a disability and what work or task the animal has been trained to perform.

Requests for modification or exception under this policy are determined by the Accommodations Support Coordinator.

3. Emotional Assistance Animals in Student Housing

For purposes of this policy, an “emotional assistance animal” includes any service animal as defined above as well as an animal needed for emotional support. An individual may keep an assistance animal as an accommodation in Student Housing if: a) the individual has a documented disability; b) the animal is necessary to afford the individual an equal opportunity to use and enjoy Student Housing; and c) there is an identifiable relationship between the disability and the assistance the animal provides. Other than service animals, assistance animals are not allowed in other campus buildings except as set forth above.

Limitations

The University may exclude a service or assistance animal if the animal is not housebroken; would pose a direct threat to the health, safety, or property of others that cannot be reduced or eliminated by a reasonable accommodation; is out of control and the individual does not take effective action to control it; would fundamentally alter the nature of a program or activity; or is not being cared for the by the individual.

Responsibilities of Individuals with Service and Assistance Animals

The University is not responsible for the care or supervision of service or assistance animals. Individuals with disabilities are responsible for the control of their animals at all times and for ensuring the immediate clean-up and proper disposal of all animal waste. Individuals must comply with all applicable laws and regulations, including vaccination, licensure, animal health and leash laws, as well as, if applicable, Student Housing rules and contract provisions that are consistent with this policy.

Costs

Although the University will not charge an individual with a disability a service animal surcharge, it may impose charges for damages caused by a service or assistance animal in the same manner the University imposes charges for damages to property.

Required Documents for ESA Accommodation Requests

To request ESA accommodation, a student must submit the following items. Requests for an ESA must include all requirements to be considered. These documents can be submitted by email, fax, in-person drop-off, or by snail mail.

- Photo of animal
- Updated Vaccination Records
- ESA request form
- ESA letter from a qualified third-party mental health provider (see below for specific requirements for this letter)
- ESA Forms for University Housing-This will need to be signed by the student, Accommodations Support Office staff and the roommate (if applicable). Once the housing forms are completed, approval/denial will occur by email.

An ESA letter should include:

- Professional letterhead of the qualified third-party mental health provider

- Date of issue (letters are valid for 1 year from the date they are issued)
- Name of the patient to whom the letter concerns
- Doctor's confirmation that the patient is under their care for a specific mental or emotional disability
- Role of the Emotional Support Animal in the patient's treatment-what symptoms will be reduced by having an ESA
- The significance or consequences in the opinion of the provider, if the accommodation is not approved
- Brief details of pet, name, breed, etc.
- That they would recommend the patient have an ESA on campus and that it would be beneficial for their disability
- The name and signature of the licensed professional
- The name of the practice/clinic
- Phone number of the practice/clinic
- The type of medical license
- Any other supporting detail

ESA Letters should not be:

- A note from a physician on a legal pad
 - From an unauthorized website/provider
 - Only a one sentence letter
 - From a provider who is unqualified to speak to the student's condition
- Pursuant to University policy and to avoid conflicts of interest, healthcare professionals employed by the University are not permitted to provide supporting documentation for ESA requests.

Timeline for ESA Accommodation Requests

To better serve you, the accommodation request and required documentation needs to be submitted prior to the first day of the Fall/Spring Semester as noted below. For the 2025-26 academic year, the deadlines for priority registration are:

- Fall 2025– July 11, 2025 (or earlier)
- Spring 2026 – November 14, 2025 (or earlier)

These deadlines were established to provide the University with sufficient time to review requests, communicate with care providers, and consideration to be given to all students who may be impacted by the animal in housing. For this reason, it is critical that requests and all supporting documentation are received by the posted submission deadlines.

While applications submitted after these dates will be accepted and considered, we cannot guarantee that Calvary University will be able to meet late applicants' accommodation needs. If you have a need for an Emotional Support Animal/Service Animal which arises for the first time after a deadline, email jamie.franz@calvary.edu to make it known that you will be submitting a post-deadline request. The Accommodations Support Coordinator will strive to determine and, for those deemed eligible, to consider the request after the deadline.

Please be aware, accommodation will not be automatically granted from one academic year to the next. Students may need to supply ongoing supporting documentation stating the student's progress, ongoing diagnosis, and documenting the continued need for an Emotional Support Animal/Service Animal. A recommendation from the Accommodations Support Office for the accommodation of an Emotional Support Animal/Service Animal is subject to renewal each academic year as needed. Renewal meetings will occur in late Summer before each academic year.

Criteria for Determining Reasonability of Emotional Support Animal

Campus housing is unique in several aspects including the mandatory assignment of roommates for many individuals and the mandate that individuals must share a room in the Residence Hall. The Accommodations Support Office will consult with Residential Life in deciding on a case-by-case basis whether the presence of an Emotional Support Animal is reasonable.

A request for an Emotional Support Animal is unreasonable if the presence of the animal:

1. imposes an undue financial and/or administrative burden;
2. fundamentally alters Calvary University housing policies; and/or
3. is a direct threat to the health and safety of others or would cause substantial property damage to the property of others, including Calvary University property.

Student Affairs may consider the following factors, among other factors, as evidence in determining whether the presence of the animal is unreasonable during housing assignments for students with Emotional Support Animals:

- **Damage.** The animal causes or has caused excessive damage to housing beyond reasonable wear and tear.
- **Danger.** The animal has been defined as a dangerous wild animal according to the Revised Statutes of Missouri.
- **Age.** An Emotional Support Animal must meet specific age requirements before they can be approved on campus. Animals that are too young to obtain rabies vaccinations are not allowed in the living environment on campus. The animal must be old enough to receive a rabies vaccination and recover from the vaccination before it may be allowed in the living environment on campus. A Dog must be 10 months of age or older before it will be approved for the living environment on campus.
- **Disease.** The animal can potentially transmit zoonotic diseases.
- **Health.** The animal's presence would force another individual from individual housing (e.g. serious allergies).
- **History.** The animal has an unknown health history.
- **Housebroken.** The animal is not housebroken or unable to live with others in a reasonable manner.
- **Noise.** The animal's presence otherwise violates individuals' right to peace and quiet enjoyment.
- **Rabies.** The animal is considered a high rabies-risk animal as defined by the Missouri Department of Health and Social Services.
- **Safety.** The animal poses or has posed in the past a direct threat to the safety or health of the individual or others such as aggressive behavior towards or injuring the individual or others.
- **Size.** The size of the animal is too large for available assigned housing space.
- **Vaccinations.** The animal's vaccinations are not up to date.

University Removal of an Emotional Support Animal

In the event the University must remove an Emotional Support Animal, the Student/Owner may still be required to fulfill the individual's housing agreement.

An Emotional Support Animal can be asked to leave or not allowed participation on campus if:

- **Housebroken.** The Emotional Support Animal is not housebroken or kept in a cage where waste cannot be managed effectively.
- **Mistreatment or Neglect.** The Emotional Support Animal is found to be neglected or mistreated, and prompt corrective action is not taken. The Emotional Support Animal is physically ill or unreasonably dirty. The Emotional Support Animal or its presence creates an unmanageable disturbance or interference with the University community. Any Emotional Support Animals who misbehave or any owners (or others) who mistreat Emotional Support Animals should be reported to Student Affairs.
- **Noncompliance.** Emotional Support Animals are not allowed anywhere on campus except in the Student/Owner's Residence Hall. An Emotional Support Animal may be removed from campus if it is

found in any other building on campus or on restricted campus grounds, other than the Student/Owner's Residence Hall and the surrounding grounds. The Student/Owner does not comply with the Responsibilities set forth above.

- University Program Alteration. The Emotional Support Animal's presence results in a fundamental alteration of a university program.

Please contact aso@calvary.edu for more information regarding this policy.

RESIDENCE LIFE

Residence Hall Policies

Living in the Calvary University Residence Hall is 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) and Resident Discipleship Leader (RDL)- functions with the authority of the Student Affairs 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 they are living locally with parents or grandparents. Calvary University does not offer housing for married couples.

Students must be enrolled in a class taking place during the session(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 Affairs Office two weeks before the beginning of the session. The Student Affairs Department will respond in writing to the student's exemption request.

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 Affairs Department.

Any student who moves out of the Residence Hall mid-session for any reason other than Administrative Action (note that Administrative Action is not the same as dismissal or dismissal) is still responsible for the full session's room and board charge.

Requesting to Live off Campus

Students who are 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 Affairs 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 that 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 www.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 session with the Residence Life Coordinator before or during the first week of that session, unless an appeal is made to the Student Affairs Office. The only allowable change during the school year is moving between double and single rooms. Roommate changes (going from one double room to another) are not allowed once roommate assignments have been issued, unless an appeal is made to the Student Deans and Residence Life Coordinator. **Furniture may not be changed between rooms without prior approval of the Student Affairs office and must be replaced in the original room as part of the check-out process. Students will complete a form noting the furniture moved – from which room and to which room.**

Check In & Check Out Procedures

Moving Into the Residence Hall

New Students

All new students must fill out a dorm application to receive a dorm room assignment from the Residence 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 to receive a dorm room assignment from the Residence Life Coordinator.

Returning students are permitted to move into the dorm on 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. This fee will be added to the student's university account.

Move In Day

New students receive their keys and welcome packets upon arrival at registration day. All other students moving in will receive the key to their rooms at the dorm front desk.

RDLs and RDDs, along with other members of the university community, will be available to assist those moving into the dorms. A few carts are available for those moving in who need extra assistance transporting their items. People 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 session for the semester ends. Exceptions may be made to this date if the Sunday is a holiday (example, Mother's Day in May).

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

Like 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 class registration for all on-campus housing. This deposit becomes non-refundable after July 20 for the Fall semester, and December 20 for the Spring Semester. The deposit for residential students, 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 session, the refund will be transferred to the following session 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 session. Students will receive their refund if the following conditions are met:

- There is no damage to the room
- Room is clean
- Proper checkout procedure is followed with RDD and RDL signing off on the 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 session 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, microwaves (small), 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. If there are any questions on a particular item, please contact Student Affairs. Waste food and empty food containers should be securely wrapped before depositing in waste receptacles.

Stereo equipment and televisions are permissible if 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 room. **No furnishings are to be moved from the rooms without prior permission, and all furniture must be moved back to its original location prior to checkout.**

Maintenance & Housekeeping

When something in the residents' rooms or the Residence Hall needs repair, students should contact an RDL or RDD immediately. The student will submit a work request via the online form. All requests are placed in order of importance. Maintenance visits the Residence Hall regularly 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 816.322.0110 extension 4444 or (816) 260.8725.

Residence Hall Curfew

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 number 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 Affairs Department). There will be no meals provided during Fall, Thanksgiving, and Spring breaks. Specific information will be communicated in the weekly newsletter and in an email from the Student Affairs Office.

Fall Break: October 12-16, 2026

Thanksgiving Break: November 25-25, 2026

Christmas Break: December 14, 2026– January 8, 2027

Spring Break: March 8-12, 2027

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

- 1st, 2nd and 3rd floor are men’s halls. Women are not to be on these halls.
- 4th floor is the women’s hall. Men are not to be on this hall.

Disciplinary action will be enforced on any students found in the halls of the opposite gender without express permission of a proper authority. Disciplinary action may include, but is not limited to,

disciplinary probation or disciplinary dismissal. 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 3rd floor landing; women are not to loiter on the 1st, 2nd and 3rd 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 Affairs 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). The legitimacy of the student's access will be determined by their respective RDD/RDL and Student Affairs.

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. All lights and appliances should be turned off when they are not in use. Any belongings left by individuals on campus past the closing session 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, 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 the lounges presentable and in being considerate to guests or fellow students. On Saturday and 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 always the possibility of women being present.

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 for providing 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 removed and either discarded or donated.

Room Decorations

To best preserve the Residence Hall, we ask that the following rules be used as guidelines when decorating rooms.

No permanent forms of decorating are permitted in the Residence Hall without permission of Student Affairs. 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 Calvary 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 residents' 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 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 that 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 required to attend their weekly Residence Hall devotional meetings. Any exceptions must be submitted to the student's respective RDL at least three (3) days prior to the absence (Friday). Absences without notice may result in the student meeting with the RDL, RDD, and/or representative from Student Affairs. The RDL may provide alternatives for the student to cover the content presented in devos, so they are still aware of what is being presented in devos and small groups. 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. Permission must be received in advance. Students missing devos due to other CU events must still inform their RDL. Any absences due to a CU event (on or off campus) that the student did not communicate about may still result in disciplinary action.

Periodically, there will be devotional meetings in the Langmade Room or another on-campus location for everyone in the Residence Hall and any other off-campus student(s) that would like to attend. There may also be some meetings held off-campus (usually at a 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 based on medical need. 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. Anyone who props the door open will be subject to a minimum fine of \$25 per occurrence.

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. To host a guest, the student-host must request to host a guest in the Residence Hall at least one week prior to 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 in 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.

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 for ensuring their compliance with the rules found in this handbook. If a student is aware of an infraction, it must be reported to the Student Affairs 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 being 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 Residence 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, so familiarize yourself with those.

Calvary University is comprised of three divisions: the College, the Graduate School, and the Seminary. The College offers undergraduate education including certificates, Associate's Degrees, and Bachelor's Degrees. The Graduate School and Seminary offer post-graduate education in liberal arts or Bible and 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/university, 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 a 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 front 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. They should remain put away throughout chapel in honor to God, and as a show of respect to those leading chapel.
- 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.
- Attire for chapel – Clothing should be worn that is reflective of worship and the God whom we are worshipping. To that end, no shorts, caps, athletic wear, or loungewear are allowed to be worn for any chapel gathering.

