



**STUDENT HANDBOOK 2017**

**CLAS and CGES**

**Dr. Roger Drake**

President

**Kenneth Oliver**

Vice-president for Institutional Growth and Student Engagement

**Brad Dixon**

Associate Dean of Students

**Mark Stone**

Associate Dean of Student Engagement

The information in this manual was supplied and approved by the university. Information and published event dates are subject to change.

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## WELCOME TO CENTRAL METHODIST UNIVERSITY!

*Dear Student*

*Your decision to join the Central Methodist University family will have an impact on you always. Everyone here is important, and everyone makes a difference in our common life. In this learning and living environment, there are many opportunities to participate, be involved, and exercise leadership.*

*The university years are a time for growth, exploration, and learning. In addition to the intellectual growth that you will experience through your classes and other academic pursuits, you will find many other avenues for your development on a social, physical, and spiritual level. As a church-related institution that emphasizes character development, Central Methodist University is built on solid values that will serve you well throughout your life.*

*By attending CMU you have chosen to be part of a caring, concerned community, and you play an important role in maintaining and improving that community for yourself as well as for every other person in it. This handbook offers guidelines for your full involvement as a responsible contributor to the spirit of this community. Faculty and staff members and our student leaders will be glad to assist you in understanding the history and traditions of Central Methodist University as you take your place among the many students and alumni who have gone before you.*

*We're all very glad that you're here, and we look forward to a wonderful year together.*

*Roger Drake President*

### *Old School Values. New School Attitude.*

#### **OUR UNITED METHODIST HERITAGE**

“Unite the pair so long disjoined--knowledge and vital piety.” These words from Charles Wesley provide the basis for (United) Methodism’s involvement in higher education. John Wesley, Charles’ older brother and the founder of Methodism, was the catalyst for uniting religious studies with the traditional liberal arts since John and Charles had grown up in an environment that stressed both religious and traditional educational formation. Thus, the Wesleyan heritage has from the beginning incorporated both the religious and the liberal arts aspects of education.

When Jesus was questioned by a young lawyer as to what was the greatest commandment in the law, Jesus answered: “Love the Lord with all your heart, with all your soul, and with all your mind” (Matthew 22:37).

To love God with one’s mind implies an intellectual love of God. It has always been the nature of the church to express itself through this form of love and worship of God. It is from this understanding that the Methodist Church launched its involvement in higher education on December 24, 1784, at the Christmas Conference in Baltimore, Maryland. The newly formed Methodist Church passed a resolution authorizing the establishment of Cokesbury College in Abingdon,

Maryland. This event marked the beginning of a commitment to higher education by the church that has continued for more than 200 years. Since that time the (United) Methodist Church has established more than 1,500 colleges and universities. In those years some have closed, some have merged with other colleges, and some have become state-supported institutions. Today in America there are 124 colleges, universities, and schools related to the United Methodist Church.

On April 13-14, 1853, Central Methodist University was founded by Nathan Scarritt and David Rice McAnally. The University was chartered on March 15, 1855, and the first classes were held September 18, 1857, with one building, on one acre of ground, 114 students, and three faculty members. In what was to become a prophetic statement, Scarritt said: "Let our motto be, One Methodist College in Missouri, and Only One . . ." Over the years eight other Methodist colleges and one high school were established in Missouri. Today the words of Scarritt have come to fruition, as there is only one United Methodist-related College in the State of Missouri, Central Methodist University.

Throughout two centuries of church-related higher education, our "Wesleyan tradition has endeavored to avoid narrow sectarianism." (Quoted from *A College-Related Church* by the National Commission on United Methodist Higher Education). That is, United Methodist institutions are committed to values-centered inquiry, critical thinking, and a liberal arts curriculum. The United Methodist Church has stressed four major concepts that have been the basis for the church to continue its support and involvement in higher education. Our Wesleyan heritage and traditions are defined by these four concepts:

- Education should be available to all people regardless of social standing, ethnic identity, or gender.
- Education should appropriately relate faith and reason.
- Liberal and classical learning is critical, along with professional and vocational training. Neither is subservient to the other.
- Education should aim at high standards of student achievement based on deep concern for what is best for the person (from *To Give the Key of Knowledge* by the National Commission on United Methodist Higher Education).

Today new issues and challenges face all levels of education. The more than 200-year tradition of the United Methodist Church and what it believes vital in education continue to inform the current policy of church-related higher education. The United Methodist Church is involved in higher education because it is the nature of the church to express itself in the intellectual love of God. The Wesleyan heritage has supported the ideal of uniting knowledge and vital piety within a diverse community from the very beginning. This nature and this ideal are clearly reflected in the statements of values, mission, and educational goals of Central Methodist University.

## **CMU Administration**

### **UNIVERSITY OFFICERS**

Dr. Roger Drake .....President of the University  
 Dr. Rita Gulstad ..... Provost  
 Mr. Chad Gaines .....Vice-president of Information Services  
 Dr. Joshua Jacobs .....Vice-president for Advancement and Alumni  
 Mr. Kenneth Oliver .....Vice-president for Institutional Growth and Student Engagement  
 Ms. Julee Sherman..... Vice-president for Finance and Administration

### **FAYETTE CAMPUS**

Mr. Kenneth Oliver .....Vice-president for Institutional Growth and Student Engagement  
 Mr. Bradley Dixon .....Associate Dean of Students  
 Mr. Mike Rambo .....Director of Student Activities and Greek Life  
 Mr. Mark Stone .....Assistant Dean of Student Engagement  
 Ms. Nicolette Yevich .....Director of Career Development

**CGES**

Dr. Rita Gulstad.....	Provost
Ms. Deborah Degan-Dixon .....	Assistant Dean, Western Region
Mr. Sam Mason .....	Assistant Dean, Eastern Region

**STUDENT CLUBS AND ORGANIZATIONS**

Student organizations are valuable assets of the university. They provide opportunities for students to use, hone, or develop any number of skills that will supplement the classroom education. They give students an opportunity to lead others, solve problems, represent their peers, plan programs, and work in the community through volunteer opportunities. There are many activities to choose from. Find the one or two that meet your needs and GET INVOLVED!

All student organizations must register each semester and have current organization information on file with the office of student development.

**The Student Government Association (SGA)** includes all regular, full-time and part-time students of the Fayette campus. The president and vice president are elected through a general election. Other representatives are either elected or appointed. The SGA sponsors the publication of the Central Collegian, the university newspaper, and also the Ragout, the university yearbook. SGA assists in the coordination of student activities on campus and sponsors a number of special events each year. To get involved, call the SGA office at 660-248-6642 (campus 58642) or the office of student activities at 660-248-6387 (campus 64387).

<b>Organization.....</b>	<b>Description.....</b>	<b>Advisor</b>
Accounting Club .....	Accounting .....	Prof. Laura Fisher
Alliance .....	Social .....	Dr. Kavita Hatwalkar Alpha
Chi .....	National Honor society.....	Dr. Richard Bradley
Alpha Epsilon Delta.....	National premedical.....	Prof. Greg Thurmon
Alpha Gamma Psi .....	Social sorority .....	Ms. Jenny Anspach Alpha
Lambda Delta .....	Scholastic honorary .....	Dr. Richard Bradley Alpha
Phi Gamma .....	Social fraternity .....	Mr. Kent Propst
Alpha Phi Omega .....	National service .....	Prof. Joy Flanders, Dr. Daryl Jefferies
Beta Beta Beta .....	Biology .....	Prof. Greg Thurmon
Board Game Club.....	Social.....	
Chi Delta .....	Social fraternity .....	Prof. Eric Robinette
Delta Beta Tau .....	Socialfraternity.....	Dr. Moz Rahmatpanah Delta
Mu Delta .....	Business .....	Prof. Julie Bennett
Delta Pi Omega .....	Social sorority .....	Dr. Elizabeth Gold
Delta Xi Nu .....	Social .....	Ms. Jackie Jackson
ENACTUS .....	Business .....	Prof. Julie Bennett
Fellowship of Christian Athletes.....	Social .....	Rev. Molly Moore
Gamma Sigma Epsilon .....	National chemistry honorary .....	Dr. James Gordon
Greek Council .....	Social.....	Prof. Joy Flanders
International Eagles .....	Social.....	Ms. Catherine Baxter
Kappa Beta Gamma .....	Social .....	Prof. Collin Brink
Kappa Delta Pi .....	Education honorary .....	Prof. Sally Hackman, Prof. Barb Thurmon
Kappa Mu Epsilon .....	Math .....	Dr. Jerry Priddy
Lambda Alpha Epsilon .....	Criminal Justice.....	Prof. Teri Haack
Marine Biology Club .....	Marine biology .....	Prof. Greg Thurmon
NAME-C.....	Music educators .....	Prof. Skip Vandelicht

Nat'l Soc. of Leadership & Success	Nat'l leadership	Ms. Jackie Jackson
Navigators	Religious	Dr. James Gordon
Omicron Delta Kappa	Nat'l leadership	Dr. John Bellefeuille
Percussion Society	Music	Prof. Skip Vandelicht
Phi Alpha Delta	Nat'l pre-law	Dr. John Carter
Phi Delta Theta	Nat'l social	Dr. Daryl Jefferies
Phi Mu Alpha Sinfonia	Music	Prof. Skip Vandelicht
Physical Educators Club	Professional education	Prof. Tara Brackman
Physical Therapy Assistant Club	Health professions	Prof. Jennifer Spielbauer
Pi Gamma Mu	Social Science honorary	Dr. Kristen Cherry
Pre-Law Club	Pre-Law	Dr. John Carter
Psi Chi	Int'l psychology honorary	Dr. Jackie Anson, Dr. Beth Gold
Recreational Eagles	Recreational sports	Mr. Mike Rambo
Scholarly Communicators Soc.	Communications	Dr. Kristin Cherry
Sigma Alpha Iota	Music	Dr. Dori Waggoner
Sigma Epsilon Pi	Honorary	Prof. John Flanders, Prof. Maryann Rustemeyer
Sigma Pi Alpha	Social sorority	Prof. Barbara Thurmon
Sigma Tau Delta	International English	Dr. Travis Johnson
Student Affiliates of the NCS	Chemistry	Dr. James Gordon
Student Government Assoc.	All students of CLAS	Mr. Mark Stone
Student MO State Teachers	Education association	Prof. Barbara Thurmon
SNATS	Nat'l singing teachers'	Dr. Susan Duggan
Student Nurses Assoc.	Nursing	Prof. Heather Dougherty, Prof. Sean Pridgeon
Student Sociological Society	Social sciences	Dr. Brent Myer
Tau Kappa Epsilon	Nat'l social fraternity	Prof. Greg Thurmon
Theta Alpha Kappa	Nat'l religion honorary	Dr. Daryl Jefferies
Women Gathered in Faith	Religious	Dr. Daryl Jefferies
Zeta Phi Lambda	Social sorority	Dr. Brent Myer, Dr. John Porter

## MEDIA

The Collegian, the oldest continuously published university newspaper west of the Mississippi, is published by student staff. Eagle Radio KCMU is broadcast and produced by students under the direction of Dr. Kristin Cherry.

## RELIGIOUS ORGANIZATIONS

**The Center for Faith and Service** coordinates religious activities on the Fayette campus. Though rooted in the Methodist tradition, campus ministry at CMU is interdenominational in composition. Faculty, students, and staff assist in the planning, participation, and leadership of the weekly chapel service and small group meetings. Local churches offer study and discussion groups on campus.

The center provides students a variety of retreats, events, and service opportunities throughout the academic year. Students are encouraged and equipped to assume leadership roles ranging from leading Bible studies to organizing international mission trips.

## SECTION II HOW DO I...?

**Add or Drop a course** – Go to the registrar's office to complete a Change of Course form. Changes are not official until this form is filed with the registrar. See complete information in the Academic Policies section.

**Apply for Financial Assistance** – Contact the office of financial assistance located on the first floor of Brannock Hall or call 660-248-6245. Apply as soon as you can each year after January 1st.

**Arrange for guest parking** – The office of student development supplies temporary parking passes. Inman Student & Community Center (ISCC), 2nd floor.

**Cash a check** – The business office in Brannock Hall on first floor will cash personal checks for up to \$25. Business office hours are Monday through Friday, 8:00AM - 5:00PM.

**Change an “Incomplete” grade** – refer to the Academic Policies that follows this section.

**Get change for a dollar** – A change machine is located next to the ATM on the 2nd floor of the SACC. The business office in Brannock Hall has change available during regular business hours, 8:00AM - 5:00PM.

**Change my major or a grade** – See your academic advisor.

**Change rooms in my residence hall** – You must stay in your original room for the first two weeks of the semester. During the third week, you may move within your building by making arrangements with your residence hall director (RHD).