Academic Honesty/Cheating

It is assumed that all students enrolled at Calvary have done so for the primary purpose of learning. As such, students are expected to refrain from those actions that contradict this purpose, and which would jeopardize their Christian character and testimony. Plagiarism is strictly prohibited, and academic cheating of any type will result in disciplinary action and may include dismissal.

Cheating includes, but is not limited to:

- Copying from another person's test paper
- Using concealed information during examinations
- Falsifying assignments
- Giving assignments to other students for the purpose of representing substantial portions as their own work
- Receiving an assignment from another person and representing substantial portions as their own work
- Giving information to another person during examinations
- Obtaining information from a student who has already taken the examination
- Submitting the same paper in more than one course

Cheating also includes plagiarism, which is defined as copying any part of a book or paper or content produced by artificial intelligence without identifying the source. This also includes taking another person's or entity's ideas or constructs and presenting them as your own.

Required class research papers must be original and not used for credit for any other class, (high school, college, or graduate/seminary), or resubmitted when retaking a course, without the professor's permission.

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 disciplinary action by the Academic/Curriculum Committee and/or the Student Affairs Office.

In each case of academic dishonesty, the faculty member is responsible to inform the Chief Academic Officer and the Dean of Students. The Dean of Students will counsel the student.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney’s fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

The use of, and overreliance on, artificial intelligence is also included in the above prohibitions.

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

Classroom Content

In many of the disciplines studied at Calvary, students may encounter 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 regarding 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), 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 session 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 session). 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 arrange 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 to the Calvary official responsible for the records, 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.

- Student's Name
- Dates of attendance, degrees, and awards
- Field of study (major)
- Participation in officially recognized activities and sports
- Weight and height of athletes
- Photographs
- Full- or part-time status
- Grade level

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.

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.

Madison Hall

Building hours for 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 Affairs, and other staff and faculty offices are found in Madison Hall.

Cashier/Financial Aid

Students may arrange to pay for their account 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, veteran's benefits, scholarships, etc.

Cashier's Office (816) 322-0110 ext. 1384 (816) 768-6975 cashier@calvary.edu	Financial Aid Support (Basic information & scholarship information) (816) 768-6975 finaid@calvary.edu	Financial Aid Office (Federal student aid specifics) (816) 4768-6975 finaid@calvary.edu
--	--	--

Please note that the financial arrangements need to be in place at least two weeks before the first class starts.

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 (IT)

Wireless internet access is available for wireless devices. In addition, there are network 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 Student Affairs. Other types of sites are blocked but will not necessarily result in a report. Attempting to circumvent Calvary's filter may result in loss of Internet privileges. Those violating Internet usage policy will be subject to what is deemed an appropriate response. If you find yourself blocked from a site which you legitimately need for education purposes, please send an email to the Information Technology Department at aaron.heath@calvary.edu with the site address and the reason you need access. Once 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 Affairs

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 Affairs includes the Accommodations Support Office, Student Deans, Residence Life, Title IX, and International Student Services.

Counseling Services

All counseling from Student Affairs will be biblical with the goal of the individual being conformed more into the image of Christ.

Student care is a top priority for the Student Affairs 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. Confidentiality is very important to us, but **please be advised** the Student Affairs 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 Sexual Harassment and Sexual Violence 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 Sexual Harassment and Sexual Violence policy, and the Title IX Policy.

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 be activated 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 always have an updated address on your I-20.
2. **Minimum Class Load:**
 - a. If you are studying for 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 sessions: 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 sessions 2 and 3 in the fall, and sessions 4 and 5 in the spring.
 - d. All 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 **CPT** 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 always have your passport and I94 with you. 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.

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 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 of any disabling condition that may require accommodation. 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 accommodation 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 accommodation will be arranged for each session.

Voter Registration

At the beginning of every semester, notifications may be sent to the students of their voting options. These notifications will be sent in The Calvary Newsletter (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 Affairs 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 Affairs Office, and Campus Security. All medication must be in its original packaging. For additional services, a list of physicians, dentists, optometrists, clinics, and hospitals may be obtained from the Student Affairs 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 Kansas City area. Many insurance plans do not provide coverage outside the home area, so it is important that you contact your insurance company to find out whether you will be covered in 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 Affairs 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.

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 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.

Type of Grievance	Contact	Grievance Procedure
Academic	Executive Assistant to the CAO academics@calvary.edu 816-425-6165	Submit appropriate grievance information (per the procedure below) to the Academic Office.
Student Life	Student Affairs Department student.deans@calvary.edu 816-425-6162	Submit appropriate grievance information (per the procedure below) to Student Affairs Department.
Appeal of Disciplinary Action	President Bitner or his designee	Submit appropriate appeal information (listed below). If the Vice-President of Student Affairs was involved in the disciplinary investigation, appeals should be made to the President's Cabinet
FERPA Violation	Family Policy Compliance Office U.S. Department of Education 600 Independence Avenue, SW Washington, DC 20202-4605	See "Family Education Rights and Privacy Act (FERPA)" under <u>Campus Services of Calvary</u>

		<i>University Student Handbook.</i>
Sexual Harassment or Sexual Misconduct (Title IX)	Jolayne Rogers Title IX Coordinator humanres@calvary.edu 816-425-6148	See “Procedures for Formal Complaints” under <u>Sexual Harassment and Sexual Misconduct and Title IX Policy</u> in Appendices of <i>Calvary University Student Handbook</i> .
Grievances against a VP	President’s Office president@calvary.edu 816-425-6149	Submit appropriate grievance information to the President’s Office.

If the student is unsure how to proceed, they are 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. If the grievance is with the President, it should be submitted to the Chief Operations Officer. In this situation, the Chief Operations Officer will conduct a thorough investigation, which will then be presented to and reviewed by the Chief Financial Officer, the Chief Development Officer, and the Chief Academic Officer.

For FERPA, Sexual Harassment or Sexual Violence, 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 incident's occurrence, 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 Sexual Harassment or Sexual Violence), 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 dismissal. 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 and decisions about their grievance. Appeals must be made within five (5) academic days after verbal or written notification of the sanction and/or decision.

Should anyone be dissatisfied with an action taken because of the investigation of a grievance or the disciplinary procedures, an appeal may be made to the appropriate Vice President (VP). The VP will then submit the appeal to the appropriate committee for evaluation (see chart below). If the corresponding VP was involved in the grievance or disciplinary investigation, the appeal will be submitted to the President's Cabinet.

Type of Appeal	Vice President/Cabinet Member	Evaluating Committee
Appeal of Disciplinary Action Student Life Grievance Appeal	Dean of Students	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.

The written appeal must include the reason for the request. A student may appeal for three reasons which include:

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

To initiate 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 specified matters.

The VP will take the appeal to the appropriate committee. The Committee will, within ten working days of receiving the appeal request, review and evaluate the information the Appellant presented. Based on the appeal, the Committee can 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 model of procedural process is required; however, the Committee will try to structure the procedure to facilitate a reliable determination of the truth and be fair. 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 and on-campus courses should try 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 (SARA) Grievance Procedures

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

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 and 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/>

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 put, the MDHE expects you to have followed Calvary’s procedures, prior to contacting them.

If, “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 at 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.

APPENDICES

Alcohol and Other Drugs (Part 86) - Zero-Tolerance Policy

Alcohol Policy

Calvary University (the “University”), 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 public possession or use of alcohol.

Anyone violating this policy will be subject to disciplinary sanctions including warnings, probation, dismissal, 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, dismissal. Any student over the age for legal alcohol consumption 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 university property or at any university 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 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, 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, 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 dismissal. 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 dismissal 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	Alabama Statues, Title 28	Alabama Statues, Title 13a, Chapter 12, Article 5
Alaska	Alaska Statues Title 4	Alaska Statues Title 17
Arizona	Arizona Liquor Law, Title 4	Arizona State Legislature , Title 13, Chapter 34
Arkansas	Arkansas Statues, Title 3, Chapter 4	Arkansas Code, Title 5
California	California Health and Safety Code, Division 10.7	California Health and Safety Code, Division 10.7
Colorado	Colorado Liquor Rules	Colorado Revised Statutes, Chapter 18
Connecticut	Connecticut Statues Chapter 545	Connecticut Criminal Code
Delaware	Delaware Code, Title 4	Delaware Code, Title 16
Florida	Florida Statutes Title XXXIV	Florida Statutes, Title XLVI, Chapter 893
Georgia	Georgia Code, Title 3	Georgia Code, Title 16, Chapter 13
Hawaii	Hawaii Code Chapter 281	Hawaii Code Chapter 329
Idaho	Idaho Statutes, Title 23	Idaho Statutes , Title 37, Chapter 27
Illinois	Illinois Liquor Control Act	Illinois statutes, Chapter 570
Indiana	Indiana Code, Title 7	Indiana Code, Title 35
Iowa	Iowa Statutes, Chapter 123	Iowa Statutes, Chapter 124
Kansas	Kansas Statute, Article 41	Kansas Statutes, Article 57
Kentucky	Kentucky Statutes, Chapter 244	Kentucky Statutes, Chapter 218A
Louisiana	Louisiana Alcohol and Tobacco Control Law	Louisiana Statutes, Title 40
Maine	Main Statutes, Title 28	Maine Statutes, Title 17, Chapter 45
Maryland	Maryland Statutes, Chapter 5	Maryland Criminal Law, Title 5
Massachusetts	Massachusetts Statutes, Chapter 138	Massachusetts Statutes, Chapter 94C
Michigan	Michigan Statutes, Chapter 436	Michigan Statutes, Chapter 333
Minnesota	Minnesota Statutes, Chapter 340A	Minnesota Statutes, Chapter 152
Mississippi	Mississippi Statutes, Title 67	Mississippi Code, Title 41, Chapter 29
Montana	Montana Code, Title 16	Montana Code, Title 45 Chapter 9
Nebraska	Nebraska Code, Chapter 53	Nebraska Code, Chapter 28
Nevada	Nevada Statutes, Chapter 369	Nevada Statutes, Chapter 453
New Hampshire	New Hampshire Statues, Title XIII	New Hampshire Statutes, Chapter 318
New Jersey	New Jersey Statutes, Title 33	New Jersey Statutes, Title 24:21
New Mexico	New Mexico Statutes, Title 15 Chapter 10	New Mexico Statutes, Section 30-31-23
New York	New York Alcoholic Beverage Control	New York Consolidated Laws, Article 33
North Carolina	North Carolina Statutes, Chapter 18B	North Carolina Statutes, Chapter 90
North Dakota	North Dakota Statutes, Title 5 Chapter 5	North Dakota Statutes, Title 19
Ohio	Ohio Code, Title 43 Chapter 4301	Ohio Code, Title 29, Chapter 2925
Oklahoma	Oklahoma Statutes, Title 37	Oklahoma Statutes, Title 63
Oregon	Oregon Statues, Title 37, Chapter 471	Oregon Statutes, Title 37, Chapter 475, 475B
Pennsylvania	Pennsylvania Statutes, Title 47	Pennsylvania statutes, Title 35

Rhode Island	Rhode Island Statutes, Title 3	Rhode Island Statutes, Title 21
South Carolina	South Carolina Code, Title 61	South Carolina Code, Title 44 Chapter 53
South Dakota	South Dakota Statutes, Title 35	South Dakota Statutes, Title 22
Tennessee	Tennessee Code, Title 39 Chapter 17 Part 7	Tennessee Code, Title 39 Chapter 17 Part 4
Texas	Texas Alcoholic Beverage Code	Texas Health and Safety Code, Title 6
Utah	Utah Code, Title 32B	Utah Code, Title 58 chapter 37
Vermont	Vermont Statutes, Title 7	Vermont Statutes, Title 18 Chapter 84
Virginia	Virginia Statutes, Title 4.1	Virginia Statutes, Title 18.2 Chapter 7
Washington	Washington Code	Washington Code
West Virginia	West Virginia Code, Chapter 60	West Virginia Code, Chapter 60A
Wisconsin	Wisconsin Statutes, Chapter 125	Wisconsin Statutes, Chapter 961
Wyoming	Wyoming Statutes, Title 12	Wyoming Statutes, Title 35 Chapter 7

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	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kilograms or more mixture	First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
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	2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.

Substance/Quantity	Penalty
Any Amount Of Other Schedule I & II Substances	First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.
Any Drug Product Containing Gamma Hydroxybutyric Acid	
Flunitrazepam (Schedule IV) 1 Gram	
Any Amount Of Other Schedule III Drugs	First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)	
Any Amount Of All Schedule V Drugs	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: 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	First Offense: 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. Second Offense: 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.
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	First Offense: 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. Second Offense: 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.
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual. Second Offense: 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.
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	First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual. Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
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 dismissal. If illegal activity was involved, Law Enforcement will also be informed of the incident.

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 Student Affairs.

Drug and Alcohol Programs (Part 86)

All individuals are informed of Calvary's Zero-Tolerance Policy through 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.

Title IX: Sexual Misconduct Policies and Procedures

I. POLICY STATEMENT

As established in Calvary University's Statement of Faith and Positions all members of the Calvary University community, faculty, trustees, students, and employees commit themselves to the inerrancy of the Bible and as such affirm two options for sexual expression: monogamous marital relations between one man and one woman or sexual celibacy. Within these two Biblical designs, there can be found sexual fulfillment, whereas outside of these two designs sexual expression is improper. The Bible establishes the created order given by God in creating human beings distinctly as male and female and this establishes the connection between biological sex and gender.

The fall of humanity corrupted human sexuality in both spiritual and physical ways and as a community, we are committed to helping one another attain the highest standards of sexual morality, recognize the effects of sexual sin against God, self, and others, and condemn all forms of harassment or abuse.

Consistent with these principles, Calvary University is committed to complying with laws on sexual misconduct, including Title IX, the Jeanne Clery Act (Clery Act), and the Campus Sexual Violence Elimination Act (SaVE Act). The University has adopted policies and procedures to prevent and respond to incidents of sexual misconduct, as well as other forms of harassment and discrimination.

The University will respond promptly and effectively to reports of sexual misconduct, as well as other forms of harassment and discrimination, and will take appropriate action to prevent, correct, and, when appropriate, discipline behavior that violates this policy. The University will also take steps in the event of harassment or discrimination to remedy its discriminatory effects on the victim and others, if appropriate.

This policy does not condone sexual relationships or any behavior that is inconsistent with the University Statement of Faith and Positions, regardless of whether the parties' actions are welcome or consensual as defined in this policy, and violations of the University's Statement of Faith and Positions or any violation of other University policies may result in disciplinary sanctions, up to and including expulsion or termination.

In the event of a conflict between the provisions of this policy and the University's Statement of Faith and Positions, and related policies, the University's Statement of Faith and Positions and related policies will control.

I. SCOPE OF THE POLICY AND JURISDICTIONAL STATEMENT

This Policy applies to all students;^[1] student organizations; Calvary employees and contractors, including staff, faculty, and administrators; and all other persons who participate in Calvary's Education Programs and Activities, including third-party visitors on campus (the "Calvary Community"). This Policy prohibits the conduct set forth in Section VI regardless of the

Complainant and Respondent's relationship status and whether the Complainant and Respondent are members of the same or opposite sex.

Calvary may investigate any alleged violation of this Policy that occurs in the context of Calvary's Education Programs and Activities (including academic, educational, extracurricular, and other Calvary programs), or for which Calvary otherwise has a substantial interest, regardless of whether that conduct occurred on or off campus. Regardless of where the conduct occurred, Calvary will review reports of Policy violations to determine whether the conduct occurred in the context of its Education Programs and Activities or whether Calvary otherwise has a substantial interest in the allegations. A substantial interest includes:

- Any action that constitutes a criminal offense as defined by applicable law (This includes, but is not limited to, single or repeat violations of any local, state, or federal law);
- Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student or other member of the Calvary Community;
- Any situation that significantly impinges upon the rights, property, or achievements of a member of the Calvary Community or significantly breaches the peace or causes social disorder within the Calvary Community;
- Any situation where the alleged misconduct may have continuing effects on campus or in an off-campus Education Program or Activity; or
- Any situation that is detrimental to the educational interests or mission of Calvary.

All actions by a student that involve the use of Calvary's computing and network resources from a remote location, including but not limited to accessing email accounts and participating in online classes, will be deemed to have occurred in the context of Calvary's Education Programs and Activities.

If the Respondent is unknown or is not otherwise subject to sanctions imposed by Calvary, the Title IX Coordinator will offer the Complainant Supportive Measures, remedies, and resources, such as identifying appropriate campus and local resources and support options or, when criminal conduct is alleged, assisting to contact local or campus law enforcement if the individual would like to file a police report. Although Calvary may not, in certain instances, be in a position to conduct an investigation, it may provide appropriate resources or support to impacted individuals and, where appropriate, the broader Calvary Community.

If any terms of this Policy are in conflict with terms of another Calvary policy, the terms of this Policy will control.

II. DEFINITIONS

Advocates: Advocates are Calvary-appointed employees who can connect individuals to professional help (both medical and counseling) and provide guidance on Calvary's Title IX policy. While they are not licensed counselors and do not act in a counseling role, they offer a confidential space for reporting parties to share details of an incident. Advocates maintain confidentiality except in cases of immediate threat, danger, or abuse of a minor. Licensed counselors are available free of charge through the Advocates or the Associate Dean of Students.

Additionally, Advocates are required to submit anonymous statistical information in compliance with the Clery Act. (See Appendix C.)

Confidential Resources: Confidential Resources individuals who are required by law to protect confidentiality when acting in the course of their professional duties. Under most circumstances, Confidential Resources will not share information with other individuals without the express consent of the reporting party. An exception may be made if there is an imminent risk of danger to the reporting party or another individual or if a federal, state, or local law mandates disclosure, such as in the case of child abuse and neglect. (See Appendix

Complainant: When used in this Policy, the Complainant is the person who is alleged to have experienced Prohibited Conduct.

Formal Complaint: A Formal Complaint is a document signed by the Complainant or the Title IX Coordinator alleging a violation of this Policy against a Respondent and requesting that Calvary initiate an Informal or Formal Resolution pursuant to this Policy and its Complaint Resolution Procedures. A Formal Complaint may be filed with the Title IX Coordinator or their Designee in person, by mail, or by electronic mail by using the contact information in Section V of this Policy. For matters involving Title IX Prohibited Conduct, the Complainant must be participating or attempting to participate in Calvary's Education Programs and Activities at the time they file a Formal Complaint.

Designated Reporter: Designated Reporters are required to report allegations regarding conduct prohibited by this Policy to the Title IX Coordinator. All employees of Calvary are Designated Reporters unless they have been designated by Calvary as a Victim Advocate. All Resident Discipleship Directors (RDDs) and Resident Discipleship Leaders (RDLs) are also Designated Reporters for the purpose of this Policy.

Good Faith Report: A report by a person who has reasonable cause to believe the report is true and who is making it without malice or consideration of personal benefit.

Calvary's Education Programs and Activities: A program, location, event, service, or circumstance over which Calvary exercised substantial control over both the Respondent and the context in which the alleged Prohibited Conduct occurred, including any building owned or controlled by a student organization that is officially recognized by Calvary. Calvary's Education Programs and Activities include both admissions and employment. Conduct occurs within the scope of Calvary's Education Programs and Activities when:

- It occurs on any Calvary campus;
- It occurs on a property or in any facility owned and controlled by Calvary;
- It occurs as part of Calvary's operations;
- Calvary exercised substantial control over the Respondent at the time of the incident; or
- It occurs in a building owned or controlled by a student organization that is officially recognized by Calvary.

Party or Parties: Refers to the Complainant and the Respondent, or both collectively.

Preponderance of the Evidence: A type of evidentiary standard used in a burden of proof analysis. Under the preponderance standard as applied in this Policy, the burden of proof is met

when the Decision Maker reviews the relevant evidence and concludes that there is a greater than 50% chance that the claim is true.

Prohibited Conduct: Conduct prohibited by this Policy, as defined in Section VI.

Relevance: Evidence is determined to have relevance if it has any tendency to make any material fact more or less probable.

Report: A report is a notification of an incident of sex discrimination to the Title IX Coordinator or their Designee by any person. A report may be accompanied by a request for supportive measures, no further action, filing a Formal Complaint (by the Complainant or by the Title IX Coordinator, if deemed necessary), or a request to initiate an Informal Resolution process, if available.

A Report is different from a Complaint. Filing a Formal Complaint initiates the University's investigation process.

Respondent: When used in this Policy, the Respondent is the person who is alleged to have engaged in Prohibited Conduct.

III. STATEMENT REGARDING PRIVACY AND CONFIDENTIALITY

Calvary is committed to protecting the privacy of all individuals who are involved in a report of Prohibited Conduct. To the fullest extent practicable, consistent with fair and full investigation procedures, information related to a report of Prohibited Conduct will be shared by Calvary only with those who need to know^[2] (i) to assist in the investigation or resolution of the report, or (ii) to allow Calvary to comply with other requirements under this Policy or federal, state, or local law. Individuals who are involved in the review, investigation, or resolution of reports or Formal Complaints are trained to safeguard private information.

Complainants, Respondents, and any witnesses involved in the Complaint Resolution Procedures under this Policy are strongly encouraged to exercise discretion in sharing information learned in the resolution process in order to protect the privacy of the individuals involved, to safeguard the integrity of the process, and to avoid the appearance of Retaliation. Complainants and Respondents are not restricted from discussing the allegations set forth in a Formal Complaint.

Calvary prohibits Parties from distributing documents obtained in the course of their participation in the Complaint Resolution Procedures, including, but not limited to, the Formal Complaint, interview summaries, and the evidence file and investigative report, other than for the purpose of consulting with an advisor; incidental to seeking support and advice from family, clergy, health professionals, and others playing a similar role; or as part of a civil, criminal, or administrative legal proceeding.

As appropriate, in a given case, a Calvary official such as the Title IX Coordinator, may issue an order restricting the Parties from disclosing specific information. Additionally, sharing information obtained through the Complaint resolution Procedures may constitute Retaliation prohibited under this Policy if other elements of the definition of Retaliation are satisfied. Calvary will provide other participants, such as witnesses and hearing and appeal panel members, with instructions about respecting and safeguarding private information. Such persons are obliged to comply with Calvary's rules regarding privacy.

Calvary will take reasonable measures to protect the privacy of proceedings and records; however, Calvary cannot and does not guarantee that privacy will be maintained. Privacy does not mean that Calvary is constrained from divulging facts of proceedings in appropriate circumstances and where permitted by law.

Students and employees who wish to obtain confidential assistance without making a report to Calvary may do so by contacting the Confidential Resources listed in Appendix C. These resources will not share any personally identifiable information with other Calvary employees without express permission unless doing so is necessary to address a serious and ongoing threat to the Calvary Community or where required by federal, state or local law.

When Calvary receives a report or Formal Complaint of Prohibited Conduct, but the Complainant requests that their identity remain confidential or that Calvary not take action to address the conduct reported, Calvary must balance this request against its responsibility to provide a safe and non-discriminatory environment for all members of the Calvary Community. Calvary will take all reasonable steps to investigate and respond to the report consistent with the Complainant's request, but its ability to do so may be limited. If Calvary determines that it cannot maintain a Complainant's request for confidentiality, Calvary will inform the Complainant as soon as practicable and will take steps to protect and assist the Complainant. The Complainant will not be required to participate in any proceedings initiated by Calvary. However, if the Complainant declines to participate in an investigation or adjudication under this Policy and its Complaint Resolution Procedures, Calvary's ability to meaningfully respond to a report of Prohibited Conduct may be limited.

IV. TITLE IX COORDINATOR

Calvary has designated the Title IX Coordinator, with the assistance of designated staff, to coordinate Calvary's compliance with Title IX and related provisions of the Clery Act^[3] (as amended by the Violence Against Women Act or VAWA^[4]) and Missouri state law. The Title IX Coordinator oversees compliance with all aspects of this Policy, including oversight of Calvary's response to all reports of Prohibited Conduct. When used in this Policy, the term Title IX Coordinator may include an appropriate Designee. If you have any questions about this Policy, you may contact Calvary's Title IX Coordinator. The Title IX Coordinator's contact information is:

Jolayne Rogers

Madison Hall, Room 202

15800 Calvary Rd, Kansas City, MO, 64147

816-425-6148 – TitleIX@calvary.edu

The Title IX Coordinator acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this Policy and related Complaint Resolution Procedures. The Title IX Coordinator may delegate responsibilities under this Policy to designated Calvary staff or external professionals, who will have appropriate training or experience. Individuals tasked with aspects of implementation of this Policy and its

Complaint Resolution Procedures receive appropriate training as required by relevant federal, state, and local laws.

V. PROHIBITED CONDUCT

Prohibited Conduct is set out below. Calvary will respond to all reports of Prohibited Conduct pursuant to this Policy. Conduct that does not meet the definitions below or that is not otherwise prohibited by this Policy may violate other Calvary policies or may be considered inappropriate or unacceptable within the Calvary Community. In appropriate cases, the Title IX Coordinator may refer reports of such conduct elsewhere within Calvary for resolution.

I. Title IX Prohibited Conduct

Title IX Prohibited Conduct is conduct on the basis of sex, occurring within the United States and within Calvary's Education Programs and Activities on or after August 14, 2020^[5], that constitutes one or more of the following:

1. Quid Pro Quo Sexual Harassment

An employee of Calvary conditions the provision of an aid, benefit, or service of Calvary on an individual's participation in unwelcome sexual conduct.

2. Hostile Environment Sexual Harassment

Unwelcome conduct, determined by a reasonable person, to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Calvary's Education Programs and Activities.

1.

a. Sexual Assault/Sexual Violence^[7]

Any one or more of the following sexual acts directed against another individual, without the consent of that individual, including instances in which the individual is incapable of giving consent.

6) Non-Consensual Sexual Penetration (Rape, Sodomy)

Non-Consensual Sexual Penetration includes penetration, no matter how slight, of the vagina or anus of an individual with any body part or object, or oral penetration by a sex organ of another individual, either:

- without the consent of the individual, or
- in instances in which the individual is incapable of giving consent because of age, or because of temporary or permanent mental or physical incapacity.

6) Non-Consensual Sexual Contact (Fondling)

The touching, either directly or through clothing, of the private body parts of another individual (buttocks, groin, breasts) for the purpose of sexual gratification, either:

- without the consent of the individual, or

- in instances in which the individual is incapable of giving consent because of age, or because of temporary or permanent mental or physical incapacity.

3. Statutory Rape

Non-forcible sexual intercourse with a person who is under the age of 17.

4. Incest

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

5. Dating Violence

Violence, committed by a person, who is in or has been in a social relationship of a romantic or intimate nature with an individual. The existence of such a relationship shall be determined based on the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating Violence does not include acts covered under the definition of Domestic Violence.

6. Domestic Violence

Violence, including but not limited to, sexual or physical violence committed by a current or former spouse or intimate partner of an individual, by a person with whom the individual shares a child in common, or by a person who is cohabitating with, or has cohabitated with, the individual as a spouse or intimate partner, or by a person similarly situated to a spouse of the individual under the domestic or family violence laws of the state where the alleged misconduct occurred, or by any other person against an adult or youth individual who is protected from that person's acts under the applicable domestic or family violence laws of the state where the alleged misconduct occurred.