Single rooms are not always available and there is an additional charge involved. Residents paying for a double room are responsible for maintaining a double room even if it means moving to a different room with a student who needs a roommate. Students are responsible for finding their own roommate. All students living in a double as a single, or in a triple or quad at less than full capacity, will be charged the single room fee. If you are interested in a single room talk to your RHD for availability and waiting list registration.

**Determine my class year** – Classification is determined by the number of semester hours you have *completed*, often listed as Earned Credit Hours (ECH):

Freshman .....1-29 semester hours

Sophomore .....30-59 semester hours

Junior .....60-89 semester hours

Senior .....90 hours or more

**Figure my Grade Point Average (GPA)** - Grades and GPA's are reported at mid-term and at the end of each semester. Averages are computed by dividing honor points earned by the number of credit hours attempted. Honor points are totaled up as follows.

Each “A” final grade equals 4 honor points, each “B” equals 3 points, each “C” equals 2 points, and each “D” equals 1 point

The following do not carry honor points and are not included in computing the GPA: “I” (incomplete) and “W” (withdraw)

Incomplete grades must be completed by mid-semester of the following semester. After this time if the incomplete grade has not been completed, it will automatically convert to an “F” grade with no honor points.

**Find lost items** – If your item is not listed then check at the office of student development. If the item was left at the library inquire at its office. If you find something, you can turn it in to the office of student development.

**Find someone to talk to** – Resident students should feel free to approach their resident assistant (RA), residence hall director (RHD). All students may contact the office of student development counseling staff, or staff in the Center for Faith and Service. The counselors and the center are located on the 2<sup>nd</sup> floor of the Inman Student & Community Center, 660-248-6274.

**Forward my mail** – It is the responsibility of the student to leave a forwarding address with the office of student development so that mail can be forwarded during the summer or if a student withdraws from the university. According to US Postal Service regulations *only first-class mail can be forwarded*. First Class does not include magazines and other periodicals. Mail is not forwarded during university holidays including the winter break.

**Get a CMU ID card** – Photos are taken and cards made for registered students at the office of student development on the 2nd floor of the ISCC. This is usually done for new CLAS students as part of their orientation program. CGES students at other campus locations may request a card from their site coordinator who will then contact the Fayette campus office of student. A photo (head shot) will need to be provided by the CGES student.

Do not bend or punch holes in the ID card. Replacement cards can be made after loss or damage for a replacement charge of \$10.

**Get medical attention** – A health services clinic is located in the Inman Student & Community Center, second floor. All CLAS students have access to this service while the university is in session during the fall and spring semesters (faculty and staff are charged a small office fee) and patients are seen on a walk-in basis. Services include office visits for illness or injury, blood counts and urinalysis done in the course of treating problems, diet counseling, women’s and men’s health issues, and physical exams. Students are required to pay for some laboratory tests and immunizations. Other medical facilities are located in town, see the listings under Local Area Numbers.

**Get a parking permit** – ALL Fayette campus parking requires a permit during the fall and spring semesters. The vehicle’s license plate number is required for registration which for students is done online in myCMU. Standard permits are \$30 per semester; there is also a no-cost option. The office of student development in the Student & Community Center issues all

parking permits. Spaces designated for VISITORS are not to be used by students, faculty, or staff. Students should obtain a temporary permit for overnight guests.

**Get an on-campus job** – Student work-study job openings are posted online in the Eagle JobNet beginning on August 1. Students must complete a work-study application to apply for these positions. Before work may begin a work-study agreement is signed by both the student and the supervisor. Paychecks may be picked up at the business office on the 10th of the month. Inquire at The James C. Denny, Jr. Career Development Center located in the Inman Student & Community Center, room 210.

**Get a sack lunch** – If you are on the meal plan and cannot attend a regularly scheduled meal due to a class conflict or other university-related activity, you may order a sack lunch from Fresh Ideas. Call 660-248-6988 (campus phone 58988). Orders should be made 48 hours in advance and must be picked up at the dining hall.

**Get a sick tray** – Resident students too sick to eat in the dining hall may have a friend bring them a meal. The patient or the friend needs to call the food service office stating the time of pick up, 660-248-6988. The sick student's ID number is required for placing the order and the ID card is required for pick up. Meals are to be picked up during regular serving hours.

**Get a transcript** – Check the Office of the Registrar webpage for a link to the order form. There is a charge per request so a credit or debit card will be needed to complete the process. Office of the registrar, Brannock Hall, 1<sup>st</sup> floor.

**Make the Dean's List** – The Dean's List honor roll requires at least 12 academic hours during the semester that the scholastic average is based upon, a grade point average of at least 3.5 for that semester, and with no marks lower than a "C" for that semester. Students must also be considered a good citizen of the university community.

**Mail a letter or package** – Mail letters, bills, etc., at the Inman Student & Community Center Mail Room located on the 2nd floor. The mail window is open Monday-Friday 9:00AM - 2:00PM. Packages may be mailed from the Brannock Hall Mail Room Monday-Friday 8:00AM - 5:00PM. Postage stamps are available from the campus bookstore or at the US Post Office, 111 W. Morrison St, Fayette.

**Pick up a package** – A notice will be placed in the mailbox or the student will be notified by email with instructions where to pick up the package, either in the Brannock Hall mail room or at the student center mail room. *Pick up is possible only during regular open hours.*

**Student Mailbox** - All students may sign up for a personal mailbox located on the 2nd floor of the Inman Student & Community Center. BOX ASSIGNMENTS ARE CHANGED EACH ACADEMIC YEAR. The campus mailing address is:

Student Name and Box Number  
Central Methodist University  
411 CMU SQ  
Fayette MO 65248-1198

*CMU is not responsible for lost or stolen mail.*

**Notify my professors about missing class** – It is the student's responsibility to contact his/her instructors in advance if a class will be missed for any reason. For extended illness or for an emergency contact the office of student development, 660-248-6223, and they will notify your professors of your absence. However, this does NOT excuse you from any missed classes, exams, or course work. Students are expected to discuss their absence with their professors promptly after returning.

**Pay a parking ticket** – CLAS parking citations (tickets) can be paid at the Business Office in Brannock Hall.

**Reserve a Meeting or Activity Room** – Daytime classroom reservations are made by the Registrar. Contact her via email at [kwinegar@centralmethodist.edu](mailto:kwinegar@centralmethodist.edu). For all other rooms, and for all weekend and evening reservations contact the office student development, or [chayes@centralmethodist.edu](mailto:chayes@centralmethodist.edu). Rec center rooms and the pool are scheduled by the Student Activities office, located in the Phillips-Robb Recreation Center, 660-248-6387 (campus phone 64387).

**Repeat a course** – A course may be taken again if a grade of "F" or "D" was initially recorded. Talk to your academic advisor about this process.

**Report a residence hall room problem** – Report all maintenance concerns and requests to an RA or the hall director.

**Schedule events on campus** – Reservations need to be made for all events held on campus and should be posted on the campus Event Calendar. Contact the student development office, 2nd floor of the ISCC.

**Sign up for an Intramural athletic team** – Announcements about upcoming CLAS intramural extramural activities are posted each semester. There is also an *Intramural Activities* link on the CMU Athletic webpage. Contact the Student Activities office for more information, 660-248-6387 (campus phone 64387).

**Start a Job Placement file** – Go to the James C. Denny, Jr., Career Development Center located in room 209 of the Inman Student & Community Center (ISCC) or, call to make an appointment, 660-248-5986 (campus phone 58986).



**Withdraw from the University** – An honorable dismissal will be granted if you are in good academic standing, not subject to discipline, and have made arrangements to settle your financial account. Start the process by obtaining a Withdrawal form from the Director of Academic Success in Cupples Hal or from the Associate Dean of Students in the Inman Student & Community Center. *Withdrawal is not complete until all required signatures are obtained and the paperwork is signed by the Vice-president of Institutional Growth & Student Engagement.*

CMU reserves the right to authorize the campus counselor, in cooperation with the office of student development, to:

1. Recommend that a student withdraw from CMU at any time if he/she has a medical condition that significantly interferes with his/her attendance or progress at school;
2. Require a student to withdraw from CMU at any time if he/she has a medical or psychological condition that constitutes a hazard to him/herself, to other students, or to the campus community.

## **RESOURCES & SERVICES**

**ATM** – Located in the student center across from the mail room, second floor.

**EAGLE BOOKSTORE** - The CMU Bookstore features emblematic sportswear, gifts, and school supplies as well as textbooks. It is located on the 2nd floor of the Student & Community Center. Hours are 8:00 AM - 5:00PM Monday through Friday and as announced on occasional Saturdays.

**JAMES C. DENNEY, JR. CAREER DEVELOPMENT CENTER** – The center assists CMU students with developing the ‘tools’ needed to successfully transition from campus life to a professional career. Located on the second floor of the Inman Student & Community Center, it offers a variety of services to assist students in obtaining a part-time job on campus, choosing a major and with their career plans. Throughout the year workshops and events are offered on topics ranging from resume writing to applying to graduate school. A list of events and services can be found on the website at [www.centralmethodist.edu/career/index.php](http://www.centralmethodist.edu/career/index.php) The center is open Monday through Friday from 8:00AM to 5:00PM. To schedule an appointment stop by the office, call 660-248-6986 (campus phone 58696), or e-mail [career@centralmethodist.edu](mailto:career@centralmethodist.edu).

**CHAPEL SERVICE** – The university community is invited to attend inter-denominational chapel services which are held every Tuesday at 10:00AM during the fall and spring semesters. For more information contact the Center for Faith & Service at 660-248-6665 (campus phone 58665). The office is located on the 2nd floor of the student center.

**COUNSELING SERVICES** – The CMU counseling office provides professional Mental Health counseling services to CMU students. A short term problem solving approach is used to enable the development of healthy ways to cope with demands from college, relationships with family and friends, and personal issues that may affect life as a student. The offices are located in rooms 206 of the Inman Student & Community Center and counselors are here Monday – Friday. Appointments are not always necessary; 660-248-6274.

**CULTURAL OPPORTUNITIES** - One of the outstanding characteristics of the Central Methodist University campus is the wealth of cultural events. Students may attend films, lectures, concerts, recitals, drama productions, and museum exhibits on campus. The cultural affairs committee brings nationally recognized arts performers to campus. Admission is usually free. Universities and communities in the surrounding mid-Missouri area offer an additional assortment of opportunities.

**DINING SERVICES** – Fresh Ideas Services, a national corporation, is contracted to meet the food service needs of the university. Catered events may be arranged through the food service director. The food service director is also willing to discuss any concerns, questions, comments, or suggestions regarding the food. Contact her at extension 248-6996 (campus phone 58988). CMU student identification cards are required for all meals.

**Dining Hall Hours** - Hours may be adjusted; check dining hall postings and the Daily Announcements for the most current information. SERVING times:

<b>Weekdays</b>	<b>Weekends</b>	<b>Eyrie Snack Bar</b>
Hot Breakfast ..... 7:15AM – 9:30AM	Brunch:	Monday-Friday:
Continental ..... 9:30AM – 10:30AM	11:00AM – 12:30PM	7:30AM – 10:00PM
Lunch ..... 10:45AM – 1:30PM	Dinner:	Saturday:
Deli ..... 1:30PM – 2:00PM	5:30PM – 6:30PM	1:00PM – 5:00PM
Dinner ..... 4:45PM – 7:15PM	Sunday: 2:00PM – 10:00PM	

**FINANCIAL ASSISTANCE**- The primary responsibility for financing a university education rests with the student and his/her family. Through its many resources and programs Central Methodist University offers a wide variety of financial assistance and

scholarship opportunities. The office of financial assistance is located on the first floor of Brannock Hall and can be reached at 660-248-6245 (campus phone 56245).

**GIVENS HALL (Alumni House)** – The guest rooms are available by reservation on a first-come-first-reserved basis. Reservations must be made with the through the president’s office at 660-248-6221 (campus phone 56221). There is a charge of \$25 and up per room.

Keys for rooms may be picked up at the president’s office between the hours of 8:00AM and 5:00 PM the day of arrival. Keys must be picked up on Friday or special arrangements must be made for weekend reservations.

**HEALTH CARE IN FAYETTE** – In addition to the services provided by the CMU campus health clinic, located in the Inman Student & Community Center, the town of Fayette has other health care services:

**Fitzgibbon Family Health Inc.** – 660-248-2900, 600 West Morrison St., Monday - Friday 8AM - 5PM. They are affiliated with Fitzgibbon Hospital located in Marshall, MO.

**MU Physicians** – 660-248-2217, 308 South Church St., is staffed by Family Practice specialists from the University of Missouri-Columbia. Open M-F 7AM-5PM. The clinic has access to MU Hospital helicopter service located in Columbia, MO.

**Maxwell Family Chiropractic** -209 N. Church St, 660-248-2482

**Peak Performance Physical Therapy** -100 E. Davis St, 660-248-3053

**LOST & FOUND** – located in the office of Student Development, 2<sup>nd</sup> floor of the student center and also in Smiley Library. Check listings online in myCMU > Bulletin Board.

**CENTER FOR LEARNING & TEACHING** – Provides resources to support academic courses including tutors, study communities, professional tutoring in writing, mathematics, and study skills and academic support resources for students with diagnosed learning disabilities. The center is located on the lower level of Cupples Hall. Call 660-248-6287 (campus phone 54287).

**OFFICE OF MARKETING COMMUNICATIONS** – CMU routinely sends out information to the news media about honors and awards such as the Dean’s List, graduation, etc., as permitted by the Federal Educational Rights and Privacy Act (FERPA). Marketing Communications also sends press release about participating in campus activities, fine and performing arts, awards, and more. Students who do not wish information about themselves to be distributed should contact the Marketing Communications Office (3<sup>rd</sup> floor Brannock Hall) directory and request in writing that no information be distributed.

**PHILIPS-ROBB RECREATION CENTER** – The center contains a variety of facilities for students, faculty, and staff. It houses an indoor swimming pool, a racquetball court, basketball court, turf room and multipurpose room. Nearby are two tennis courts and an outdoor basketball court. For open hours and to reserve an area, call 660-248-6387 (campus phone 64387).

**RESIDENCE HALLS** – Central Methodist University offers five residence halls for students during the academic year. Residence halls provide students with an opportunity to learn how to live and interact with their peers. The five halls on the Fayette campus are under the jurisdiction of the office of student development.

Residence halls are staffed with a professional residence hall director (RHD) along with student resident assistant (RA) staff. A housekeeping staff services the common areas. All CMU residence halls are equipped with coin operated washers and dryers, vending machines with cold drinks and snacks, as well as satellite TV in the lobby areas. Students receive satellite television access (for your own TV), and internet access service (for your own electronics) in the room at no additional charge.

*Note: AT&T provides the best reception/service for cell phones used in this area of Missouri.*

Questions or concerns about living on campus can be directed to the office of student development, 660-248-6223 (campus phone 56223).

**Burford Hall** – is a men’s three-story residence hall opened in 1960 and was named for Dr. Cyrus E. Burford, who had been chairman of the CMU Board of Trustees for many years. It is located on the north end of campus along with Woodward and McMurry Halls.

**Holt Hall** –is a four-story building located next to Smiley Library and is for women only. It opened in 1957 and is named for Bishop Ivan Lee Holt.

**Howard-Payne Hall** – is a five-story brick residence hall on the southern end of the campus that was built in 1853. It has an elevator for floors 1-4 and H-P South has central air conditioning. It is co-ed with men and women are housed on separate floors.

**McMurry Hall** – is a coed residence hall housing upperclassmen. Built in 1927 in the traditional architectural style of an English house, it is named for Bishop William F. McMurry, the school’s president from 1924-1930.

**Woodward Hall** – is located at the northern end of campus. This four-story, 54 room, brick men’s residence hall was completed in 1964 and named for Dr. Ralph L. Woodward, CMU’s president from 1950 to 1970. Woodward Hall has been designated as a first-year hall for men.

**SMILEY LIBRARY** – The library is housed in Cupples Hall and maintains both print and electronic collections. The library houses student-use computers, scanners, copiers, and other instructional technology. Librarians are available for research assistance and to answer any questions that might arise. Students or staff may check out materials with a valid CMU ID card. Most items circulate for 4 weeks, but time limits for some collections vary.

**Hours of Operation\***

Monday-Thursday	7:30AM - 11:00PM.
Friday	7:30AM - 5:00 PM
Saturday	11:00AM - 4:00PM
Sunday	3:00PM - 11:00PM

*\*Holiday and exam-week hours may vary.*

**INMAN STUDENT & COMMUNITY CENTER (ISCC)** – This is the campus hub housing Bergsten Dining Hall, The Eyrie snack bar and lounge, and the Jacobs Conference Center. Student services are on the second floor and includes the bookstore, mailroom, health clinic, career development center, counseling offices, and the Center for Faith & Service. A cardio (exercise) room is available for use by faculty, staff, and students during the fall and spring semesters and is located next to the first floor entrance. There is an elevator located next to the building's rotunda staircase. Inman Plaza, adjacent to the third floor dining area, provides outdoor seating areas and offers easy access to the rest of the central campus.

**TECHNOLOGY HELP DESK** – The helpdesk is located in the lower level of Smiley Library. The hours of operation are Monday-Friday 8:00AM - 5:00PM. Contact the Helpdesk via e-mail at [helpdesk@centralmethodist.edu](mailto:helpdesk@centralmethodist.edu) (best way) or call 660-248-6197 (campus phone 56197). Your message will be returned promptly.

## **SECTION III VALUES, MISSION, AND GOAL OF THE UNIVERSITY**

### **MISSION**

Central Methodist University prepares students to make a difference in the world by emphasizing academic and professional excellence, ethical leadership, and social responsibility.

### **WHO WE ARE**

Central Methodist University is known for its high quality undergraduate and graduate educational programs, its longstanding church relationship, its values-centered learning experiences, its strong liberal arts tradition, its emphasis on character and leadership development, and the success of its graduates through their further educational and professional pursuits. Characterized by academic excellence and proactive, personalized student services, main campus offerings are extended to a statewide audience through partnerships with schools, churches, and other institutions of higher education.

### **VALUES**

Central Methodist University affirms its Wesleyan heritage and its unique place as the only United Methodist-related University in Missouri. The location of its main campus in a small, historic, rural community provides an opportunity for students to live and to learn in a safe setting. The university values its strong liberal arts tradition, providing a foundation for excellent professional programs. CMU and its outreach activities foster an environment in which a diverse student body can develop intellectually, socially, and spiritually. University life emphasizes honesty, integrity, civility, and a strong sense of personal responsibility as integral elements of character and leadership. Central Methodist University nurtures a spirit of community and caring among its students, faculty, and staff.

### **EDUCATIONAL GOALS**

The Central Methodist University experience engenders, through the academic program and opportunities for practical experiences, student growth in knowledge, personal integrity, spirituality, and professional competence. In addition, students are challenged to develop a sense of global citizenship and a commitment to the betterment of the world. Students with a CMU education are prepared to:

- Demonstrate knowledge of the liberal arts and academic specialties as well as technical skills and professional competencies.
- Think critically and conceptually and apply their knowledge and skills to the solving of problems.
- Communicate accurately and effectively through listening, speaking and writing.

- Continue to develop self-knowledge, confidence, and a sense of honor and commitment by assuming responsibility and leadership in the service of others.
- Seek an understanding of ideas, issues, and events within and beyond their immediate community and appreciate the gifts of diversity.
- Evaluate their personal strengths and abilities, and explore appropriate career choices in a changing world.
- Have the courage to make decisions based on consideration of ethical, aesthetic, economic and environmental consequences.
- Commit to a life exemplifying values in relationships with self, family, church, university, and community.

## **CREED OF THE UNIVERSITY**

The Central Methodist University community, consistent with its United Methodist heritage, strives for academic excellence, individual achievement, and social responsibility. As members of that community we believe in:

Seeking knowledge, truth, and wisdom;

*Knowledge refers to the accumulation of facts or ideas. But mere knowledge of facts cannot inform us as to what constitutes the truth. To seek truth means to go beyond the simple facts; it requires that we recognize that facts alone cannot determine what is good or just, that we must be open to other ways of seeking and knowing truth. Habits of the mind should move us beyond knowledge towards wisdom, which requires an understanding that decisions and actions should be based on both knowledge and the will to do good.*

Valuing freedom, honesty, civility, and diversity;

*For the academic enterprise to be successful there must be the free, open, and civil exchange of diverse ideas, opinions and information. Ideas and opinions must be shared and compared in order for the best to emerge. Learning is the heart of the academic enterprise and it is only possible when all parties assume the responsibilities appropriate to their roles. Academic integrity consists of the accurate depiction of the actual work or performance of any person. Academic integrity and academic honesty require that each person accept the obligation to be truthful in all academic endeavors. Academic integrity and academic honesty further require that there be no conduct which either in intent or in effect misrepresents the person's academic performance.*

Living lives of service and leadership;

*The uniting of knowledge and active faith is a cornerstone of Wesleyan tradition. Academic excellence coupled with acts of kindness and service to the local and global community are indicators of character development on the CMU campus. There are many styles of leadership. Servant leadership, as exemplified in the life of Jesus, is a model for the CMU community.*

Taking responsibility for ourselves and the communities in which we live;

*Being a part of CMU affects not only ourselves, but also the community in which we live. We must all be responsible for our actions and their consequences, but we should also be dedicated to one another. As individuals and as a community we must demonstrate responsible life choices with a deep concern for the common good.*

## **CMU COMMUNITY EXPECTATIONS**

Members of the CMU community will:

- Uphold common decency for the community and expect others to do the same.
- Take responsibility for their actions.
- Promote and/or abide by acceptable academic and social conduct.
- Communicate concerns and/or suggestions to the appropriate individual(s).
- Be respectful of personal and/or public property.
- Be a well-informed citizen by reading materials published and provided by CMU.
- Be a well-informed individual by participating in educational and social programs or events
- Follow all campus policies.

Central Methodist University reserves the right to restrict, deny, or revoke an offer of admission or the admission of any person otherwise eligible for reasons determined to be in the best interest of the institution by the officers thereof. These reserved rights shall be administered in a manner strictly consistent with state and federal non-discrimination laws.

## CMU BYSTANDER INITIATIVE

### Building a Safer Community. What's Your Role?

The CMU Bystander Initiative is a community mobilization effort that focuses on leadership and bystander intervention to prevent harm on campus. CMU Bystander Initiative was designed to help members of the CMU community take proactive steps to create a safe campus, recognize potentially harmful situations, identify obstacles/barriers to intervention, and develop a course of action to intervene when a witness to a potential moment of harm. CMU Bystander Initiative helps CMU community members cultivate a skillset to take positive action when encountering potential moments of harm. Members of the CMU community who participate in the CMU Bystander Initiative workshops and leadership training learn to recognize harmful behaviors that can arise in social settings and collaborate with one another to develop intervention strategies that accommodate various scenarios and individual strengths.

## STUDENT CODE OF CONDUCT

CLAS and CGES students are responsible for observing the policies, rules, and regulations of Central Methodist University. These, in general, state the expectations that Central Methodist students will, at all times, conduct themselves as responsible citizens. Failure to show respect for duly established civil laws or university regulations will be handled by the office of student development in conformance with the various policies and regulations hereafter stated. In the interest of specificity in regulations, the resolution of the board of trustees states in detail the kinds of serious misconduct for which students are subject to suspension or expulsion from the university and the methods of appealing disciplinary decision. This section is followed by other miscellaneous regulations concerning the conduct of students. It is imperative that students become thoroughly familiar with this part of university regulations in order to avoid jeopardizing their relationship with the university and to fully understand their responsibilities as citizens and members of the university community.

### A. Regulations Governing Student Conduct, Disciplinary Proceedings, and Appeals

1. **Authority** - These regulations are enacted pursuant to the power and authority conferred by the laws of the State of Missouri upon the trustees of CMU, including without limitation, the power to do all acts necessary and expedient to put and to keep CMU in operation, and to make all by-laws, rules, and regulations required for proper conduct and to manage the university, and the power and duty to do all acts and things mandated or provided for in Missouri state statutes.
2. **Application** - These regulations, as from time to time amended, shall apply to all students of CMU and their guests, and shall be deemed a part of the terms and conditions of the admission and enrollment of all students. In case of any conflict or inconsistencies with any other rules, regulations, directives, or policies now existing, these regulations shall govern.
3. **Amendments** - These regulations, and any amendments hereto, shall take effect on a date prescribed by the board of trustees and shall remain in effect until rescinded or modified by the board of trustees. Amendments may be proposed at any time by the Student Government Association, faculty, administrative staff, or by the board of trustees.
4. **Jurisdiction** - The CMU Student Handbook pertains to the activities of all students on university property and the activities of students at university sponsored events and off campus activities while officially representing the university community.
5. **Definitions:**
  - a. **University activity** is any teaching, research, service, administrative, or other function, proceeding, ceremony, program, or activity conducted by or under the authority of the university, or with which the university has any official connection, whether taking place on or off campus, including without limitation university internships, practicum, field experiences, and athletic, or intramural/other intercollegiate activities.
  - b. **University property** means property owned, controlled, used, or occupied by the university.
  - c. **Office of Student Development** means the vice president for Institutional Growth and Student Engagement and any associate, assistant, or other personnel authorized to act for him.
  - d. **Administrative action** means the issuance of an oral or written warning, admonition, reprimand, and/or use of counseling procedures.
  - e. **Disciplinary sanction** means expulsion, suspension, probated suspension, social or disciplinary probation, and other educationally sound sanctions.
  - f. **CMU probation** means a probationary student status imposed up to 16 academic weeks as a result of an official determination of misconduct. In the event the student is found responsible (under the procedure set forth in these

regulations) for subsequent charges of misconduct committed during the period of CMU probation, records of such probation shall be taken into consideration in determining the disciplinary penalty if any, to be imposed or the administrative action if any, to be taken because of such subsequent misconduct.