To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates.

7. Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for that person's safety, or the safety of others; or suffer substantial emotional distress. For the purposes of this definition:

- Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar characteristics to the Complainant.

- Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

An employee will not be found to have engaged in stalking based solely on the employee's performing certain tasks or duties required by their employment with Calvary.

II. Non-Title IX Prohibited Conduct

In addition to the conduct set forth above as Title IX Prohibited Conduct, the following conduct is also prohibited under this Policy:

1. Non-Title IX Sexual Harassment

Non-Title IX Sexual Harassment includes conduct that meets the definition of Title IX Quid-Pro- Quo Sexual Harassment and Title IX Hostile Environment Sexual Harassment but does not occur within the United States or within Calvary's Education Programs and Activities (e.g., sexual harassment occurs on a school trip outside of the United States).

Non-Title IX Sexual Harassment also includes conduct that does not meet the definition of Title IX Sexual Harassment but otherwise constitutes an unwelcome sexual advance, a request for sexual favors, or other unwanted conduct of a sexual nature, whether verbal, non-verbal, graphic, physical, or otherwise when the conditions outlined in (i) or (ii) below are present; or unwelcome conduct based on sex which may include acts of aggression, intimidation, or hostility, whether verbal, non-verbal, graphic, physical, or otherwise when the conditions outlined in (i) or (ii) below are present.

- i. Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of a person's employment, academic standing, or participation in any of Calvary's Education Programs and Activities or is used as the basis of Calvary decisions affecting the individual; or
- ii. Such conduct creates a Non-Title IX Hostile Environment. A Non-Title IX Hostile Environment exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from Calvary's Education Programs and Activities. Conduct must be deemed severe, persistent, or pervasive from both a subjective and objective perspective. In evaluating whether a Non-Title IX Hostile Environment exists, Calvary will consider the totality of known circumstances, including, but not limited to:
 - 1) *The frequency, nature, and severity of the conduct;*
 - 2) *Whether the conduct was physically threatening;*
 - 3) *The effect of the conduct on the Complainant's mental or emotional state;*
 - 4) *Whether the conduct arose in the context of the discriminatory conduct;*
 - 5) *Whether the conduct unreasonably interfered with the Complainant's educational or work performance or Calvary Programs or Activities; and*
 - 6) *Whether the conduct is protected by academic freedom or freedom of speech.*

A Non-Title IX Hostile Environment can be created by persistent or pervasive conduct or by a single or isolated incident, if sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment.

IX.

1. Non-Title IX Sexual Assault

Non-Title IX Sexual Assault includes conduct that meets the definition of Title IX Sexual Assault but does not occur within the United States or within Calvary's Education Programs and Activities.

1. Non-Title IX Dating Violence

Non-Title IX Dating Violence includes conduct that meets the definition of Title IX Dating Violence but does not occur within the United States or within Calvary's Education Programs and Activities.

2. Non-Title IX Domestic Violence

Non-Title IX Domestic Violence includes conduct that meets the definition of Title IX Domestic Violence but does not occur within the United States or within Calvary's Education Programs and Activities.

3. Non-Title IX Stalking

Non-Title IX Stalking includes conduct that meets the definition of Title IX Stalking but does not occur within the United States or within Calvary's Education Programs and Activities.

4. Sexual Exploitation

Sexual Exploitation is intentionally engaging in any of the following:

- a. Observing another person when that person is nude or engaged in sexual activity without the knowledge and consent of the person observed or allowing another to observe consensual sexual activity without the knowledge and consent of all Parties involved;
- b. Making, sharing, posting, streaming or otherwise distributing any image, photography, video, or audio recording or otherwise recording another person when that person is nude or engaged in sexual activity without the knowledge and consent of the person depicted or recorded;
- c. Exposing one's genitals to another person without the consent of that person;
- d. Exposing another person to a sexually transmitted infection without the knowledge and consent of the person exposed; and
- e. Causing another person to become incapacitated with the intent of making that person vulnerable to Non-Title IX Sexual Assault or Sexual Exploitation.

5. Aiding or Facilitating

Knowingly and intentionally aiding or facilitating any act of Prohibited Conduct, before or after the fact, is a violation of this Policy.

6. Retaliation

Retaliation is adverse action taken against an individual with the purpose of interfering with an individual's rights under this Policy and the Complaint Resolution Procedures, including for making a good faith report of Prohibited Conduct, for participating in an investigation, proceeding, or hearing, or for refusing to participate in an investigation, proceeding, or hearing under this Policy and the Complaint Resolution Procedures. Retaliation may include intimidation, threats, coercion, discrimination, or adverse employment or educational actions. Retaliation may be found even when an underlying report made in good faith was not substantiated. Retaliation may be committed by the Respondent, the Complainant, or any other individual or group of individuals. Retaliation does not include good faith actions pursued in response to a report of Prohibited Conduct. Complaints of retaliation that are made during the course of the investigation or resolution of a Formal Complaint of Prohibited Conduct will be investigated and resolved along with the allegations in the Formal Complaint pursuant to the Complaint Resolution Procedures. Complaints of retaliation that are made after a Formal Complaint is resolved will be investigated and resolved pursuant to the Employee Handbook or Student Handbook, depending on the identity of the respondent.

7. False or Bad Faith Allegations

An individual found to have knowingly made a false complaint or report, or to have knowingly given false information during a process under this Policy, may be subject to disciplinary action, up to and including termination of employment or dismissal from Calvary's academic programs.

III. Affirmative Consent, Coercion, Force, and Incapacitation

1. Affirmative Consent

Sexual contact must be consensual at all times, and sexual contact is considered consensual only after Affirmative Consent has been given. Affirmative Consent is a knowing, voluntary, and mutual decision among all participants to engage in the particular sexual activity at issue. Consent can be given by words or actions, but those words or actions must create clear permission regarding willingness to engage in the sexual activity at issue. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of Affirmative Consent does not vary based upon a participant's gender.

The following are principles that apply to the above definition of Affirmative Consent:

- a. Consent to any sexual act or prior consensual sexual activity does not necessarily constitute consent to any other sexual act.
- b. Consent is required regardless of whether the person initiating the act is under the influence of drugs or alcohol.
- c. Consent may be withdrawn at any time.
- d. When consent is withdrawn or can no longer be given, sexual activity must stop.
- e. A person is incapable of consent when they are below the minimum age of consent in the state where the sexual act is occurring or because of a temporary or permanent mental or physical incapacity.
- f. Consent cannot be given when it is the result of any coercion.

IV. Coercion

Coercion is intimidation or other conduct that would compel an individual to do something against their will by (1) the use of physical force or confinement, (2) expressed or implied threats of physical, emotional, property, or reputational harm, or (3) pressure that would cause a reasonable person to fear such harm. Coercion can include unreasonable and sustained pressure for sexual activity when a person expresses their decision to not participate in a particular form of sexual activity, a decision to stop a sexual activity, or a decision not to go beyond a certain sexual interaction. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. In assessing whether coercion was used, the frequency, duration, and intensity of the pressure applied will be taken into consideration.

1. Incapacitation

Incapacitation is a state where one cannot make a rational decision to engage in sexual activity because they lack the ability to understand the fact, nature, or extent of the act (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction), and/or are physically helpless. Incapacitation negates consent. An individual cannot give consent when mentally or physically incapacitated, when the incapacity is known or, based on the circumstances, should reasonably have been known. An individual who engages in sexual activity when that individual knows or should have known that the other person is physically or mentally incapacitated has violated this Policy. It is not an excuse that the Respondent was intoxicated and, therefore, did not realize the incapacity of the Complainant. Some examples of Incapacitation may include:

- a. The person is incapacitated due to the use or influence of alcohol or drugs. Because the impact of alcohol and other drug use varies from person to person, the amount of alcohol and/or drugs a person consumes will not ordinarily be sufficient, without other evidence to prove they were incapacitated under this Policy. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to give consent.
- b. The person is asleep or unconscious.
- c. The person is involuntarily restrained.
- d. The person is incapacitated due to a mental or physical disability.
- e.

VI. CAMPUS AND COMMUNITY RESOURCES

I. Overview of Resources and Disclosures

Calvary is committed to the safety and care of all individuals and to treating each person with value, honor, and compassion according to our calling as followers of Christ. Both Complainants and Respondents have equal access to support and counseling through Calvary's Student Dean's Department. All Parties are encouraged to utilize on-campus or off-campus resources for assistance. For a comprehensive list of resources, see Appendix C of this Policy.

Any individual who has been the victim of a crime is encouraged to get to a safe place and to call 911 or to contact local law enforcement immediately.

Calvary recognizes that not every individual will choose to report conduct prohibited by this Policy to Calvary or to law enforcement. Accordingly, Confidential Resources are available to all students and employees. Confidential Resources can provide critical support and information and can assist individuals in evaluating whether to make a report to Calvary or to law enforcement. Confidential Resources are listed in Appendix C.

All employees of Calvary except Advocates are Designated Reporters and have an obligation to share any reports of Prohibited Conduct with the Title IX Coordinator.

II. Medical Care After a Sexual Assault

Any person who experiences criminal conduct of a sexual nature is encouraged to immediately seek medical assistance. Seeking medical care does not result in a report to law enforcement or to Calvary. Medical providers can facilitate or provide the following:

- Treatment of any injury or physical trauma
- HIV and STI testing
- Pregnancy testing
- Advice on health care concerns related to the incident
- Collection and preservation of evidence as a part of a sexual assault forensic exam for potential use in criminal prosecution

For more information about sexual assault forensic examinations, visit RAINN's (Rape, Abuse & Incest National Network) webpage, call RAINN's 24-hour National Sexual Assault Hotline: (800) 656-HOPE, or chat online at hotline.rainn.org.

VII. MAKING A REPORT UNDER THIS POLICY

A. Reporting Guidelines

All members of the Calvary Community are encouraged to report information about any form of conduct potentially prohibited by this Policy involving a student or an employee. Calvary will respond to all reports of Prohibited Conduct, including contacting the Complainant to discuss the availability of Supportive Measures, resources for support, and options for resolution.

At the time a report of Prohibited Conduct is made, a Complainant does not have to decide whether to pursue resolution of the report through any particular resolution process. Choosing to make a report and deciding how to proceed can be a process that unfolds over time. Although Calvary may need to take action as a result of a particular report, Calvary will endeavor to respect a Complainant's wishes in making the decision that is best for them and will provide support to assist each individual in making that decision. Because Prohibited Conduct often involves behaviors or interactions that are not witnessed by third parties, reports cannot always be substantiated by additional direct evidence. Lack of corroborating direct evidence should not discourage a person from reporting an experience of Prohibited Conduct.

Individuals may make a report of Prohibited Conduct by reporting online [here](#), by emailing the Title IX Office at titleix@Calvary.edu, or by contacting the following Calvary employees:^[8]

Jolayne Rogers (Title IX Coordinator) – TitleIX@Calvary.edu

Ron Sharp (Deputy Title IX Coordinator) – ron.sharp@Calvary.edu
Jamie Franz (Deputy Title IX Coordinator) – jamie.franz@Calvary.edu

1. Designated Reporters

Subject to the exceptions in Section VII (1) above, all Calvary employees are Designated Reporters. All Resident Discipleship Directors and Resident Discipleship Leaders are also Designated Reporters for the purpose of this Policy. When Designated Reporters become aware of an alleged incident of Prohibited Conduct that involves a student or employee as either the Complainant or Respondent, they are always obligated to report the information they have to the Title IX Coordinator or to a Deputy Coordinator. Designated Reporters should be prepared to report the name, date, time, location, and description of the incident (if known). They are otherwise required to maintain an individual's privacy to the greatest extent possible.

When the Title IX Coordinator or their Designee receives a report of Prohibited Conduct, they will contact the Complainant, if known, or other individual reporting the Prohibited Conduct, to offer resources and Supportive Measures to the Complainant. The individual will also be advised of the option to pursue a Formal Complaint, if such an option is available, and any other available reporting options and resources.

A Designated Reporter who receives a report should not, under any circumstances, promise or guarantee confidentiality or attempt to resolve the report without first reporting it to the Title IX Coordinator or their Designee. Such failure to report may subject the individual to disciplinary sanctions.

Important: Please note that all Calvary employees must also report suspected or known child abuse (including any suspected Prohibited Conduct perpetrated against those under the age of 18) to the Missouri Department of Social Services by calling 800-392-3738.

2. Time Frame for Reporting

There is no time limitation on reporting or filing a Formal Complaint of Prohibited Conduct. However, if the Respondent is no longer subject to Calvary's jurisdiction or significant time has passed, the ability to investigate, respond, and provide remedies may be limited or impossible. Acting on reports and Formal Complaints significantly impacted by the passage of time (including, but not limited to, acts that have been impacted by the rescission or revision of this Policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer Supportive Measures or remedies, or engage in informal or formal action, as appropriate.

When a Formal Complaint is filed after a significant delay from the occurrence of the alleged Prohibited Conduct, Calvary will apply the Policy definitions in place at the time of the alleged Prohibited Conduct and the Complaint Resolution Procedures in place at the time the report was made.

3. Anonymous Reporting

Individuals other than Designated Reporters who receive a report of Prohibited Conduct may submit reports of Prohibited Conduct anonymously. An anonymous reporter may

make a report without disclosing their name, identifying the Respondent, or requesting action. Depending on the level of information included about the conduct or the individuals involved, anonymous reporting may reduce Calvary's ability to respond or take appropriate action. Moreover, Calvary will generally not be able to take disciplinary action against an individual based solely on an anonymous report.