- g. **CMU probated suspension** means conditional continuation of student status up to 32 academic weeks. The student is permitted to retain student status upon the condition that the student does not further violate any subsection of B-2 that would normally result in a disciplinary penalty during the time probated suspension is in effect. Students are not allowed to graduate on probated suspension without an appeal to the Vice-president of Institutional Growth & Student Engagement. The following consequences could result at this point: moving to another residence hall; being banned from the former hall, from a class, or from a specific building; and removal from membership in all academic and social organizations including athletics and Fine & Performing Arts. Sanctions from the previous level will remain in effect and be extended for up to 32 academic weeks, not counting the weeks assigned during probation.
- g. **Suspension from the University** means termination of student status, for a minimum of 32 academic weeks, generally without grades; however, in cases such as academic dishonesty, a directed grade for a particular course may be appropriate.
- h. **Suspension from the residence halls** means termination of resident status for a minimum of 32 academic weeks. To be readmitted, a student must reapply and schedule a personal interview with the associate dean of students.
- i. **Expulsion** means permanent termination of student status, generally without grades; however, in cases such as academic dishonesty, a directed grade for a particular course or courses may be appropriate.
- j. **Obstruction or disruption of a University activity** means any unlawful or objectionable act or conduct which (1) seriously threaten the ability of the university to maintain its facilities available for performance of its educational activities, or (2) is in violation of the reasonable rules and standards of the university designed to protect the academic community from unlawful conduct, or (3) presents a serious threat to persons or property of the academic community. Obstruction or disruption of a university activity shall include, without limitation of the foregoing general definition, the unlawful use of force or violence on or within any buildings or ground owned, used, occupied, or controlled by the university; using or occupying any such buildings or grounds in violation of lawful rules or regulations of the university, or for the purpose or with the effect of denying or interfering with the lawful use thereof by others; and injuring or harming any person or damaging or destroying the property of the university or the property of others within such buildings and ground.
- k. **Trespass warning** means that the police will be called if a student is present in any area from which he/ she is banned.

## B. Student Conduct

1. **General** - Students are expected and required to abide by the laws of both Missouri and of the United States as well as the rules and regulations of CMU, to conduct themselves in accordance with accepted standards of social behavior, to respect the rights of others, and to refrain from any conduct which tends to obstruct the work of the university or to be injurious to the welfare of the university. A student who violates these general standards of conduct may be subject to administrative actions. If the violation falls within one of the categories of misconduct listed in Section B-2, the student may also be subject to disciplinary penalties.
2. **Misconduct subject to disciplinary penalties** - The following actions constitute misconduct for which students may be subject to administrative action or disciplinary penalties:
  - a. Furnishing false information to a university official and/or forgery on any university documents. **The minimum disciplinary level for this offense is Level One.**
  - b. Failure to comply with direction of university officials acting in the performance of their duties. **The minimum disciplinary level for this offense is Level Two up to Level Six.**
  - c. Any conduct that substantially threatens or interferes with the maintenance of appropriate order and discipline in the operation of the university, or any conduct on university property or in connection with a university activity which invades the rights of others.  
**The disciplinary range for this offense is Level Two to Level Six.**
  - d. Conduct or expression on university property or in connection with a university activity that is intended to threaten, to abuse, or to harass a person or group of people on the basis of race, religion, color, sex, sexual orientation, age, national origin, handicap, or status as a disabled or Vietnam era veteran. **The disciplinary range for this offense is Level Four to Level Six, plus a written apology.**
  - e. Unauthorized entry or access to, or unauthorized use or occupancy of, any university property including without limitations lands, buildings, structures, steam tunnels, telecommunications, computer or data processing equipment, programs, systems, or software, or other facilities or services connected with a university activity.  
**The disciplinary range for this offense is Level Four to Level Six.**

- f. Obstruction or disruption of any university activity or inciting, aiding, or encouraging other persons to engage in such conduct. If substantial obstruction or disruption is threatened or occurs, the vice president of student development, or her/his designee, may issue a disciplinary suspension warning.

**The minimum disciplinary penalty for violation of this subsection during the period of such warning shall be suspension for 32 academic weeks (or CMU Disciplinary Level Five).**

- g. Lewd, indecent, or obscene conduct or expression on university property or in connection with a university activity.

**The disciplinary range for this offense is Level Two to Level Four.**

- h. Physical abuse of any person or conduct that threatens or endangers the health or safety of any person on university property or at a university sponsored event.

**The disciplinary range for this offense is Level Five to Level Six.**

- i. Committing or Attempting Rape or Sexual Assault on or off campus.

**The minimum disciplinary level for this offense is Level Six plus police involvement.**

- j. Encouraging or Watching Rape or Sexual Assault on or off campus.

**The minimum disciplinary level for this offense is Level Six plus police involvement.**

- k. Any action which interferes with a student's right to study, including but not limited to noise.

**The minimum disciplinary level for this offense is Level One.**

- i Not having an escort in the residential part of a residence hall. CMU escort policy states that males must have a female escort at all the times in the residential part of a female building and females must have a male escort at all times in the residential part of a male building.

**The minimum disciplinary level for this offense is Level One.**

- l. Having a non-approved guest in your residence hall during restricted hours, or leaving your guest unattended in your room.

**The minimum disciplinary level for the offense is Level Two.**

#### **RESTRICTED HOURS**

McMurry and Howard-Payne Residence Halls: None

Holt, Burford, & Woodward Residence Hall rooms, hallways and all other living areas:

Daily 1:00AM - 9:00AM

- m. Holding any form of "horse play" (i.e., Frisbee, hockey, soccer, washers) or throwing any objects in the hallways.

**The minimum disciplinary level for this offense is Level One, plus restitution for damages.**

- n. Misuse of the fire alarm system, sounding of a false alarm, or tampering with other safety equipment such as fire extinguishers and smoke detectors.

**The minimum disciplinary level for this offense is Level Five plus police involvement up to Level Six.**

- o. Tampering with, stealing, or damaging mail, mailboxes or any other mail-related items.

**The disciplinary range for this offense is Level Four to Level Six.**

- p. Having a candle, incense, or any other open flame on any CMU property. Smoking is prohibited.

**The minimum disciplinary level for this offense is Level Two up to Level Six.**

- q. The possession or use of fireworks, gunpowder, bullets, and other chemicals or materials used to create an explosion or an explosive mixture.

**The disciplinary level for this offense is Level Four to Level Six.**

- r. The possession of firearms or other deadly or dangerous weapons on university property or in connection with a university activity.

**The disciplinary range for this offense is Level Five to Level Six, a meeting with the vice president of campus life, and removal of the weapon.**

- s. Theft or attempted theft of, or the unauthorized use or possession of, or the unauthorized exertion of control over, or causing damage to property of any kind belonging to the university, a member of the university community, a campus visitor, or a person or agency participating in a university activity, or possession of any stolen property.

**The disciplinary range for this offense is Level Four to Level Six, plus restitution for damages.**

- u. Smoking or other use of tobacco on the Fayette campus.

**The minimum disciplinary level for this offense is Level One, plus confiscation of items.**

- v. Having alcohol related paraphernalia or alcohol container collections or displays in a room, residence hall, or on campus. **Students violating this policy may be required to attend a counseling session**

**The minimum disciplinary level for this offense is Level One, plus confiscation of items.**

- w. Having alcohol in your room, in a residence hall, on any university property or at a university activity.  
STUDENTS SHOULD REMEMBER THAT CMU IS AN ALCOHOL-FREE INSTITUTION.

**The disciplinary range for this offense is Level Two to Level Four, plus confiscation of alcohol and paraphernalia, possible police involvement and parental notification if the student is not of legal drinking age. Students violating this policy are required to attend an alcohol information class or counseling session.**

- x. Consuming alcoholic beverages on university property.

**The disciplinary range for this offense is Level Two to Level Four, plus confiscation of alcohol and paraphernalia, possible police involvement and parental notification if the student is not of legal drinking age. Students violating this policy are required to attend an alcohol information class or counseling session. (Minimum \$20 fine for the possession of alcohol)**

- y. Being publicly intoxicated on university property or in connection with a university activity.

**CMU officials may contact the emergency response team or local law enforcement. Students violating this policy are required to schedule an appointment with the campus counselor. The disciplinary range for this offense is Level Two to Level Four.**

- z. Possession of drug and/or narcotic paraphernalia or drug and/or narcotic related paraphernalia displays except as expressly permitted by law.

**The disciplinary range for this offense is Level Five to Level Six, plus immediate confiscation of offending articles and police involvement.**

- aa. Use, possession, or distribution of narcotics and/or dangerous drugs except as expressly permitted by law.

**The disciplinary range for this offense is Level Five to Level Six and police involvement.**

- bb. Being present in a room where a violation is taking place or your affiliation with a group that is violating one of these standards.

**The minimum disciplinary level for this corresponds to the violation taking place. cc. cc.**

- Not following the CMU Community Expectations and Student Code of Conduct.

**The minimum disciplinary level for this offense is Level Two to Level Six.**

- dd. Guests who violate university policy may be asked to leave CMU property or an activity. Students are responsible for the conduct of their guests.

- ee. Along with commuter and CGES students resident students are considered guests when in other residence halls and at residence hall activities

Note -This list of actions that are considered misconduct by CMU is not all-inclusive. Misconduct can include activities not listed here. Disciplinary action is at the discretion of the office of student development. The Disciplinary Levels information is located on page 27.

3. **Demonstrations** - Any individual or group activity or conduct, apparently intended to call attention to the participants' point of view on some issues, is not of itself misconduct. Demonstrations that do not involve conduct beyond the scope of constitutionally protected rights of free speech and assembly are of course permissible. However, conduct that is otherwise improper cannot be justified merely because it occurs in the context of a demonstration. Demonstrations that involve violations of any subsection of Section B-2 will not be permitted. A student will be charged with misconduct for any individual misconduct committed by the student in the course of a demonstration.
4. **Status during suspension or expulsion** - No diploma shall be given and no grades other than directed grades, no academic credit, or no degree shall be awarded to any student who has been expelled or suspended from the university so long as the expulsion or suspension is in effect.
5. **Status during disciplinary proceedings** - Except where summary action is taken as provided in Section C-7, the status of a student charged with misconduct shall not be affected pending the final disposition of charges, provided, however, that no diploma shall be given and no grades, academic credit, or degree shall be awarded to a student against whom charges are pending for which a disciplinary penalty may be imposed. The effective date of any disciplinary penalty shall be a date established by the final adjudicating body (the office of student development or the university judicial board). In case of suspension or expulsion, the student shall not be withdrawn any earlier than the date the notice of charges originated or later than the effective date established by the final adjudicating body.



- 6. Misconduct subject to other penalties** - As provided by an act of the Missouri General Assembly, misconduct which constitutes a violation of these rules and regulations may be punished after determination of responsibility by the procedures herein provided without regard to whether such misconduct also constitutes an offense under the criminal laws of any state or of the United States or whether such conduct might result in civil liability of the violator to other persons.

### **C. Procedures in Student Misconduct Cases**

#### **1. Disciplinary and Administrative Action Proceedings, General**

- a. The procedures hereby established shall be followed in all cases in which the university institutes disciplinary proceedings or administrative action proceedings against students for violations of the rules of student conduct set forth in Section B. These procedures may run in conjunction with procedures established by student organizations, student governments in university residence halls, university residence halls, or student judicial boards now or hereafter organized under the auspices of the Student Government Assoc., university residence halls, Greek Council, or similar organizations.
- b. Disciplinary proceedings are those initiated by the issuance of a notice of charges and are governed by the provisions of Section C 1-7. The term disciplinary proceedings does not include administrative action proceedings.
- c. Administrative action proceedings are informal investigations conducted by the office of student development with a view to possible administrative action. *Administrative action may be taken by the office of student development without instituting disciplinary proceedings, and such action shall be final and not subject to further hearing or appeal.* A disciplinary penalty may not be imposed without first instituting disciplinary proceedings pursuant to Section C-2.

#### **2. Institution of Disciplinary Proceedings**

- a. The office of student development shall institute disciplinary proceedings by the issuance of notice of charges.
- b. The notice shall inform the student of the rule or regulation allegedly violated, fairly inform the student of the reported circumstances of the alleged violations, and request the student to appear in the office of student development for a hearing on the incident.

#### **3. Failure to Respond to Charges**

If the notice of charges requests the student to appear in the office of student development and the student fails or refuses to appear, the office of student development may, after such investigation as it may deem necessary, dismiss the charges, take administrative actions, or impose a disciplinary penalty. If the office of student development takes administrative action the office shall notify the student in writing of such action, and such action shall not be subject to further hearing or appeal. If the office of student development imposes a disciplinary penalty, it shall notify the student in writing of such action and the student may appeal such action to the appropriate body. When it appears necessary to avoid undue hardship or to avoid injustice, the office of student development may extend the allotted time period in which the student may respond to these charges.

#### **4. Response to Charges**

- a. If the student appears in response to the notice of charges for the purpose of a hearing of the alleged violation as provided in Section C-5, the office of student development shall advise the student as fully as possible of the facts concerning the alleged charges.
- b. After the hearing with the student and such further investigation as the office of student development deems necessary, the office of student development shall proceed as follows:
  - 1) If the office of student development determines that the violation alleged is not supported by the evidence, the charges shall be dismissed and the student notified.
  - 2) If the office of student development is satisfied that the violation occurred as alleged but that no disciplinary penalty shall be imposed, the office of student development may take administrative action and notify the student.
  - 3) If the office of student development is satisfied that the violation occurred as alleged and that a disciplinary penalty should be imposed, the office of student development shall so notify the student.
  - 4) Conduct of Hearing - Each hearing shall be conducted before one or more members of the office of student development staff and, although the hearing is informal in nature, it shall provide the student certain procedural safeguards.
- c. The student shall be given the opportunity to hear the evidence against him/her; rebut statements made by witnesses, present witnesses, evidence, or any relevant information in the student's own behalf. The student shall also be given the opportunity to respond to any new information gathered during an investigation subsequent to the hearing. The office of student development has the burden of proving the student responsible for the alleged violation, and the decision of the office of student development shall be based solely on information introduced at the hearing and obtained during subsequent investigations.

- d. No person other than the student shall be present during the discussion between the office of student development and the student, except by mutual agreement of the office of student development and the student.
- e. Within 10 working days following the conclusion of the hearing and subsequent investigation, the office of student development shall notify the student, in writing, of what action it will take. The decision letter shall contain a finding as to whether the student is responsible or not responsible and a brief statement of the reasons for the decision. Any disciplinary penalty imposed or administrative action taken is subject to the provisions of Section 3.B of this regulation and any other university rule, regulation, or directive then existing.

### **5. Appeal of the Decision**

The student may appeal the decision by submitting a signed letter of appeal to the Associate Dean of Students within five business days.

Appeals must be based on one or more of the following criteria: 1) new evidence not reasonably available at the time of the original hearing may cause the case to be reopened and the evidence examined by a committee; 2) procedural error that can be shown to have had a detrimental impact on the outcome of the hearing; and/or, 3) a grossly inappropriate sanction having no reasonable relationship to the charges.

### **6. Summary Disciplinary Action**

Summary disciplinary action by way of temporary suspension and exclusion from university property may be taken against a student charged with misconduct without the issuance of a notice of charges and without the procedures prescribed in Section 3-C on the following condition: Summary disciplinary action shall be taken only by the office of student development or by an authorized representative of the university, or a representative appointed by said person, and only after the student has been given an opportunity to be heard if such procedure is practical and feasible under the circumstances. Summary action shall be taken only if the office of student development representative is satisfied that the continued presence of the student on university property threatens harm to the student, or to any other persons, or to property. Whenever summary action is taken under this Section C-7, the procedures provided for in Section C for hearing and appeal shall be expedited so far as possible in order to shorten the period of summary action.

### **7. Appeal for Removal from a Disciplinary Level**

Once a student has reached a disciplinary level, the student will remain at that level or move up. A student will not automatically move back down at the beginning of a new school year and must appeal to the office of student development to do so. Students wanting to be removed from a disciplinary level must have been without a violation of the Code of Conduct for 32 academic weeks and must petition the office of student development. The student must put in writing the date of the last incident, the current disciplinary level, and reasons for wanting to be removed from the disciplinary level, current cumulative GPA, and the student's signature. If a current disciplinary procedure is pending with the student, the appeal is automatically denied. It is at the discretion of the office of student development as to the number of levels, which will be reduced upon the appeal.

## **CRIMINAL PROCEDURES FOR SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING**

CMU encourages victims (employees and students) to notify the appropriate law enforcement agency with jurisdiction when a sexual offense has taken place. In addition, victims are encouraged to contact The Office of Student Development in person or through the University's online reporting system under Campus Safety, Report an Incident: <https://publicdocs.maxient.com/incidentreport.php?CentralMethodistUniv>. Victims who would like assistance in notifying law enforcement may seek assistance from the Office of Student Development.

The following information provides steps to follow should a sexual assault occur:

- Get to a safe place as soon as possible. If you are in immediate danger, call 911. If on campus, help may be obtained by calling or visiting The Office of Student Development during business hours, or after hours by calling campus safety at 660-202-0848.
- Contact a close friend or relative, if available, who can provide support and accompany you to the medical exam and/or police department. Other support and assistance available: CMU Wellness Center: (660) 248-6285, CMU Counselling Center: (660) 248-6274, Private Physician, Rape/Abuse Shelter Hotline: (800) 548-2480 or Missouri Psychiatric Center: (800) 884-1300
- Try to preserve all physical evidence; if possible, you should not wash hands, bathe, shower, brush teeth, douche, use the toilet, or change clothing until a medical exam is completed.
- Get medical attention in an emergency room as soon as possible. The University of Missouri Emergency Department has specially trained Sexual Assault Nurse Examiners (SANE) who conduct exams. SANE nurses have special training helping survivors of violence. The exam occurs in a private room away from the emergency department. For more information, contact 573-882-8091. An exam may reveal the presence of physical injury the victim may be unaware

occurred. Following a sexual assault, antibiotics are typically given at the time of the exam to help prevent the victim from acquiring certain sexually transmitted diseases. Emergency contraceptive pills are offered to all victims at the time of the exam (effective only if administered within 120 hours of the assault) to help prevent pregnancy from occurring as a result of the rape. If the victim reports memory loss, loss of consciousness or other circumstances suspicious for a drug-facilitated assault, a urine test may be conducted (effective only if completed within 96 hours from assault). Some of the commonly used “date rape” drugs, however, are only detectable in the urine for 6-8 hours after ingestion. Other emergency room locations: Cooper County Memorial Hospital: (660) 882-7461 and Boone Hospital Center: (573) 815-3501.

- Contact the police. It is vital to report the crime of Sexual Assault. It is important to remember reporting a crime is not the same as prosecuting the crime. The decision to prosecute may be made at another time. Final decision to prosecute is determined by the Prosecuting Attorney.
- The Office of Student Development may also assist in obtaining a protection order. For more information in obtaining a protection order visit <http://mmls.org/forms-info/orders-of-protection/>
- Consider talking to a counselor. Talking to a counselor may be important in helping the victim understand their feelings and begin the healing process. In addition, other available services include the National Sexual Assault Hotline: 1-800-656-HOPE or <https://www.rainn.org> and True North: 1-800-548-2480 (Missouri emergency shelter and/or counseling for victims of domestic and sexual violence).

### **Procedures for a Victim of a Sex Assault, Domestic or Dating Violence, and Stalking**

Victims of any of these offenses will be notified in writing of the procedures they are to follow. It will tell them to whom and how the alleged offense should be reported. The written notification also will advise victims that they need to notify the local police, or the option to be assisted by campus authorities in notifying law enforcement, if requested by the victim, and of the option to decline to make such notification.

It is imperative that victims of sexual assault, dating violence, and domestic violence try to preserve evidence that may be necessary to prove the offense in a criminal proceeding or disciplinary action or to obtain a protective order. Therefore, victim’s written notification will include information about where a forensic examination may be obtained. However, obtaining such an examination does not require the victim to subsequently file a police report.

In addition, the notification will provide these guidelines:

- Do not remove clothing items worn during or following an assault, as they frequently contain valuable fiber, hair, and fluid evidence.
- Don’t bathe or wash, or otherwise clean the environment in which the assault occurred.
- Options for pressing charges can be deferred, if you will go to the local hospital emergency room and ask for an exam and for evidence of the sexual assault to be collected and sealed.

Victims of stalking should also preserve evidence of the crime to the extent possible, such as by saving text messages or e-mails or other communications from the stalker.

Finally, where applicable, the written notification to the victim will provide a statement of the victim’s rights and the institutions responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.

### **Available Victim Services**

Victims will be provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, financial aid, and visa and immigration assistance and other services available to them, both within the University and in the surrounding community. Those services include:

#### **Student Health Services**

Inman Student and Community Center 660-248- 6285

#### **Counseling Department**

Inman Student and Community Center 660-248-6274

#### **Financial Aid**

Brannock Hall 660-248-6245

**National Sexual Assault Hotline** 800-656-4673

**Domestic Violence and Sexual Assault** 800-548-2480

CMU will provide written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations. If victims request these accommodations and they are reasonably available they will be provided, regardless of whether the victim chooses to report the crime to the local Police Department or not. Persons to contact include Brad Dixon (Associate Dean of Students 660-248-6223)

### **Maintenance of Confidentiality**

The University will protect the confidentiality of victims. Only those with a need to know the identity for purposes of investigating the crime, assisting the victim or disciplining the perpetrator will know the victim's identity. Moreover, the University will withhold the identity of victims in publicly available records, to the extent permitted by law. Additionally, the University will maintain as confidential any accommodations or protective measures provided a victim to the extent that maintaining confidentiality will not impair the University's ability to provide them. If it is deemed necessary to disclose personal information in order to provide an accommodation, the victim will be notified in advance of the disclosure.

### **Procedures for Disciplinary Action**

At CMU, the procedures for disciplinary action that will be used when there is an allegation of sexual assault, domestic violence, dating violence, or stalking are different on whether the accused is a student or employee. The proceedings will be prompt, fair and impartial from the initial investigation to the final result.

### **Procedures to be used when the accused is a student**

Allegations of domestic violence, dating violence, sexual assault or stalking involving students will be processed through the office of the Title IX Coordinator/Vice-President of Institutional Growth and Student Engagement (VPIGSE).

Students and employees can file an informal or formal complaint to the Title IX Coordinator in the VPIGSE Office located in the Inman Student and Community Center (660) 248-6223, by email [koliver@centralmethodist.edu](mailto:koliver@centralmethodist.edu) or by completing an Incident Report. <https://publicdocs.maxient.com/incidentreport.php?CentralMethodistUniv>.

CMU will act promptly in response to information that an incident of sexual violence, sexual harassment, sexual assault, or stalking has occurred. Any conduct that may be in violation of the CMU Sexual Violence policy will be investigated and addressed in a timely matter, typically within 60 calendar days.

Upon receipt of a complaint, the Title IX Coordinator or designee will open a formal case file and assign an Investigator who will direct the investigation and confer with other University Officials as necessary (e.g. with a need to know on interim action, accommodations for the alleged victim, or other necessary remedial short-term actions).

In general, the office of the VPIGSE will investigate complaints or assign another investigator from another area on campus to do so. If the alleged conduct is also the subject of a criminal investigation, the campus may not wait for the conclusion of the criminal investigation to begin an investigation pursuant to this Policy. However, the University may need to coordinate its fact-finding efforts with the police investigation.

The University will conduct a preliminary inquiry into the nature of the incident, complaint or notice, the evidence available, and the parties involved.

When an initial educational meeting/conference is held, the possible outcomes include:

- A decision not to pursue the allegation based on a lack of or insufficient evidence. The matter should be closed and records should so indicate;
- A decision on the allegation, also known as an "informal" or "administrative" resolution to an uncontested allegation;
- A decision to proceed with additional investigation and/or referral for a "formal" resolution.

If a decision on the allegation is made and the finding is that the responding student is not responsible for violating the Code, the process will end. If the University's finding is that the responding student is in violation, and the responding student accepts this finding the University considers this an "uncontested allegation." The administrator conducting the initial educational conference will then determine the sanction(s) for the misconduct, which the responding student may accept or reject. If accepted, the process ends.

### **Notice of Alleged Violation**

Any member of the Central Methodist University community, visitor or guest may allege a policy violation(s) by any student for misconduct:

Notice may also be given to the VPIGSE (or designee) and/or to the Title IX Coordinator, when appropriate. Additionally, administrators may act on notice of a potential violation whether a formal allegation is made or not. All allegations can be submitted by a victim or a third party, and should be submitted as soon as possible after the offending event occurs. The University has the right to pursue an allegation or notice of misconduct on its own behalf and to serve as convener of the subsequent campus conduct process.