4. Public Awareness and Advocacy Events

Public awareness or advocacy events at which community members disclose incidents of Prohibited Conduct do not initiate Calvary's Title IX obligations, including its obligation to investigate reports of Prohibited Conduct. Such events may, however, inform the need for campus-wide educational and prevention efforts, and Calvary may implement broad community initiatives in response to such events where appropriate.

II. Response to Reports of Prohibited Conduct

Upon receipt of a report of Prohibited Conduct, the Title IX Coordinator or their Designee will provide the Complainant with an explanation of their rights under this Policy, the process for filing a Formal Complaint, an overview of their options for resolution of the Formal Complaint, and the Complaint Resolution Procedures. The Complainant will also be informed of the range of possible outcomes of the resolution process, including potential remedial actions and possible disciplinary actions that may be taken against the Respondent upon a finding of a violation of this Policy. The Complainant will also be advised of their right to request that Calvary refrain from initiating a resolution process and their right to file a report with Calvary Security and state and local law enforcement.

The Complainant will be informed of the availability of Supportive Measures regardless of whether the Complainant files a Formal Complaint. The Title IX Coordinator or their Designee will consider the Complainant's requests for Supportive Measures in accordance with Section IX of this Policy.

Advisors

The Complainant and Respondent each have the right to have an Advisor of their choosing present with them at all stages under this Policy and its Complaint Resolution Procedures. If a Party does not have an Advisor, but wishes to have one, Calvary can provide an Advisor at the request of the Party at any point in the Formal Process. Calvary providing an Advisor is only required for the live hearing for the purpose of cross-examination as described in Appendix A. The Advisor may be any person, including an attorney. The Parties may be accompanied by their respective Advisor at any meeting or proceeding related to the investigation or resolution of a report under this Policy. While the Advisor may provide support and advice to the Parties at any meeting or proceeding, Calvary may establish restrictions regarding the extent to which the Advisor may participate in the proceedings. Advisors may not speak on behalf of the Parties or otherwise participate in, or in any manner delay, disrupt, or interfere with meetings or proceedings, with the exception that a Party's Advisor participating in a hearing under Appendix A will ask questions of the other Party and witnesses at the direction of the Party they are advising.

An Advisor should plan to make themselves reasonably available, and Calvary will not unduly delay the scheduling of meetings or proceedings based on the Advisor's availability. If an Advisor fails to comply with the Complaint Resolution Procedures or established rules of decorum, Calvary reserves the right to exclude the Advisor from further participation in the process. The Title IX Coordinator, Decision Maker (if the occurrence is during the live hearing), or Investigator(s) (if occurrence is during the interviews) is responsible for interpreting and applying this provision.

Amnesty for Drug and Alcohol Use and Consensual Sexual Activity

The health and safety of every individual at Calvary is important. Calvary recognizes that individuals who have been drinking or using drugs (whether such use is voluntary or involuntary) or have engaged in consensual sexual relationships that are otherwise prohibited by Calvary's policies may be hesitant to report incidents of Prohibited Conduct due to fear of potential consequences for their own conduct. Calvary strongly encourages individuals to report such Prohibited Conduct.

Moreover, a Complainant, witness, Respondent, or other individual shall not be subject to discipline under other Calvary policies for potential conduct violations that arise out of the same facts and circumstances as a report of Prohibited Conduct (such as those that prohibit drug and alcohol use or consensual sexual activity between students) unless Calvary determines that the conduct at issue placed the health or safety of any other person at risk.

During the course of an investigation under this Policy, conduct violations of other Calvary policies that are unrelated to the incident of Prohibited Conduct may be discovered. As such instances

arise, Calvary may exercise discretion in determining appropriate sanctions, which may include lesser sanctions than those stated in the relevant policy or no sanction at all. Any discretionary determination will be considered on a case-by-case basis.

Calvary may offer and encourage support, counseling, or education efforts to help students or employees who are granted amnesty in order to benefit the individual and the campus community.

Coordination with Law Enforcement

Calvary strongly encourages Complainants to pursue criminal action for Prohibited Conduct that may also constitute a crime.^[9] Calvary is available to assist a Complainant in making a criminal report and will cooperate with law enforcement agencies if a Complainant decides to pursue criminal action to the extent permitted by law. Neither law enforcement's determination whether or not to prosecute a Respondent nor the outcome of any criminal prosecution are determinative of whether a violation of this Policy has occurred.

Proceedings under this Policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings. Calvary may not delay conducting its own investigation unless specifically requested by the law enforcement to do so. In the event of such a specific request, Calvary will defer its investigation only during the time that law enforcement is gathering

evidence, which should not exceed ten days absent extenuating circumstances. Calvary will nevertheless communicate with the Complainant and Respondent (if appropriate) regarding Title IX rights, procedural options, and the implementation of Supportive Measures to assure safety and well-being of all Parties and the Calvary Community. Calvary will promptly resume fact-gathering as soon as it is informed that law enforcement has completed its initial investigation.

SUPPORTIVE MEASURES

Calvary will offer and implement appropriate and reasonable Supportive Measures to the Parties upon notice of alleged Prohibited Conduct. Supportive Measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Parties to restore or preserve access to Calvary's Education Programs and Activities, including measures designed to protect the safety of all Parties or Calvary's educational environment, or deter harassment, discrimination, or retaliation.

At the time that Supportive Measures are offered, Calvary will inform the Complainant, in writing, that they may file a Formal Complaint with Calvary either at that time or in the future, if they have not done so already. The Title IX Coordinator will work with the Complainant and Respondent to ensure that their wishes are considered with respect to the Supportive Measures that are offered. Calvary will maintain the privacy of the Supportive Measures, provided that privacy does not impair Calvary's ability to provide the Supportive Measures. Calvary will act to ensure as minimal an academic or employment (if applicable) impact on the Parties as possible. Calvary will implement measures in a way that does not unreasonably burden the other Party.

Supportive Measures may include, but are not limited to:

- Referral to counseling, medical, or other healthcare services
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid counseling
- Education to the community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student employees
- Safety planning
- Providing campus safety escorts
- Providing transportation accommodations
- Implementing contact limitations (no contact orders) between the Parties^[10]
- Academic support, extensions of deadlines, or other course/program-related support
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

A. Review of Supportive Measures

Upon request, a Complainant or Respondent will be afforded a reasonable and prompt review of any Supportive Measure that directly affects them and will be permitted to submit evidence in support of any changes requested.

B. Emergency Removal

If after undertaking an individualized safety and risk analysis, the Title IX Coordinator, in consultation with the Chief of Security, Dean of Students (if the matter involves a student), Director of Human Resources (if the matter involves an employee), and any other necessary personnel, determines that the Respondent poses an immediate threat to the physical health or safety of any student or other individual in the Calvary community, Calvary may remove the Respondent on an emergency basis. The length and nature of the removal will depend on the facts of the particular case. Calvary will notify the Respondent of the Emergency Removal. Both the Complainant and the Respondent will have an opportunity to challenge the decision and its terms, including by submitting evidence, within 48 hours of the notice.

C. Administrative Leave

Calvary may place an employee Respondent on administrative leave, consistent with the Employee Handbook, during the pendency of a Formal Resolution process conducted pursuant to this Policy and its procedures.

2. RESOLUTION PROCESS

A. Options for Resolution of Reports

Reports of Prohibited Conduct are generally resolved either through a Support-Based Resolution of a report of Prohibited Conduct, an Informal Resolution of a Formal Complaint, or a Formal Resolution of a Formal Complaint.

A. Initial Review

When the Title IX Coordinator receives any report of Prohibited Conduct, the Title IX Coordinator will initiate a review of the allegations. Information learned during the initial inquiry will inform the Title IX Coordinator's determination regarding the provision of Supportive Measures to the Parties and appropriate resolution processes.

B. Support-Based Resolution

A Support-Based Resolution of a report of Prohibited Conduct occurs when the report does not result in the filing of a Formal Complaint. Support-Based Resolutions will include the offering and provision of supportive measures intended to restore equal access to Calvary's Education Programs and Activities and to preserve a safe and non-discriminatory environment for living, working, and learning for students and employees. A Support-Based Resolution will not include a determination as to whether the Respondent engaged in Prohibited Conduct.

C. Formal Complaints

A Formal Complaint is a document signed by the Complainant or the Title IX Coordinator alleging a violation of this Policy against a Respondent and requesting that Calvary initiate an Informal or Formal Resolution of the Formal Complaint pursuant to this Policy and its Complaint Resolution Procedures. A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail. For matters involving Title IX and Non-

Title IX Prohibited Conduct as defined in this Policy, the Complainant must be participating or attempting to participate in Calvary's Education Programs and Activities at the time the Complainant files a Formal Complaint.

If the Complainant chooses not to file a Formal Complaint, the Title IX Coordinator has discretion to file a Formal Complaint, regardless of whether the Complainant is then participating or attempting to participate in Calvary's Education Programs and Activities. Where the Title IX Coordinator determines that Calvary cannot honor the Complainant's request that no Formal Complaint be pursued under this Policy, the Title IX Coordinator will promptly initiate the resolution process by filing a signed, written Formal Complaint on behalf of Calvary. In determining whether to file a Formal Complaint, the Title IX Coordinator will consider the following:

- Whether the Respondent has a history of violent behavior or is a repeat offender;
- Whether the incident represents escalation in Prohibited Conduct by the Respondent from previously noted behavior;
- The increased risk that the Respondent will commit additional acts of violence;
- Whether the Respondent used a weapon or force;
- Whether the Complainant is a minor;
- Whether Calvary possesses other means to obtain evidence such as security footage; and
- Whether available information reveals a pattern of perpetration at a given location or by a particular group.

If the Title IX Coordinator decides to file a Formal Complaint, The Title IX Coordinator will notify the Complainant of Calvary's intention to proceed with a Formal Complaint and offer Supportive Measures. The Title IX Coordinator will make reasonable efforts to protect the privacy of the Complainant. However, the Complainant's identity will be disclosed as necessary to effectuate the Formal Resolution process. The Complainant is not required to participate in any proceedings that follow. However, if the Complainant declines to participate in an investigation or the adjudicative process under these Complaint Resolution Procedures, Calvary's ability to investigate meaningfully and respond to a report of Prohibited Conduct may be limited.

i. Consolidation of Formal Complaints

The Title IX Coordinator has the discretion to consolidate multiple reports into a single investigation where the Prohibited Conduct arises out of the same facts or circumstances. Consolidation might involve multiple Complainants and a single Respondent, multiple Respondents and a single Complainant, or multiple Complainants and multiple Respondents.

In the event that the allegations under this Policy involve allegations of a violation of a separate Calvary policy, Calvary will have the right, within its sole discretion, to consolidate those other allegations within one investigation or hearing under this Policy and its accompanying Complaint Resolution Procedures.

In the event that allegations of both Title IX and Non-Title IX Prohibited Conduct arise out of the same facts and circumstances, Calvary will have the right, within its sole

discretion, to consolidate those allegations into one investigation and hearing under the Title IX Complaint Resolution Procedures (Appendix A).

ii. Dismissal of Formal Complaints

After the filing of the Formal Complaint, or during the initial inquiry, investigation, or resolution process, it may become apparent that conduct alleged in a Formal Complaint did not occur in Calvary's Education Programs and Activities or otherwise cannot meet the definition of Title IX Prohibited Conduct as defined in Section VI of this Policy. In that case, in accordance with Title IX, the Title IX Coordinator must dismiss the Formal Complaint (or the allegations of Title IX Prohibited Conduct, therein). If the conduct could still, as alleged, constitute Non-Title IX Prohibited Conduct as defined in Section VI of this Policy, Calvary will continue to address the allegations pursuant to this Policy and the Complaint Resolution Procedures set forth in Appendix B. If the conduct, as alleged, could not constitute a violation of this Policy in any respect, the Formal Complaint will be dismissed in its entirety. If the conduct, as alleged, could violate another Calvary policy, the Title IX Coordinator must transfer the matter, and all information related to it, to the appropriate Calvary office for assessment and potential further action.

In addition to the grounds for mandatory dismissal, the Title IX Coordinator may dismiss a Formal Complaint and close a case when:

- the Complainant notifies the Title IX Coordinator in writing that they would like to withdraw the Formal Complaint or any allegations therein, prior to resolution;
- the Respondent is no longer enrolled or employed by Calvary; or
- specific circumstances prevent Calvary from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.^[11]

Upon any dismissal, the Title IX Coordinator will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the Parties. The Parties may appeal the dismissal of the Formal Complaint on any of the bases and pursuant to the procedures set forth in Section XII Appeals, below.

D. Notice of Allegations

Upon receipt of a Formal Complaint, the Title IX Coordinator will notify the Complainant and the Respondent, in writing, of the filing of the Formal Complaint and commencement of the resolution process pursuant to this Policy and its Complaint Resolution Procedures and will provide both Parties with a copy of the Formal Complaint. Such notice will:

- identify the Complainant and the Respondent;
- specify the alleged Prohibited Conduct and its date, time, and location, to the extent known;
- specify the basis for jurisdiction over the Formal Complaint;
- identify the Investigator or the facilitator of Informal Resolution;
- inform the Parties of their right to have an Advisor of choice at all stages of the resolution process who may accompany the respective Party to meetings and proceedings;

- inform the Parties of the range of available resources, including mental health and academic support resources;
- explain the prohibition against retaliation;
- specify that the Respondent is presumed not to have violated the Policy unless and until a determination is made at the end of the Complaint Resolution Process; and
- include any other information required by federal, state, or local law.

If, at any point prior to the resolution of the Formal Complaint, the Title IX Coordinator determines that there are additional allegations of Prohibited Conduct not included in the original notice that should be investigated, the Title IX Coordinator must provide the Parties with an amended notice of additional allegations.