### **Investigation**

The VPIGSE will appoint an investigator(s) to conduct a prompt and impartial investigation which will take the following steps:

- a. In coordination with the appropriate University officials, initiate any necessary remedial actions, and may recommend that interim protections or remedies for the parties or witnesses be provided by appropriate University officials. These protections may include separating the parties, placing limitations on contact between the parties, or making alternative working or student housing arrangements;

- b. Determine the identity and contact information of the complainant (whether that be the initiator, the alleged victim, or a University proxy or representative);
- c. Attempt to meet with the Complainant and finalize the complaint;
- d. Identify the correct policies allegedly violated;
- e. Prepare the notice of charges on the basis of the initial investigation;
- f. Meet with the Respondent. S/he will be provided a copy of the Complaint and given a full and complete written statement of the allegations, and a copy of this Policy. Also, the Respondent shall state whether s/he is "responsible" or "not responsible" for the alleged violation during the meeting;
- g. Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the accused individual, who may be given notice prior to or at the time of the interview;
- h. Complete the investigation promptly, and without unreasonable deviation from the intended timeline;
- i. Make a preliminary finding, based on a preponderance of the evidence (whether a policy violation is more likely than not);
- j. Present the preliminary finding to the Respondent and Complainant as well as the appropriate University official(s).

### **Procedures to be used when the accused is an employee**

Allegations of domestic violence, dating violence, sexual assault or stalking involving faculty and/or staff members will be processed through the appropriate University disciplinary system. They will be handled according to the CMU Employee Handbook with regard to legal and administrative action.

It should be noted that all rights and privileges possessed by students will be given to F/S members as it pertains to domestic or dating violence and sexual assault cases.

### **Investigation**

All reports of Sexual Misconduct will be promptly and thoroughly investigated by an investigator appointed by the University. The investigator will discharge his or her obligations fairly and impartially. If the investigator determines he or she cannot fairly and impartially investigate a report due to a conflict of interest, the investigator will recuse himself or herself and a new investigator will be appointed.

The investigator will commence the investigation as soon as practicable, but not later than seven (7) days after a report is made. The pendency of a criminal investigation does not relieve the University of its Obligation to conduct an investigation. However, the University's investigation may be delayed temporarily to avoid interfering with a criminal investigation.

The purpose of the investigation is to determinate whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes Sexual Misconduct. During the course of the investigation, the investigator may receive counsel from University administrators, the University's attorneys, or other parties as needed.

During the investigation, the complainant (i.e., the alleged victim of the Sexual Misconduct) will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence. The respondent (i.e., the alleged perpetrator of the Sexual Misconduct) will have the opportunity to respond to the allegations and present supporting witnesses or other evidence. The investigator will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

During the investigation process, the complainant and respondent will have equal rights. They include: equal opportunity to identify and have considered witnesses and other relevant evidence; similar and timely access to all information considered by the investigator; equal opportunity to review any statements or evidence provided by the other party; equal access to review and comment on information independently developed by the investigator.

During the investigation process, both a complainant and a respondent may ask a support person to accompany her or him to meetings with the investigator. In cases involving multiple complainants or respondents, the support person cannot be another complainant or respondent. The support person does not serve as an advocate on behalf of the complainant or respondent.

During the investigation, the University will make reasonable and appropriate efforts to preserve an individual's privacy and limit disclosure of information to those whose participation is necessary for a fair and thorough investigation and resolution. The University cannot guarantee the confidentiality of any report of Sexual Misconduct unless the report is made to a Confidential Reporter, in which case the report will not be forwarded for investigation without the reporting party's consent, unless otherwise required by law.

In the event an alleged victim requests confidentiality after making a non-confidential report, or requests that an investigation not proceed, the University will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name not be

disclosed to the alleged perpetrator, the University's ability to respond may be limited. The University reserves the right to initiate and proceed with an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the University Community.

### **Interim Measures**

At any time during the investigation, the investigator, in consultation with the Title IX Coordinator and appropriate administrators, may determine that interim remedies or protections for the parties involved or witnesses are appropriate. These interim remedies may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative class-placement or workplace arrangements.

Failure to comply with the terms of these interim remedies or protections constitutes a separate violation of this policy.

### **Timing**

The University will endeavor to conclude its investigation and resolution of the complaint within sixty (60) calendar days of receiving it. Both the complainant and the respondent will be given periodic updates regarding the status of the investigation.

### **Rights of the parties**

Regardless which procedure is being used, both the victim and the individual accused of the offense are entitled to:

- A prompt, fair and impartial investigation and resolution. Any extension of timeframes will only be for good cause and each party will be given written notice of the delay and the reason for it.
- Proceedings conducted by officials who have no conflict of interest or bias for or against either the victim or the accused and who at a minimum receive annual training on the issues related to domestic violence, dating violence, sexual assault and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- Timely notice of meetings at which one or the other or both may be present.
- Timely access, along with appropriate officials, to information that will be used after the fact-finding investigation but during informal and formal disciplinary meetings and hearings.
- The same opportunities to have others present during any disciplinary hearing, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.
- The University may not limit the choice of advisor, but may establish limits regarding the extent to which that advisor may participate in the proceeding, as long as those limits apply equally to both parties.
- Have the outcome determined by using a preponderance-of-the-evidence standard based on the totality of the evidence presented.
- Simultaneous, written notification of the outcome of the proceeding, any procedures for either party to appeal the result, any change to the result and when the result becomes final. This includes any initial, interim or final decision by any official or entity authorized to resolve disciplinary matters and it includes information on any sanctions imposed by the institution and the rationale for reaching the result.

Knowingly filing a false report or making false allegations of fact is prohibited and may result in disciplinary action.

### **Student Conduct Sanctions**

One or more of following sanctions may be imposed upon any student for any single violation of the *Code of Student Conduct*:

Level 1 - WARNING

Level 2 - WARNING WITH SANCTIONS

Possible consequences –

- 1-20 hours community service
- Behavioral contract
- Reduction or loss of scholarship

Level 3 - CMU PROBATION

Possible consequences -

- 15-30 hours community service at the discretion of the judicial hearing officer and meeting with a campus counselor if deemed necessary by the judicial hearing officer.
- Reduction or loss of scholarship
- The following privileges may be lost for a minimum of 16 academic weeks:
  - Leadership and/or membership privileges
  - Intramural sports team privileges (Fayette Campus)

Level 4 - CMU PROBATED SUSPENSION

#### Possible consequences

- All privileges lost at Level Four are lost for 32 academic weeks.
- Move to another hall; ban from former/other hall. (Fayette Campus)
- 20-40 hours community service.
- Removal from all academic and social organizations
- Ineligible to participate in intercollegiate athletics (Fayette Campus)

#### Level 5 - SUSPENSION FROM RESIDENCE HALLS (Fayette Campus)

##### Possible consequences -

- This sanction is in effect for at least 32 academic weeks.
- To be readmitted a student must reapply and schedule a personal interview with the Vice-president of Institutional Growth and Student Engagement

#### Level 6 - SUSPENSION FROM THE UNIVERSITY

##### Possible consequences

- This sanction is in effect for at least 32 academic weeks.
- To be readmitted a student must reapply and schedule a personal interview with the Vice-president of Institutional Growth and Student Engagement and/or President of the University.

Levels that are charged against a student will be added to previous levels (or levels pending) and accumulate accordingly. Students who have been incident-free for a period of 32 academic weeks may appeal to have

### Appeals Process

If any party to the investigation disagrees with the findings, they may file a written appeal within 3 business days of receipt of the findings. The appeal should be filed with the Vice President of Finance & Administration (if an employee) or the Provost (if a student). Appeals will be reviewed and a final determination made within 10 business days of receipt of the appeal.

If a victim of a sexual offense chooses not to report the incident, the victim may still request changes in academic, living, transportation, and working situations. Requests should be made to the Office of Student Development. Requests will be evaluated and accommodations implemented in writing if reasonably available.

### Understanding Confidentiality

CMU is committed to protecting the privacy of all individuals affected by sexual misconduct. All University employees who are involved in the University's Title IX response, including investigators and sanction board members, receive specific instruction about respecting and safeguarding private information. Throughout the process, every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the report or complaint. Such a review is essential to protecting the safety of the Reporting Person, the Responding Person, and the broader campus community and to maintaining an environment free from sex assault, violence, dating violence and stalking.

A Reporting Person may make a request for confidentiality at any point and CMU will make all reasonable attempts to comply with this request. In situations where a Reporting Person requests privacy, the University's ability to investigate and respond to the allegations may be limited. The University is required by Title IX to weigh a complainant's request for confidentiality and the University's commitment to provide a reasonably safe and nondiscriminatory environment. A complainant will be notified if the University cannot maintain the Reporting Person's confidentiality. In making this determination, the University may consider, among other factors, the seriousness of the conduct, the respective ages of the parties, whether the Reporting Person is a minor under the age of 18, whether there have been other complaints or reports of harassment or misconduct against the Responding Person, the existence of independent evidence, and the rights of the Responding Person to receive notice and relevant information before disciplinary action is sought.

The Title IX Coordinator will evaluate requests for confidentiality. The University will take all reasonable steps to investigate and respond to the report consistent with the request for confidentiality or request not to pursue an investigation, but its ability to do so may be limited based on the nature of the request by the Reporting Person. The University will assess any barriers to proceeding, including retaliation, and will inform the Reporting Person that Title IX and University policy prohibit retaliation. The University will take rigorous responsive action to protect the Reporting Person. Anonymous statistical information must be shared with Plant Operations/Safety and Security where required by the Clery Act. The information contained in a Clery crime report only tracks the number of Clery-reportable offenses occurring at campus locations or University sponsored programs (e.g., off-campus study) and does not include the names or any other identifying information about the person(s) involved in the report.

If you have been subjected to prohibited conduct under this policy, you are encouraged to seek assistance. Web resources:  
Central Methodist University Counseling Center

Central Methodist University Health Services  
 Campus Safety  
 True North  
 Rape, Abuse & Incest National Network (RAINN)

### **Written Notification**

CMU will provide written notification to students and employees about available resources: counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available to victims, both within the institution and community.

CMU will provide written notification to victims concerning available options and assistance, to include how to request changes and who to contact concerning the following situations; academic, living, transportation, working and protective measures. Requests should be made to the Human Resources Office concerning employees and the Office of Student Development concerning students.

If a victim of a crime chooses not to report an incident, the victim may still request accommodations and/or protective measures be provided by the University. The request will be evaluated and accommodations implemented if reasonably available. Requests should be made to the Human Resources Office concerning employees and the Office of Student Development concerning students.

Following a report of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, CMU will provide the victim a written explanation of the victims' rights and options.

## ***RESPONSIBILITIES AND EXPECTATIONS OF STUDENT ORGANIZATIONS***

Student organizations are an important component of the total education that students receive. Each organization contributes to and affects its members and the campus community. The university expects each student organization to advance the mission of the university and support the values on which the university is founded. Specifically each student organization:

- Should provide an impetus for high academic achievements for its members.
- Should provide an opportunity for personal development through leadership positions, self-awareness programs and social functions.
- Should provide a method for giving service to others at least once each semester through service projects and outreach programs.
- Should actively participate in campus events and maintain good relationships with other organizations.
- Should attend the meetings of the Student Government Association, Residence Council, or Greek Council as appropriate.
- Should develop a clear definition of its goals and ideals and select a plan for achievement.

All CMU organizations are to follow the restriction guidelines pertaining to new members as outlined in the Policy on Organization Conduct, Appendix III, Article X, Section 4, of this handbook.

### **Membership for Clubs and Other Organizations**

The minimum membership requirement is five students unless approved by the vice-president of institutional growth and student engagement. Organizations without a strong and committed membership may have a hard time sustaining interest and therefore recognition among the campus community.

### **Membership in a Social Greek Organization**

The governing board of the social Greek system is the Greek Council and the office of student development. Please refer to the Greek Council Constitution, Appendix III, under Membership. Central Methodist University supports both local and national social fraternities and sororities.

### **Membership in a National Greek Organization**

Please refer to the constitution set by the national headquarters. The constitution must fully comply with the rules set forth by Central Methodist University. An updated constitution should be filed with the office of student development.

### **Semester Reports**

Each semester ALL organizations are expected to complete an updated roster and information sheet. This sheet asks for the following:

- Executive Board listing



- Faculty/Staff names and agreement
- Membership List
- Updated Constitution (when applicable)

### **Organization President/Contact List**

The office of student development needs to know the name of the president or contact person of each group. Although this information does not need to be included on the semester reports, the office still must know of any changes that may occur during the year. A current address, e-mail and phone number is also needed.

### **Constitution**

All recognized organizations must have a current constitution on file in the office of student development. The constitution is an organization's identity statement. It also covers the fundamental governing principles of the organization. A constitution allows members to have a better understanding of what the organization is all about and how it functions. If you need assistance the student activities director will be happy to assist you.

### **Advisors and Sponsors**

To maintain recognized organizational status, each organization must have a full-time university employee as an advisor or must get approval from the vice-president of institutional growth and student engagement for anyone less than full-time. This employee must then notify the office of student development that they have accepted the position. Choosing an advisor is a task that should not be taken lightly. Ideally, an advisor should feel comfortable attending organization meetings and activities. The organization's members should also feel comfortable with the advisor. Before asking a faculty or staff member to become the advisor invite him or her to one of your meetings or activities.

*Provide updated copies of your constitution, minutes, activities calendar, etc. to the advisor. This is not only common courtesy, but also a requirement.* It is also a good idea for someone in your organization to check in with the advisor just to keep him or her abreast of what is happening. The advisor will be much more supportive and helpful if he/she is informed. It will also show appreciation for their participation.

### **Meeting Rooms**

Student organizations that have university meeting rooms must keep these rooms clean and orderly. All rules concerning residence halls in the handbook apply to organizational meeting rooms. There will be spot inspections of these rooms throughout the year. If violations are cited, the offending organization may lose the privilege of having a meeting room. Meeting rooms are unavailable for student use between the hours of 11:00PM and 7:00AM.

### **Record Keeping**

Taking minutes at Executive Board and general meetings provides an excellent record of the organization's activities. "Minutes" is the term used for the written record of all official business taking place during a meeting. For those who could not attend the meeting, they are informed about what they missed; and for those that did attend, minutes assist with retention. More importantly, minutes serve as the historical record of the organization. Minutes should be taken at the meeting by the secretary and distributed to the advisor and members. Be sure to have a copy or copies posted at the next meeting. Organizations are encouraged to share minutes with advisors and the director of student activities.

### **Accounts**

Accounts may be set up in the business office for copy charges, mailings, etc. These accounts must be kept paid. Failure to pay accounts may result in the inability to charge items or services. Remember to keep the contact on *all* accounts (including accounts at a local bank) current.

### **Budget and Debt**

A budget is probably one of the most important things many organizations overlook. Healthy finances are usually indicative of a healthy organization and enable more activities to take place. Also, a large debt load scares off new and returning members. The inability by an organization to pay debts is not acceptable to CMU.

### **Organization Sponsored Events**

Allow ample time for preparation. Organizations must notify the office of student development regarding an event. Changes and additions must also be reported. Do not assume that the office is aware of the event, even if it is an annual one. All social organizations are required to sponsor one philanthropic event and one social event on campus each semester.

When planning any program each organization must do these things:

1. Plan ahead! Do not wait until the last minute.

2. Check the campus calendar to see if the date is open; try not to compete with another activity.
3. Reserve rooms at the office of student development and request event calendar insertion
4. Send work orders to the maintenance department, if applicable, a minimum of one week ahead  
operatons@centralmethodist.edu
5. Fundraising events have an additional form the must approved by the office of student development

### **Catered Events**

CMU's food service needs to have ample time to prepare for every event. It is a good idea to plan at least two weeks ahead. If you have questions regarding pricing, menu options, etc. contact the director at 660-248-6988. All food served in the ISCC conference center must be provided by the CMU food service. Failure to pay outstanding food service bills may result in interest charges and the loss of food service use.

### **Table and Chair Set-ups or Equipment Requirements**

Any set-up that needs to be done, such as tables, microphones, platforms, etc., is handled by the Plant Operations (maintenance) department. Email your request to them at [operations@centralmethodist.edu](mailto:operations@centralmethodist.edu). Plan ahead and turn in work orders *at least* a week before the event but they prefer to have two weeks notice. For large set-ups, consult the plant operations department *at the beginning* of your planning. 660-248-6295.

## **SECTION IV POLICIES OF THE UNIVERSITY**

### **ALCOHOL/DRUG/TOBACCO POLICY**

CMU is an alcohol free, drug free, and tobacco free institution. Use of these substances is forbidden at all CLAS and CGES locations. CMU fully supports all state and federal laws and local ordinances regulating the sale and possession of alcoholic beverages.

The possession and/or consumption of alcoholic beverages by students or their guests and the use, possession, or distribution of narcotics or other dangerous and illegal drugs on CMU property is prohibited. Use of alcohol and other drugs has been shown to be a health risk. The campus counselor is trained and available to help students deal with these issues. It is the responsibility of the officers and members of each student organization to see that those in attendance at their social functions and meetings conduct themselves in accordance with CMU regulations. Violation of this policy may result in discharge or other discipline in accordance with University policies and procedures.

### **Where to Get Help**

CMU encourages community members to access the following resources and sources of support, which provide confidential information and consultation regarding drug and alcohol issues.

Confidential counseling for employees with alcohol and other substance abuse problems is available. Employees should contact the CMU Counseling Center for information and help regarding substance abuse problems. The telephone number is 660-248-6274 or on campus ext. 58274. All visits to the Counselor are confidential, except as otherwise required by law.

### **Programs and Support Resources**

- UE Webinars and Magna Publications **are** available on MYCMU
- Throughout the academic year, offices and academic departments collaborated sponsor awareness campaigns concerning Alcohol and Drug Abuse. Student organizations are active participant's in these efforts.
- Shot of Reality: This new program combines interactive comedy, audience role playing, facts, and education to give the audience "A Shot of Reality" about the dangers of alcohol. The program provides an honest, engaging, humorous and sober new look at alcohol awareness on your campus. A Shot of Reality addresses issues such as Binge Drinking, Health Risks, Alcoholism, Drunk Driving, Assault, and Alcohol related laws. The program has proven to be highly effective. The goal of "A Shot of Reality" is to talk to students as their friends instead of preaching at them as their parents. We realize certain students will choose to drink, we want them to be educated. We want them taking care of each other and themselves.

### **ATHLETICS**

Central Methodist University is a member of the National Association of Intercollegiate Athletics (NAIA) and the Heart of America Athletic Conference (HAAC). Intercollegiate sports offered for men are baseball, basketball, cross-country, football, golf, soccer, and track. Intercollegiate sports offered for women are basketball, cross-country, golf, soccer, softball, track,

and volleyball. In sports the teams are nicknamed the "EAGLES." School colors are hunter green and black. For university rules regarding participation in intercollegiate sports refer to the CMU student athlete manual. All student athletes must adhere to the Drug Education Prevention and Testing Program.

### **ATHLETIC FACILITIES & CARDIO ROOM USE POLICY**

In order to promote safety and limit liability concerns the following policies will regulate all athletic facilities:

1. During regularly scheduled "open hours" some athletic facilities are available for use by students, faculty, and staff. This does not include Puckett Field House.
2. Guests, if permitted, must be accompanied at all times.
3. During practices and contests, facilities use may be restricted to teams and/or appropriate activities.
4. Contact the recreation center office for open hours and for pool party reservations. Use of the swimming pool requires qualified personnel to supervise the facility and must be scheduled. Some athletic facilities may be used during "closed hours" Contact the director at 248-6387 (campus phone 64387).
5. The cardio room is located in the Inman Student & Community Center and is available for use while fall and spring classes are in session. Sign-up is required; the forms are available in the office of student development located on the 2nd floor. *Children are not permitted. The cardio room is closed during breaks and holidays.*

### **AIDS POLICY**

Central Methodist University affirms, and will in general act in accordance with, the guidelines for dealing with AIDS as outlined in the American College Health Association special report entitled "AIDS on the College Campus." The university also reserves the right to depart from these guidelines in the best interest of the Central Methodist University community. Members of the Central Methodist University community involved in a situation concerning AIDS need to be both concerned with and responsible for the rights of the individual and the general well-being of the community as a whole. With respect to those rights, confidentiality is of the utmost importance.

It is the responsibility of the appropriate staff or faculty to discuss with the individual the need to notify the office of student development about the situation. Responsibility for dealing with each case lies with the office of student development which will, after consultation with a physician, work with the community member to determine the best course of action. The office of student development and the individual involved will mutually determine the balance between the rights of the individual (including confidentiality) and the well-being of the community (including need to-know).

### **BOOKSTORE BOOK RETURN**

Textbook returns for a full refund are allowed during the first two weeks of each semester if the student has dropped the course. The original cash register receipt is required and if the book was shrink wrapped it must be returned with this intact. Used textbook buy-back occurs during finals week each semester. A CMU ID card is required for any return.

### **CAMPUS SAFETY**

#### **Personal Responsibility**

The cooperation and involvement of all members of the University community (students, faculty, staff, guests and visitors) in a campus safety program are essential. Community members can and should assume responsibility for their own personal safety and the security of their personal belongings by taking simple, good sense precautions. Room doors should be locked at ***all times to provide the best security to the occupants and their possessions***. High dollar items such as computers, stereos, cameras, etc. should be engraved with uniquely identifiable numbers. In case an item gets stolen and is recovered, the engravings allow officers to return the items to their owners.

Vehicles should be locked at all times, and valuables that must be kept in the car should be secured out of sight. It is important to promptly report any suspicious person(s), activities or unusual incidents in residence halls or other campus buildings to Security.

#### **Weapons Policy**

Central Methodist University seeks to maintain a safe educational environment for our students, faculty and staff. CMU prohibits the possession, discharge and or use of any device that shoots or delivers a metal casing, BB, pellet, arrow, dart, flare, projectile type electrical charge or any other type of projectile either loaded or unloaded that are meant to injure or threaten another person including devices powered by air or CO<sub>2</sub>. Central Methodist University also prohibits other dangerous weapons to

include knives, swords, spears, clubs or devices that are designed to injure or threaten with a sharpened blade longer than 4 inches. Also, personal protection sprays such as OC spray are allowed to be carried for personal protection use.

The carrying of concealed weapons is strictly prohibited without the written consent of the University President. Firearms are allowed to be carried by badged and sworn law enforcement agencies only.

## **CRIME STATISTICS**

Central Methodist University believes the community has the right to know about criminal incidents on campus. By reviewing campus crime statistics, you can make an educated decision about choices to stay safe. To maintain a proactive practice in campus crime prevention, all members of the campus community are encouraged to immediately report any crimes or suspicious activity. The federal law requires colleges and universities to disclose statistics on specific crimes that may occur on campus. Crime statistics for each CMU campus location may be located in the Annual Security Report. <http://www.centralmethodist.edu/safety/reports.php>

This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain non-campus buildings or property owned or controlled by Central Methodist University; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies in regards to sexual assault and other matters.

## **CLERY DEFINITIONS OF REPORTABLE CRIMES**

### **Aggravated Assault**

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

#### **Arson**

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

#### **Burglary**

The unlawful entry of a structure to commit a felony or a theft.

#### **Dating Violence**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

(1) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of

- a) the length of the relationship.
- b) the type of relationship.
- c) the frequency of interaction between the persons involved in the relationship.

(2) For the purposes of this definition—

- a) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- b) Dating violence does not include acts covered under the definition of domestic violence.

#### **Domestic Violence**

Felony or misdemeanor crimes of violence committed —

- a) by a current or former spouse of the victim
- b) by a person with whom the victim shares a child in common,
- c) by a person who is cohabiting with or has cohabited with the victim as a spouse,
- d) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction where the crime occurred, or
- e) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction where the crime occurred.

#### **Drug Abuse Violations**

Violations of state and local laws about the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana, synthetic narcotics (Demerol, methadone), and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

#### **Hate Crimes**

A crime reported to local law enforcement agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's *bias* against the victim. Bias is a preformed negative opinion or attitude toward a group of persons based on their actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

#### **Liquor Law Violations**

The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, or possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person;

using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft**

The theft or attempted theft of a motor vehicle.

**Murder/Non-negligent Manslaughter**

The willful killing of one human being by another.

**Negligent Manslaughter**

The killing of another person through gross negligence.

**Sex Offenses**

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

**Rape**

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Fondling**

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity

**Incest**

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape**

Sexual intercourse with a person who is under the statutory age of consent.

**Robbery**

Taking or attempting to take anything of value from the car, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Stalking**

- (1) Means engaging in an in a course of conduct directed at a specific person that would cause a reasonable person to –
  - a) Fear for the person’s safety or the safety of others; or
  - b) Suffer substantial emotional distress.
- (2) For the purposes of this definition—
  - a) *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker 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.
  - b) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
  - c) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Weapon Law Violations**

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; non-naturalized citizens possessing deadly weapons; and all attempts to commit any of the aforementioned.

**Unfounded Crimes**

An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situation where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is baseless and therefore “unfounded.” Only sworn or commissioned law enforcement personnel may unfound a crime report

**Hate Crimes**

Includes all of the crimes listed above that manifest evidence that the victim was chosen based on one of the categories of bias listed below, plus the following crimes:

**Larceny/Theft**

Includes, pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.

**Simple Assault**

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

**Intimidation**

Unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.

**Destruction/Damage/Vandalism of Property (except Arson)**

Willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Categories of Bias**

**Race**

A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind.

**Gender**

A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

**Gender Identity**

A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender nonconforming individuals.

**Religion**

A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

**Sexual Orientation**

A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.