E. Informal Resolutions

At any time after a Formal Complaint has been filed and before a hearing commences, the Parties may seek to resolve a report of Prohibited Conduct through Informal Resolution. Participation in Informal Resolution is entirely voluntary; the Title IX Coordinator will neither pressure nor compel either Party to participate in the process or to agree to any specific terms. In every case, the Title IX Coordinator has discretion to determine whether the matter is appropriate for Informal Resolution and to determine the appropriate terms. Informal resolution is not allowed in cases where a student Complainant accuses an employee Respondent of Prohibited Conduct.

Before the Title IX Coordinator approves the Informal Resolution process or the terms of any Informal Resolution, the Title IX Coordinator will determine that the Title IX office has sufficient information about the matter to make these decisions. The Parties are strongly encouraged, although not required, to consult with their Advisors during the Informal Resolution process.

If the Informal Resolution process is terminated for any reason, the matter will be re-evaluated for resolution pursuant to the Formal Complaint resolution process under this Policy and its Complaint Resolution Procedures. For this reason, the Investigator will not participate in Informal Resolution. The Title IX Coordinator or designated informal resolution facilitator will oversee the Informal Resolution process and have access to all Institute records in the matter, including any records or reports prepared during an investigation. While the Parties are exploring Informal Resolution, any pending investigation will pause, and the time spent pursuing resolution in this way will not count toward the presumptive time frame for completing the investigation.

The Title IX Coordinator or their Designee will consult separately with both Parties and may recommend to the Parties the terms of a potential Informal Resolution agreement. Such terms may include, but are not limited to, any sanctions or remedies that could be imposed as a result of a finding following a hearing under these proceedings.

Both Parties must agree to the terms in writing before an Informal Resolution agreement becomes effective. At any time before a written agreement is effective, the Complainant or the Respondent may withdraw from the Informal Resolution process, and the Title IX Coordinator may also, at their discretion, terminate the process.

If both Parties are satisfied with the recommendation of the Title IX Coordinator or their Designee, the matter will be resolved with a written agreement. The Title IX Coordinator or their Designee will provide each Party, separately, with a copy of the proposed agreement for the Party to review, sign, and return. If both Parties return the signed written agreement to the Title IX Coordinator or their Designee the terms of the agreement will become effective, and the Title IX Coordinator or their Designee will promptly notify both Parties in writing that the agreement is final. Once the agreement is effective, the Parties may not appeal the agreement and the Complainant may not seek to refile the Formal Complaint absent new allegations of Prohibited Conduct. The Parties are expected to honor and comply with the terms of the Informal Resolution. Noncompliance may be subject to proceedings under the Student Life Guide or the Employee Information Guide.

If the process is terminated and the matter is resolved pursuant to the Formal Resolution process, neither the Title IX Coordinator/informal resolution facilitator nor the Parties will disclose to the Investigator, Decision Maker, or appellate reviewers either the fact that the Parties had participated in the Informal Resolution process or any information learned during the process.

Informal Resolution may take two forms: (1) Party Agreements, or (2) Negotiated Agreements.

i. Party Agreement

The purpose of a Party Agreement is for the Parties to identify and agree on a set of remedies. Upon successful completion of those remedies, the Formal Complaint will be resolved and may not be refiled. Such remedies may include:

- Impact Letter;
- Apology Letter;
- Counseling;
- Mentoring;
- Discipleship;
- Directed Study^[12];
- Reflection Paper; or
- Other forms of restorative actions

ii. Negotiated Agreement

As a necessary precondition of a resolution by Negotiated Agreement, the Respondent must accept responsibility for all or part of the alleged Prohibited Conduct. The Parties will then have an opportunity to negotiate with the Title IX Coordinator or their Designee what they believe the appropriate sanction should be. In support of their position, Parties are encouraged to submit impact/mitigation information they believe the Title IX Coordinator should consider in evaluating any sanction.

The Title IX Coordinator/informal resolution facilitator has the discretion to propose other terms for the resolution that may be appropriate to address the Prohibited Conduct for which the Respondent has accepted responsibility. If the Respondent agrees to a Negotiated Agreement under Informal Resolution that provides for a suspension, withdrawal, dismissal, or expulsion from Calvary, there will be a notation on the student's record consistent with Calvary's policy.

F. Formal Resolutions

The Formal Resolution process is guided by provisions of this section of this Policy and by the Complaint Resolution Procedures. The applicable procedure is determined by the type of Prohibited Conduct alleged (Title IX Prohibited Conduct or Non-Title IX Prohibited Conduct). Upon receipt of a report or a Formal Complaint, the Title IX Coordinator will determine which procedure applies.

The Formal Resolution process is overseen by the Title IX Coordinator and will be conducted in a prompt and equitable manner, pursuant to the time frames set forth in Section XIII. Throughout the Formal Resolution process, all responsible personnel will maintain a commitment to impartiality.

i. Evidentiary Standard and Burden of Proof

Until a finding is made under this Policy, the Respondent is presumed not responsible for allegations of Prohibited Conduct. A Respondent will be found responsible for violating this Policy only when such a finding is supported by the Preponderance of the Evidence (as defined above). Calvary, not the Parties, has the burden of proof and the burden of gathering evidence sufficient to reach a finding of responsibility.

ii. Investigation and Adjudication Procedures

Appendix A outlines the procedures for the resolution of reports of Title IX Prohibited Conduct in violation of this Policy. Appendix B outlines the procedures for the resolution of reports of Non- Title IX Prohibited Conduct.

3. SANCTIONS

Sanctions for students who are found to have violated this Policy include eviction from campus housing, dismissal, expulsion, disciplinary probation(s), warning(s), community service, fines, formal reprimand, warning status, withdrawal, loss of privilege, restitution/reconciliation, developmental/educational assignments, referral for counseling and/or assessment, or an agreement governing the student's behavior.

Sanctions for employees (including faculty) who are found to have violated this Policy include a letter of warning, official reprimand, probation, referral to a required counseling program, suspension from employment with pay, suspension from employment without pay, termination from employment, or training on Prohibited Conduct.

4. APPEALS

Both the Complainant and the Respondent may appeal the Title IX Coordinator's dismissal of a Formal Complaint or any allegations therein or the determination of responsibility following a hearing or on the following grounds:

- 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 of the matter;

- The Title IX Coordinator, Investigator, or Decision Maker had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that affected the outcome of the matter; or
- Sanctions or Remedies imposed are clearly unreasonable in light of the finding made.

A Party may commence an appeal by notifying the Title IX Coordinator of their desire to appeal and by submitting a written statement to the Title IX Coordinator within five (5) business days of the issuance of the final determination of responsibility or the dismissal of the Formal Complaint. The appeal statement must set forth:

- the determination(s) being appealed,
- the specific ground(s) for the appeal, and
- the facts supporting the grounds.

The appeal statement will be limited to 2,500 words. Failure to submit an appeal and statement within the five (5) business days or any approved extension constitutes waiver of the right to appeal.

A copy of the appeal statement will be provided to the other Party, who, within five (5) business days may submit a written response to the Title IX Coordinator. The response should address both the specific ground(s) for appeal set forth in the appealing Party's statement and the specific facts asserted by the appealing Party. The response will be limited to 2,500 words.

The Title IX Coordinator will submit the appeal and response, if any, to the appellate panel, ("Appeal Panel") which will be comprised of individuals appointed by the Title IX Coordinator. The panel members will not be the Title IX Coordinator, the Investigator, Decision Maker, or any Title IX team members assigned to the case that is being appealed.

The Appeal Panel will establish a reasonable schedule for issuing a written decision, typically no later than ten (10) business days after receipt of the non-appealing Party's submission or the time for submission has expired.

The Appeal Panel may affirm the decision or sustain any of the above-specified grounds for appeal, in which case the Appeal Panel may:

- reverse a decision or finding;
- change a sanction or remedy;
- remand a decision of dismissal to the Title IX Coordinator;
- remand a case to the original Decision Maker for clarification or reconsideration consistent with the Appeal Panel's decision, if doing so would assist with a timely, practicable, and efficient resolution of the case;
- remand a case for a new hearing to either the original Decision Maker or a newly assigned Decision Maker; or
- remand a case for a new or additional investigation, followed by an adjudication consistent with these procedures, to either the original Investigator or to a new Investigator.

If the Appeal Panel reverses a finding of not responsible and finds the Respondent responsible for Prohibited Conduct, the Appeal Panel must also determine and describe appropriate sanctions and remedies in their written decision. If the Appeal Panel calls for the admission of new

evidence, if possible, it will remand the case to the Decision Maker from which it originated for a new hearing or review. Upon remand from the Appeal Panel, as necessary and possible, a Decision Maker may remand a case to the Investigator from which it originated for further investigation.

The decision of the Appeal Panel will be final and binding on all Parties.

5. TIME FRAMES

Calvary seeks to resolve all reports of Prohibited Conduct pursuant to the following time frames

- Informal Resolution: typically completed within 30-60 calendar days.
- Formal Resolution: typically completed within 90-120 calendar days.

The Title IX Coordinator may extend the time frames for good cause. Good cause for extension may include the unavailability of the Parties or their Advisors, concurrent law enforcement investigation, the complexity of the allegations, or other extenuating circumstances. Any extension, and the reason(s) therefore, will be shared with the Parties, in writing.

6. TRAINING

The Title IX Coordinator, Investigators, Decision Makers, Appeal Panel members, and informal resolution facilitators, shall, at a minimum, receive all training and education required pursuant to Title IX, the Violence Against Women Act, and Missouri State Law.

7. RECORD KEEPING

Calvary will maintain the following records:

- Records of reports of Prohibited Conduct under this Policy and any actions taken in response to the reports, including the issuance of supportive measures and educational efforts;
- Records related to each Formal Resolution process;
- Records related to each Informal Resolution process;
- Materials used to train and educate the Title IX Coordinator, Investigator, Decision Makers, Appeal Panel members, and Facilitators of Informal Resolution.

This information will be used by the Title IX Coordinator to monitor patterns and areas of concern. In general, records will be kept for seven (7) years after the date the reported incident is resolved. Certain records may be retained longer in Calvary's sole discretion, including for active employees.

8. CONFLICTS OF INTEREST

Calvary personnel who administer this Policy and the related Complaint Resolution Procedures must be free of conflicts of interest and bias that could affect the outcome of a particular report or Formal Complaint. All Calvary personnel involved in a particular matter are required to self-determine whether they have a conflict of interest or bias and, if so, report the issue to the Title IX Coordinator so that a different person may be assigned to the matter. If any Party believes that Calvary personnel have a conflict of interest or bias with respect to a particular report or Formal Complaint, the Party should report the concern to the Title IX Coordinator within three (3) business days.

9. RELIGIOUS LIBERTY

Calvary is a private, evangelical Christian University that qualifies as a religious educational institution entitled to protection for religious liberty under the U.S. Constitution, Title IX, Title VI, Title VII, and relevant state law. Nothing in this Policy will undermine the integrity of Calvary's status as a religious educational institution. Therefore, conduct by a member of the Calvary Community that is in conformity with Calvary's Christian beliefs (as those beliefs are determined by Calvary) will not be deemed to violate this Policy, notwithstanding the definitions of Prohibited Conduct. Furthermore, nothing in this Policy shall require Calvary to take any action, or fail to take any action, inconsistent with its religious beliefs.

Appendix A: Procedures for the Formal Resolution of Formal Complaints of Title IX Prohibited Conduct

I. SCOPE OF THESE PROCEDURES

The procedures set forth below will guide the investigation and adjudication of Formal Complaints of Title IX Prohibited Conduct, as defined in Section VI(1).

10. INITIATION OF THE INVESTIGATION

An investigation under these procedures will be initiated at the Title IX Coordinator's direction after the filing of a Formal Complaint and the issuance of a Notice of Allegations to the Parties.

11. THE INVESTIGATION

A. Overview of the Investigation

The investigation is a neutral evidence-gathering process. During the investigation, the Parties will have an equal opportunity to be heard, to submit evidence, to identify witnesses who have relevant information, including fact and expert witnesses, and to submit questions that they believe should be directed by the Investigator to each other or to any witness. The Investigator will also seek to obtain relevant evidence identified during the investigation, including relevant evidence that has not been offered by either Party. Calvary may continue an investigation without the participation of any Party.

A. The Investigator

Investigations will be conducted by one or more appropriately trained individuals appointed by the Title IX Coordinator. The Investigator will be impartial and will conduct a prompt, thorough, and fair investigation. The Investigator may be a Calvary employee or an external party.

B. Evidence Collection

i. Testimonial Evidence Collection: Investigative Interviews

Testimony is evidence. Thus, throughout the investigation, the Investigator will endeavor to interview the Parties and other individuals (witnesses) who have information that is relevant or directly related to the allegations in the Formal Complaint, including fact and expert witnesses identified by the Parties. The Investigator will provide written notice of

the date, time, and location of the interview, with sufficient time for the participants to prepare. Investigative interviews may be conducted in person, or via telephone or video conference. Following the investigative interview, the Investigator will prepare a full written summary of the interview (“Interview Summary”).

If a Party or witness declines to participate in investigative interviews deemed necessary by the Investigator, the Party or witness, as the case may be, will be unable to provide testimony at the hearing absent a showing of good cause.

ii. Non-Testimonial Evidence Collection

During the investigative interview process, the Investigator will gather other available evidence and information that is directly related to the allegations in the Formal Complaint, including, without limitation, electronic and other records of communications between the Parties or witnesses (via voicemail, text message, audio messages, email, or social media sites), photographs and videos, medical records (subject to required consent), and records generated by Security or law enforcement.

iii. Evidence Collection Logs

The Investigator will maintain a log of all testimonial and non-testimonial evidence obtained and the source of such evidence. The Investigator will also maintain a log of all testimonial and non- testimonial evidence offered or sought, but not obtained, and the reason such evidence was not obtained. These logs will be made a part of the evidence file.

C. Review of the Draft Evidence File

i. The Draft Evidence File

At the conclusion of the investigation, the Investigator will compile all the evidence that is directly related to the allegations in the Formal Complaint, including the interview summaries, evidence that is both inculpatory and exculpatory, and evidence upon which the Investigator does not intend to rely. This compilation of evidence will be referred to as the “Draft Evidence File.

ii. Review and Opportunity to Respond

Upon completion, the Investigator will share the Draft Evidence File with the Parties and their Advisors electronically, or by hard copy. The Parties will then be afforded ten (10) business days to review the Draft Evidence File and to submit an optional written response, which may include responses to the evidence and requests that the Investigator accept, seek, or obtain additional evidence or conduct follow up inquiries of the other Party or witnesses. The Parties' responses may also include challenges to the Investigators' assessment of relevance. Any responses submitted by the Parties will be shared with the other Party and made a part of the Final Evidence File (the “Final Evidence File”).

iii. Additional Evidence Collection

The Investigator will consider the written responses of the Parties, if any, and will determine in their sole discretion, whether further investigative steps are required. If

additional investigative steps are taken that result in collection of additional evidence, such additional evidence will be included in the Draft Evidence File. The new evidence will be shared with the Parties and their Advisors electronically, or by hard copy. The Parties will be provided with a final opportunity to respond, in writing. The Investigator will determine the length of this review period. Any additional responses submitted will be shared with the other Party and made a part of the Final Evidence File.

iv. Prohibition of Evidence Not Offered During the Investigation

In the absence of good cause, information that was able to be discovered through the exercise of due diligence that is not provided to the Investigator during the investigation or during this designated review and response period will not be considered in the hearing process or in the Written Determination of responsibility for a violation of the Policy

D. Final Evidence File and Final Investigative Report

At the conclusion of the investigation process and the review periods, as described in this Procedure, the Investigator will prepare a Final Evidence File and Final Investigative Report.

i. The Final Evidence File

The Final Investigative File will include all the evidence that was contained in the Draft Evidence File and any responses submitted by the Parties during the evidence review period.

ii. The Final Investigative Report

The Final Investigative Report will be prepared by the Investigator and will fairly summarize all of the relevant evidence obtained during the investigation. Relevance determinations are generally guided by the principles set forth below in Section V of this Procedure. The Final Investigative Report will also contain a timeline of all procedural steps taken by Calvary from the time of the filing of the Formal Complaint to the conclusion of the investigation.

iii. Submission of the Final Evidence File and Final Investigative Report to the Parties

The Final Evidence File and Final Investigative Report will be simultaneously provided to the Parties and their Advisors in electronic format or hard copy, at least ten (10) business days prior to a hearing. The Parties will have five (5) business days to submit a written response to the Final Evidence File and Final Investigative Report.

12. THE HEARING

A. Overview

Upon conclusion of the Investigation, a hearing will be held to determine whether the Respondent is responsible for the alleged Prohibited Conduct in the Formal Complaint. As set forth in Section X of this Policy, the Respondent is presumed not responsible. A Respondent will be found responsible for violating this Policy only when such a finding is supported by the preponderance of the evidence. The hearing is a private proceeding. The only people present will

be the Parties, their Advisors, the Decision Maker, witnesses (when invited to participate), and any staff necessary for conducting the hearing.

B. Hearing Participants

i. Decision Maker

Calvary will designate the Decision Maker for the moderation of the hearing and determination of finding and sanction. This may take the form of a single Decision Maker or a three-member panel at the Title IX Coordinator's discretion. With a panel, one of the three members will be appointed as Chair (the "Hearing Chair") by the Title IX Coordinator and will be responsible to make discretionary decisions as the primary Decision Maker in the following subsections. The Decision Maker may not be the Title IX Coordinator, a facilitator of Informal Resolution, or the Investigator.

Upon receipt of the notice of the Decision Maker, the Parties will have three (3) business days to object to the appointment of a Decision Maker in accordance with Section XVI of this Policy, on the basis of demonstrated bias or conflict of interest

ii. The Parties

The Parties are permitted to participate in the entirety of the hearing, portions thereof, or they can decline to participate in the hearing entirely, and the Decision Maker will not draw an adverse inference against a Party based solely on their decision not to participate in all or some of the hearing proceedings.

In accordance with Section III(3)(a) of these Complaint Resolution Procedures, if a Party declined to participate in investigative interviews deemed necessary by the Investigator, the Party will not be permitted the opportunity to provide testimony at the hearing absent a showing of good cause.

If a Party who has so declined to participate in investigative interviews later seeks to participate in a hearing, upon a finding that there was good cause for the non-participation, the Decision

Maker, in their discretion, may permit the Party to participate. If the Decision Maker permits the Party to participate in the hearing, the Decision Maker will first reschedule or adjourn the hearing for the Investigator to interview the Party and, as necessary, conduct any follow-up investigation and supplement and revise the evidence file and the investigative report.

iii. Advisors

The Parties have the right to have an Advisor of their choice present at the hearing in accordance with Section VIII(3) of this Policy. If a Party does not have an Advisor of choice, the Title IX Coordinator will appoint an Advisor to that Party for the sole purpose of conducting cross examination of the other Party and witnesses. In the absence of their advisee, a Party's Advisor of choice or an Advisor appointed by the Title IX Coordinator may continue to participate in the hearing for the sole purpose of conducting cross examination.

Advisors may not speak on behalf of the Parties or otherwise participate in, or in any manner delay or disrupt the hearing. If an Advisor fails to comply with the Complaint Resolution Procedures or the established Rules of Decorum, Calvary reserves the right to exclude the Advisor from further participation in the process. The Title IX Coordinator and/or appointed Decision Maker(s) is responsible for interpreting and applying this provision.

iv. Witnesses

The Decision Maker will determine, in their sole discretion, which witnesses will be invited to participate at the hearing. Witnesses who are invited to participate in the hearing will be permitted to attend the hearing only when providing testimony. In accordance with Section III(3)(a) of these Complaint Resolution Procedures a witness who declined to participate in an investigative interview will not be permitted to provide testimony at the hearing absent a showing of good cause.

If a witness who declined to participate in investigative interviews later seeks to participate in a hearing, upon a finding that there was good cause for the nonparticipation, the Decision Maker, in their discretion, may permit the witness to participate. If the Decision Maker permits the witness to participate in the hearing, the Decision Maker will first reschedule or adjourn the hearing for the Investigator to interview the Party and, as necessary, conduct any follow-up investigation and supplement and revise the evidence file and the investigative report.

v. Hearing Facilitators

The orderly administration of hearings will be supported by Hearing Facilitators, who are individuals either internal or external to Calvary and appointed by the Title IX Coordinator. The Title IX Coordinator may not serve as a Decision Maker in the matter but may serve as a Hearing Facilitator if their previous role(s) in the matter do not create a conflict of interest. Otherwise, a Designee may fulfill this role.

C. Notice of Hearing

The Title IX Coordinator will notify the Parties in writing of the date, time, and location/format of the hearing. The notice will include the charges at issue; a brief summary of the alleged Prohibited Conduct; and the applicable Complaint Resolution Procedures under this Policy. All efforts will be made to provide the Notice of Hearing no later than seven (7) business days prior to the hearing and to schedule the hearing as soon as practicable.

Either Party may request to have a hearing rescheduled. The request may be granted at the discretion of the Title IX Coordinator. Absent extenuating circumstances, requests to reschedule must be submitted at least five (5) business days prior to the hearing. A request to reschedule a hearing must be supported by a compelling reason. Given the number of individuals involved in a hearing, and the attendant difficulty of scheduling and rescheduling them in a timely manner, it may not be possible to accommodate all scheduling requests. The Title IX Coordinator may also reschedule a hearing, without a request by the Parties, when there is reasonable cause to do so.

D. Hearing Format

The hearing will be live and will provide the Parties an opportunity to address the Decision Maker in person. Participants may be physically present in the same geographic location, or at Calvary's discretion, some or all of the hearing may be conducted remotely, using virtual platforms (i.e., video conferencing). Upon request to the Title IX Coordinator, a Party may participate in the hearing remotely. Such requests for remote participation should be made at least two (2) business days in advance of the scheduled hearing.

E. Pre-Hearing Conferences

Prior to the hearing, the Hearing Facilitator and the Decision Maker will meet with the Parties and their Advisors, separately, for the purposes of conducting a pre-hearing conference. At the pre-hearing conference, the Decision Maker will review these Complaint Resolution Procedures, the rules of decorum, and the proposed hearing schedule. The Parties will be permitted to ask questions. The Decision Maker will not discuss matters of evidence with the Parties during the pre-hearing conference.

F. Impact/Mitigation Statements

The Parties will be permitted, but not required, to prepare a written Impact/Mitigation Statement relevant to any sanctions. The Parties may submit the statement to the Title IX Coordinator up until the start of a hearing. The statements are distributed to the Decision Maker and the Parties only if the Decision Maker finds the Respondent responsible. The Title IX Coordinator will provide the Impact/Mitigation Statements to the Parties with a copy of the Decision Maker's written decision.

G. Hearing Procedures

Typically, the format of the hearing will be as follows:

i. Opening Prayer

ii. Opening Instructions

The hearing will begin with opening instructions by the Decision Maker or the Hearing Chair (if by Panel). The Parties will be afforded the opportunity to ask questions about the format of the hearing and these procedures at the conclusion of the opening instructions.

iii. Cross Examination

The Decision Maker will determine the order of question and answer. The Decision Maker will question the Party or witness first, followed by cross examination of a Party by the other Party's Advisor. In the case of witness testimony, the Decision Maker will question the witness first, followed by cross examination of the witness, first by Complainant's Advisor and next, by the Respondent's Advisor.

During cross examination, the Party's Advisor will be permitted to ask the opposing Party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Before a Complainant, Respondent, or witness responds to a question by a Party's Advisor, the Decision Maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.

The Decision Maker retains authority to ask questions at any time during testimony, including during cross examination by the Advisors.

iv. Closing Remarks

At the conclusion of testimony, the Decision Maker/Chair will conclude the proceedings with brief closing remarks.

H. Determination Regarding Responsibility and Notice of Outcome

The Decision Maker will determine whether the Respondent is responsible for the alleged Prohibited Conduct by a majority vote (if by Panel) based upon a preponderance of the evidence standard. The Decision Maker retains discretion regarding the weight or credibility to assign the evidence. If the Decision Maker makes a finding of responsibility, the Decision Maker will determine the appropriate sanctions and remedies, in accordance with Section XI of this Policy by a majority vote. The Decision Maker may consult with other Calvary officials, at its discretion, when determining the appropriate sanctions and remedies to issue. In matters where a finding of responsibility is made, the Decision Maker will consider the Impact/Mitigation statements of the Parties prior to determining sanctions.

The Decision Maker will issue a written determination of findings that will include the procedural steps taken during the investigation, the specific Prohibited Conduct for which the Respondent was found responsible and not responsible with identification of the allegations potentially constituting Title IX Prohibited Conduct, the findings of fact and the rationale for the Decision Maker's determinations regarding both responsibility and sanctions, whether remedies designed to restore or preserve equal access to Calvary's Education Programs and Activities will be provided by Calvary to the Complainant, sanctions and remedies if the Respondent is found responsible, and instructions and time limits for appeals.

The written determination may incorporate and reference any portions of the proceedings, including the evidence file and investigative report, as the Decision Maker deems appropriate. Both the Complainant and the Respondent will be simultaneously provided with a notice of outcome and the Decision Maker's Written Determination.

I. Hearing Record

A video/audio recording will be made of all hearings, but not of deliberations. The Parties may view and listen to the recording of the hearing. Access will be facilitated in a manner deemed appropriate by the Title IX Coordinator. Individuals appearing before the Decision Maker, whether as a Party or witness, are prohibited from recording any portion of the hearing. The Decision Maker is also prohibited from recording any portion of the hearing.

The Decision Maker has access to the hearing record. The hearing record will include: the recording and any written transcript of the hearing, the Decision Maker's final determination, the final evidence file and investigative report, the Parties' Impact/Mitigation Statements, if there is a determination of responsibility, and information concerning any prior misconduct by the Respondent.

13. EVIDENTIARY CONSIDERATIONS

A. Relevance

Evidence is relevant if it has any tendency to make any material fact more or less probable. Determinations regarding relevance of any proffered evidence will be subject to the following requirements:

i. Prior Sexual History of Complainant

Evidence and questions about the Complainant's sexual predisposition or prior sexual behavior are considered irrelevant unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

ii. Prior or Subsequent Conduct

Prior or subsequent conduct of a Respondent may be considered in determining pattern, knowledge, intent, motive, or absence of mistake. For example, evidence of a pattern of conduct prohibited by this Policy by a Respondent, either before or after the incident in question, regardless of whether there has been a finding of a Policy violation, may be deemed relevant to a determination of responsibility.

iii. Mental Health Condition, Treatment, or Diagnosis

Generally, during both the investigation and any hearing to determine responsibility, evidence of the party's mental health diagnosis or treatment is irrelevant.

iv. Privilege

The Investigator and Decision Maker will not allow, rely upon, or otherwise permit questions or evidence that is protected by a legally recognized privilege, unless the person holding such privilege has waived the privilege.

B. Newly Offered Evidence

If, after the issuance of the Final Evidence File and Final Investigative Report and prior to the issuance of the Decision Maker's decision, including at the hearing, a Party or the Investigator seeks to present a witness or introduce evidence not offered prior to the hearing and not disclosed to the Investigator, the Decision Maker may grant admission of the evidence only upon a showing of good cause, which may include that the evidence could not have reasonably been discovered with due diligence.

Where the Decision Maker permits a Party to introduce a newly discovered witness or evidence, the Decision Maker will reschedule or adjourn the hearing for the Investigator to investigate the newly discovered witness or evidence and, if appropriate, to amend the Final Evidence File and Final Investigative Report.

Appendix B: Procedures for the Formal Resolution of Formal Complaints of Non-Title IX Prohibited Conduct

I. SCOPE OF THESE PROCEDURES

The procedures set forth below will guide the investigation and adjudication of Formal Complaints of Non-Title IX Prohibited Conduct, as defined in Section VI(2).

INITIATION OF THE INVESTIGATION

An investigation under these procedures will be initiated at the Title IX Coordinator's direction after the filing of a Formal Complaint and the issuance of a Notice of Allegations to the Parties.

THE INVESTIGATION

a. Overview of the Investigation

The investigation is a neutral evidence-gathering process. During the investigation, the Parties will have an equal opportunity to be heard, to submit evidence, to identify witnesses who have relevant information, including fact and expert witnesses, and to submit questions that they believe should be directed by the Investigator to each other or to any witness. The Investigator will also seek to obtain relevant evidence identified during the investigation, including relevant evidence that has not been offered by either Party. Calvary may continue an investigation without the participation of any Party.

b. The Investigator

Investigations will be conducted by one or more appropriately trained individuals appointed by the Title IX Coordinator. The Investigator will be impartial and will conduct a prompt, thorough, and fair investigation. The Investigator may be a Calvary employee or an external party.

c. Evidence Collection

i. Testimonial Evidence Collection: Investigative Interviews

Testimony is evidence. Thus, throughout the investigation, the Investigator will endeavor to interview the Parties and other individuals (witnesses) who have information that is relevant or directly related to the allegations in the Formal Complaint. The Investigator will provide written notice of the date, time, and location of the interview, with sufficient

time for the participants to prepare. Investigative interviews may be conducted in person, or via telephone or video conference. Following the investigative interview, the Investigator will prepare a full written summary of the interview (“Interview Summary”).

If a Party or witness declines to participate in investigative interviews deemed necessary by the Investigator, the Party or witness, as the case may be, will be unable to provide testimony within the written hearing absent a showing of good cause.

ii. Non-Testimonial Evidence Collection

During the investigative interview process, the Investigator will gather other available evidence and information that is directly related to the allegations in the Formal Complaint, including, without limitation, electronic and other records of communications between the Parties or witnesses (via voicemail, text message, audio messages, email, or social media sites), photographs and videos, medical records (subject to required consent), and records generated by Security or law enforcement.

iii. Evidence Collection Logs

The Investigator will maintain a log of all testimonial and non-testimonial evidence obtained and the source of such evidence. The Investigator will also maintain a log of all testimonial and non- testimonial evidence offered or sought, but not obtained, and the reason such evidence was not obtained. These logs will be made a part of the evidence file.

d. Evidence File and Investigative Report

At the conclusion of the fact gathering process, the Investigator will prepare an Evidence File and Investigative Report.

i. The Evidence File

The Investigative File will include all the evidence that is directly related to the allegations in the Formal Complaint, including the interview summaries, evidence that is both inculpatory and exculpatory, and evidence upon which Calvary does not intend to rely.

ii. Final Investigative Report

The Final Investigative Report will be prepared by the Investigator and will fairly summarize all the relevant evidence obtained during the investigation. Relevance Determinations are generally guided by the principles set forth below in Section V of this Procedure. The Final Investigative Report will also contain a timeline of all procedural steps taken by Calvary from the time of the filing of the Formal Complaint to the conclusion of the investigation.

iii. Submission of the Final Investigative Report and Evidence File to the Parties

The Investigative Report and Evidence File will be simultaneously provided to the Parties and their Advisors in electronic format or hard copy. The Parties will have five (5) business days to submit a written response to the Final Investigative Report and Evidence File. The Parties’ written response may include responses to the evidence and requests

that the Investigator accepts, seeks, or obtains additional evidence or conduct follow up inquiries of the other Party or witnesses. The Parties' responses may also include challenges to the Investigators' assessment of relevance.

iv. Additional Evidence Collection

The Investigator will consider the written responses of the Parties, if any, and will determine in their sole discretion, whether further investigative steps are required. If additional investigative steps are taken that result in collection of additional evidence, such additional evidence will be included in the Evidence File. The new evidence will be shared with the Parties and their Advisors electronically, or by hard copy. The Parties will be provided with a final opportunity to respond, in writing. The Investigator will determine the length of this review period.

v. Prohibition of Evidence Not Offered During the Investigation

In the absence of good cause, information discoverable through the exercise of due diligence that is not provided to the Investigator during the investigation or during this designated review and response period will not be considered in the determination of responsibility for a violation of the Policy and will not be considered during the hearing process.

II. THE HEARING

a. Overview

After the review and response period has ended, a written hearing will be held to determine whether the Respondent is responsible for the Prohibited Conduct alleged in the Formal Complaint. The written hearing consists of a Decision Maker, designated by the Title IX Coordinator, reviewing the Evidence File, Final Investigative Report, and any responses by the Parties along with applicable Calvary policies and relevant federal, state, and local law, rules, and ordinances to determine if a Policy violation occurred. As set forth in Section X of this Policy, the Respondent is presumed not responsible. A Respondent will be found responsible for violating this Policy only when such a finding is supported by the Preponderance of the Evidence.

b. Notice of Decision Maker

The Title IX Coordinator will provide to the parties written notice of the identity of the Decision Maker at least five (5) business day prior to the written hearing. Upon receipt of the notice of the Decision Maker, the Parties will have three (3) business days to object to the appointment of a Decision Maker in accordance with Section XVI of this Policy, on the basis of demonstrated bias or conflict of interest.

c. Impact/Mitigation Statements

The Parties will be permitted, but not required, to prepare a written Impact/Mitigation Statement relevant to any sanctions. The Parties may submit the statement to the Title IX Coordinator within five (5) business days after receiving the Final Investigative Report and Evidence File. The statements are distributed to the Decision Maker and the Parties only if the Decision Maker finds the Respondent responsible. The Title IX Coordinator will provide the Impact/Mitigation Statements to the Parties with a copy of the Decision Maker's written decision.

d. Determination Regarding Responsibility and Notice of Outcome

The Decision Maker will determine whether the Respondent is responsible for the alleged Prohibited Conduct based upon a preponderance of the evidence standard. The Decision Maker retains discretion regarding the weight or credibility to assign the evidence. If the Decision Maker makes a finding of responsibility, the Decision Maker will determine the appropriate sanctions and remedies, in accordance with Section XI of this Policy. The Decision Maker may consult with other Calvary officials, in its discretion, when determining the appropriate sanctions and remedies to issue.

In matters where a finding of responsibility is made, the Decision Maker will consider the Impact/Mitigation statements of the Parties prior to determining sanctions.

The Decision Maker will issue a written determination of findings that will include the procedural steps taken during the investigation, the specific Prohibited Conduct for which the Respondent was found responsible and not responsible with identification of the allegations potentially constituting Non-Title IX Prohibited Conduct, the findings of fact and the rationale for the Decision Maker's determinations regarding both responsibility and sanctions, whether remedies designed to restore or preserve equal access to Calvary's Education Programs and Activities will be provided by Calvary to the Complainant, sanctions and remedies if the Respondent is found responsible, and instructions and time limits for appeals.

The written determination may incorporate and reference any portions of the proceedings, including the evidence file and investigative report, as the Decision Maker deems appropriate. Both the Complainant and the Respondent will be simultaneously provided with a notice of outcome and the Decision Maker's Written Determination.

III. EVIDENTIARY CONSIDERATIONS

a. Relevance

Evidence is relevant if it has any tendency to make any material fact more or less probable. Determinations regarding relevance of any proffered evidence will be subject to the following requirements:

i. Prior Sexual History of Complainant

Evidence and questions about the Complainant's sexual predisposition or prior sexual behavior are considered irrelevant unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

ii. Prior or Subsequent Conduct

Prior or subsequent conduct of a Respondent may be considered in determining pattern, knowledge, intent, motive, or absence of mistake. For example, evidence of a pattern of conduct prohibited by this Policy by a Respondent, either before or after the incident in question, regardless of whether there has been a finding of a Policy violation, may be deemed relevant to a determination of responsibility.

1. Mental Health Condition, Treatment, or Diagnosis

Generally, during both the investigation and any hearing to determine responsibility, evidence of the party's mental health diagnosis or treatment is irrelevant.

2. Privilege

The Investigator and Decision Maker will not allow, rely upon, or otherwise permit questions or evidence that is protected by a legally recognized privilege, unless the person holding such privilege has waived the privilege.

b. Newly Offered Evidence

If, after the issuance of the Evidence File and Investigative Report and prior to the issuance of the Decision Maker's written determination, a Party or the Investigator seeks to present a witness or introduce evidence not previously offered and not disclosed to the Investigator, the Decision

Maker may grant admission of the evidence only upon a showing of good cause, which may include that the evidence could not have reasonably been discovered with due diligence.

Where the Decision Maker permits a Party to introduce a newly discovered witness or evidence, the Decision Maker will allow for the Investigator to investigate the newly discovered witness or evidence and, if appropriate, to amend the Evidence File and Investigative Report.

Appendix C: Resources for Support

On-Campus Resources

Calvary Advocates

Karen Hange, Advocate	Education Building Office	816-425-6186	karen.hange@calvary.edu
Tim Hange, Advocate	Education Building Office	816-425-6184	tim.hange@calvary.edu
Aaron Heath, Advocate	Madison Hall	816-425-6131	aaron.heath@calvary.edu
Tressa Barnes, Advocate	Madison Hall	816-425-6156	tressa.barnes@calvary.edu
Rhonda Coulter, Advocate	Education Building Office	816-425-6182	rhonda.coulter@calvary.edu

Off campus Resources

Abundant Life Counseling Services, info@livingproof.co or (816-554-0944)

Hope Haven crisis hotline: 816-380-2833

Lamp Light Biblical Counseling, Shawnee Bible Church, info@shawneebiblechurch.org or (913-2268-7953)

Hospital: Belton Regional Medical Center 816-348-1200

National Mental Health Hotline:

Call or Text 988 or 1-800-273-8255

<https://988lifeline.org>

National Sexual Assault Hotline (RAINN): 1-800-656-4673 or <https://www.rainn.org>

National Dating/Domestic Violence Hotline: 1-800-799-7233 or <https://thehotline.org>

National Suicide Prevention Hotline

800-273-8255
<https://suicidepreventionlifeline.org/>

Reporting to Law Enforcement Authorities

Call 911 as soon as possible if someone is in immediate danger or needs immediate medical attention. If you believe that you have experienced or witnessed Sexual Harassment and Sexual Violence, you may file a police report directly with your local police department, you may seek assistance from the Calvary Security Department or Title IX Coordinator to make a police report, or you may decline to notify authorities.

Calvary Security may be reached by calling 816-331-8700, by emailing security@calvary.edu, or in person on the second floor of Madison Hall. A police report may be filed utilizing the contact information listed below:

Kansas City Police Department

South Patrol Division

9701 Marion Park Dr

Kansas City, MO 64137

816-234-5550

Call 911 for Emergencies

Belton Police Department

7001 E 163rd St

Belton, MO 64012

816-331-5522

Call 911 for Emergencies

Reporting to Resources for Child Abuse Protections

Missouri Department Social Services (DSS)

Hotline: 800-392-3738

^[1] For the purpose of this Policy, Calvary defines “student” as any individual who has matriculated into any academic program at Calvary University and presently has an active program status with Calvary University.

[2] For example, if Calvary has reasonable suspicion that a student or employee may be a risk of harm or direct threat to the safety of others, Calvary may use discretion to disclose necessary information for the protection of the Calvary Community and its operations.

[3] [2014-24284.pdf \(govinfo.gov\)](#)

[4] <https://www.federalregister.gov/documents/2016/11/16/2016-25888/violence-against-women-reauthorization-act-of-2013-implementation-in-hud-housing-programs>

[5] If the incident occurs before but reported after August 14, 2020, the date on which the Title IX procedures listed in Appendix A were federally mandated, it will be handled by the Complaint Resolution Procedures listed in Appendix B.

[6] Unwelcomeness is subjective and determined by the Complainant (except when the Complainant is below the age of consent). Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

[7] Sexual Assault constitutes "sexual abuse" as defined under relevant Missouri law, including subjecting another person to sexual contact without that person's consent, or when that person is incapacitated, incapable of consent, or lacks the capacity to consent, or by the use of forcible compulsion.

[8] In the event any person wishes to report or make a Formal Complaint that the Title IX Coordinator or any other individual hired within the Title IX office engaged in Prohibited Conduct, such report should be made directly to Calvary's President, either by letter or email. The President will appoint another trained individual to take the place of the Title IX Coordinator, for purposes of processing such report or Formal Complaint.

[9] Calvary specifically encourages Complainants to report all forms of "sexual violence" as defined under relevant Missouri law, including subjecting another person to sexual contact without that person's consent, or when that person is incapacitated, incapable of consent, or lacks the capacity to consent, or by the use of forcible compulsion.

[10] When a no contact order has been issued as a supportive measure or sanction, violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement.

[11] For example, it may be impossible to gather evidence sufficient to reach a determination if the Complainant fails or refuses to be available for interviews or meetings, the Complainant cannot be located, or the Complainant declines to provide necessary information concerning the misconduct at issue.

[12] Directed study may be conducted by the Title IX Coordinator or Faculty member, ranging from educational opportunities revolving around Policy Definitions to deeper educational opportunities that may require curriculum-based learning through discussion, papers, and accountability, etc.