**Ethnicity**

A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term race in that "race" refers to grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.

**National Origin**

A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and/or traditions.

**Disability**

A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.

**CLERY GEOGRAPHIC CATEGORIES**

For the purpose of collecting and disclosing Clery crime statistics, the following Clery Act geographic categories are used:

**On-Campus**

(1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and

(2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

**On-Campus, Residential Facilities**

A subset of On-Campus. Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. The number of crimes that occurred in Residential Facilities is also included in the total statistics for On-Campus.

**Non-Campus Building or Property**

(1) Any building or property owned or controlled by a student organization that is officially recognized by the institution;

or

(2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

**Public Property**

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus

**Unfounded Crimes**

Beginning with the 2015 Annual Security Report, the University must now include Unfounded crime reports. Only sworn or commissioned law enforcement personnel may “unfound” a crime report. An unfounded crime is one that is investigated by law enforcement and found to be groundless or baseless. Only law enforcement will take any action that would result in a crime being unfounded. A University official will complete a report as to the reason and circumstances why the incident was unfounded and file it with the original report.

## **DISCRIMINATION POLICY AND GRIEVANCE PROCEDURE**

Central Methodist University does not discriminate on the basis of race, color, sexual preference, religion, sex, national origin, age, or federally defined disability in its recruitment and admission of students. The university’s educational programs, activities, financial aid, loan, and scholarship programs are made available to all qualified students without regard to race, color, sexual preference, religion, sex, national origin, age, or federally defined disability. The university complies with all federal and state non-discrimination requirements. If you feel you have been the subject of such discrimination, contact the vice-president of institutional growth and student engagement, Inman Student and Community Center, 2<sup>nd</sup> floor.

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) POLICY**

The federal government requires that the University obtain—from every enrolled student—a signed *Permission to Release Education Information* form. Each student may waive or not waive his or her rights of educational privacy as spelled out under the Family Education Rights and Privacy Act (FERPA). Photographs and other visual images, taken by the university, whether of people, places, or events related to the university’s programs and activities, are property of the university and may be used at its discretion.

**What is FERPA?** FERPA provides a student the right to examine his educational records and to request amendment of erroneous information. FERPA also allows each student to restrict the release of information or to grant CMU limited permission to release information in the student’s interest.

**Waiving or Not Waiving Individual Rights.** By completing the *Permission to Release Educational Information* form, the student either waives or does not waive his FERPA rights of privacy.

**Waiving FERPA rights of privacy:** When a student waives his FERPA rights of privacy, he grants permission to the university to release CMU Educational Information to individual(s) whom the student names on the form; these persons are usually parents or a spouse. The waiver of FERPA rights applies until such time as the student withdraws permission by written notification to the office of student development.

**Not Waiving FERPA rights of privacy:** When a student does not waive his FERPA rights of privacy, he does not grant permission to the university to release CMU Educational Information to individual(s) whom the student names on the form; these persons are usually parents or a spouse. The non-waiver of FERPA rights applies until such time as the student withdraws permission by written notification to the office of student development.

**Exception 1:** CMU may disclose educational information to parents if the student is a dependent (claimed on the parent’s or parents’ federal tax forms).

**Exception 2:** CMU may disclose personally identifiable information without consent if there is an articulable and significant threat to the health or safety of the student or other individuals.

Even though a student may not waive his FERPA rights of privacy, communication is not restricted among CMU’s educational officials concerning the student’s academic performance or progress.

A copy of each student’s signed *Permission to Release Educational Information* form is kept in the university’s paperless student file system.

**Directory Information and FERPA.** Unless specifically prohibited by the student, CMU may release “Directory Information” at its discretion for news releases and other purposes which it believes serve the student’s interest. “Directory Information” includes name, mailing and e-mail address, telephone number, dates of attendance, date and place of birth; awards, honors, degrees, and major field of study; and records of participation and accomplishments in sports and other university activities—for athletes this includes physical factors such as height and weight.

To withhold any Directory Information, within ten days after registration each semester the student must notify the office of student development in writing of the information which may not be released.

**Educational Information and FERPA.** In the student’s interest and without the student’s written consent, CMU Educational Information may be shared confidentially with educational officials of the university whose duties require such knowledge. “CMU Educational Information” may include academic records, employment records, financial aid records, and—on a restricted basis—discipline records and some counseling records.

**MyCMU Grade Entry and FERPA.** All CMU instructors and students have access to myCMU, and all students should consult their respective MyCMU course sites for grade information.

## FIRE SAFETY POLICY

The University takes life safety issues very seriously and regularly consults with the Fayette Volunteer Fire Department on issues relating to fire safety. In cooperation with the Fayette Volunteer Fire Department, CMU conducts fire drills during the calendar year for each on-campus residential facility. A fire drill refers to a supervised practice of a mandatory evacuation of a building for a fire. CMU's Fire Safety and Emergency Evacuation information is posted at <http://www.centralmethodist.edu/safety/fire.php>.

Policies and/or Rules on Portable Electronic Appliances, Smoking and Open Flames in Student Housing Facilities  
As part of our institutional fire safety and prevention efforts, CMU has implemented the following policies/rules:

### Portable Electrical Appliances

The following Items are not permitted in on campus residential facilities:

- For fire safety reasons, CMU prohibits the use of any open-coiled appliance any place in residence halls other than the designated cooking areas. "Open-coil" refers to all hot plates, toasters of any sort, portable or camping stoves, pizza cooker, and anything else with an open flame or coil.
- Portable space heaters
- Electric, propane gas or charcoal grills
- Halogen lamps are not allowed in resident hall rooms or organization meeting rooms
- Flammable liquids or gases

### Smoking

- Smoking: Smoking is not permitted in any building on campus. CMU is a tobacco free campus.

### Open Flames

- Open Flames: Candles are not to be used or displayed on campus. Linn Memorial UMC Parish House and Sanctuary may be exempt from this regulation in unique circumstances with approval of the Provost.

### Education and Training

- Students are provided information every semester on what to do in the event of a fire. Residence hall fire drills are conducted every semester and fire procedures are reviewed during residence hall meetings. Students are also encouraged to sign-up for the University text notification system, Eagle Alerts.
- Faculty and staff are provided information every semester on what to do in the event of a fire. A campus-wide fire drill is conducted annually during the academic year. Residence hall directors and assistants are provided formal training on the use of a fire extinguisher. All faculty and staff are encouraged to sign-up for the University mass notification system.

## Fire Evacuation Procedures

What to do in case of a fire (more information can be found at <http://www.centralmethodist.edu/safety/fire.php>):

### Students in On-Campus Housing

Students are encouraged to know where the closest emergency exits are in relationship to their room. Fire evacuation routes are posted near all exits and stairwells. In the event of an emergency involving a residential facility, evacuation may be required. If a fire alarm is annunciating in a residence hall, students must immediately exit the building using the stairwells. Do not use the elevators in a fire emergency. If you are stuck in an elevator during a fire, you should use the emergency phone, which will contact emergency services. If you see smoke or see fire and the fire alarm system has not activated, pull the nearest pull station as you leave the building. You should proceed immediately to the nearest emergency exit. Do not investigate the cause of the fire.

Do not try to bring any items with you. Once outside of the building move away from the building to a safe location and remain there. Responding emergency personnel will evaluate the emergency and take appropriate action to address the situation. No reentry into the building is allowed until the authorized emergency responders declare the building safe.

## Fire Incident Reporting

### Report a Fire in progress

All individuals are instructed to dial 911 and then call Safety and Security during normal business hours 660-248-6295 or, 660-202-0848 after normal business hours, weekends and holidays in the event of a fire emergency. Any fire in progress in any building on campus should be reported *immediately* to the Fayette Volunteer Fire Department by dialing **911 or 660-248-3605**.

### Report a Fire that has occurred

If a fire has already been extinguished, students, faculty, and staff should call Plant Operations/Safety and Security, once safe, during normal business hours 660-248-6295 or 660-202-0848 after normal business hours, weekends and holidays to report that a fire occurred in on-campus student housing or other campus facility. These are fires for which you are unsure whether Plant Operations/Safety and Security may already be aware. If you find evidence of such a fire or you hear about such a fire, contact the Plant Operations/Safety and Security and provide as much information as possible about the location, date, time, and cause of the fire.

## HEALTH INSURANCE POLICY

**All resident students are required to carry medical coverage.** Proof of insurance is required, a photocopied card being sufficient. All students need to complete the Health and Medical Information forms to be filed with the campus Health Clinic.



In addition, **all athletes must have medical coverage that includes collegiate athletics participation** and have to complete the Athletic Participation forms for the Athletic Training office and. Contact these offices for further information or check their web pages on the university's website: [www.centralmethodist.edu](http://www.centralmethodist.edu)

## **MISSING STUDENT NOTIFICATION POLICY**

### **(Applies to the Fayette campus only)**

The Clery Act requires institutions who maintain on campus housing facilities to establish a missing student notification policy and related procedures (20 USC 1092 (j) Section 488 of the Higher Education Opportunity Act of 2008). The term "missing student" refers to any CMU student who is residing in on-campus student housing who is reported missing from the residence.

Consistent with the Clery Act, CMU has established the following policy:

Any individual who believes a currently enrolled CMU student is missing should *immediately* notify the Associate Dean of Students located at the Student & Community Center or by dialing 660-248-6267. Following receipt of this information, the Department will commence an investigation. Should the investigation result in the conclusion the student is missing, and has been missing for 24 hours, the Department will notify the appropriate local law enforcement agency, as well as the student's Missing Person Confidential Contact within a span of time not to exceed 24 hours from the time the student was determined to be missing. If the missing student is under the age of 18, and not an emancipated individual, the Department will notify the student's custodial parent or legal guardian within 24 hours of the Department of Student Development's determination the student is missing, in addition to notifying the contact person designated by the student.

Upon receipt of information a student may be missing, the Associate Dean of Students will enlist the aid of various University departments to assist in determining if the student is in fact missing. These various University departments include, but are not limited to, Residential Life, the Office of Student Development, the Provost Office, Dining Services, and Technology Services, and others as needed.

### **Missing Person Confidential Contact**

All students living in on-campus housing can confidentially identify and register one or more individuals to be contacted if the student is determined to be missing. The contact person may be anyone, including, but not limited to, the person the student has otherwise identified as an emergency contact. Students may register and update this contact information on the student records system, during the required "check in period" each term they are enrolled and when students move into on-campus student housing at any time during the year. This information is accessible only to authorized campus officials, Student Development, in the event an on-campus student is determined to be missing. The contact information will be registered confidentially, accessible only to authorized campus officials, and it will not be disclosed, except to law enforcement personnel to further a missing person investigation.

## **PARKING/MOTOR VEHICLE POLICY**

**All campus parking requires a CMU hang tag** during the fall and spring semesters. Students attending classes on the Fayette campus, as well as faculty and staff, are required to register their motor vehicle; student registration is on myCMU. CGES students may request a one-day pass for the Fayette campus by contacting the office of student development. Along with fire lanes and no-parking zones, visitor, reserved, handicapped, and time-limit parking areas are enforced at all times.

Overnight guests should use a temporary permit. Visitors attending on-campus conferences should be issued a temporary parking pass as part of their registration. All temporary tags, parking permits, and information are available through the office of student development, Inman Student & Community Center, 2nd floor, or call 660-248-6225.

Vehicles illegally parked may be towed at the owner's expense without prior notification. Tickets are be issued all year as warranted. Fines are payable at the business office in Brannock Hall.

*Note - The University does not assume responsibility for theft, loss, or damage to motor vehicles or the contents. All parking is at own risk.*

## PERSONAL TRANSPORTATION POLICY

Motorized personal transportation devices such as hover boards, Segway's, ATV's and similar devices are prohibited on University property. Exception to this policy is the use of motorized carts or gators by authorized individuals and employees when associated with their work assignment or when a physical disability requires transportation.

### ***Bicycles, Skateboards & Self Propelled Scooters***

All individuals using bicycles, self-propelled scooters, and skateboards are expected to use the equipment in a manner which is appropriate and considerate of others. Individuals are prohibited from engaging in tricks (sliding, grinding, jumps, etc.) which involves any University property (i.e., stairs, steps, railing, benches, entrances to buildings).

Individuals are prohibited from operating bicycles, self-propelled scooters, and skateboards inside any campus building or on any athletic field. Bicycles are to only be parked or chained at provided bike racks.

## PHOTO RELEASE

By enrolling at Central Methodist University, **students agree to allow CMU and its affiliates to use their name and image in promotional and public relations materials**, unless the student specifically opts out by notifying in writing the CMU Marketing Communications department and the CMU Student Development department.

## POSTING OF FLYERS

***No Outside Soliciting is Permitted; only CMU and its organizations may post notices on the Fayette campus.***

All notices should be posted on bulletin boards only and not on doors or windows. Offensive posters/signs will be removed. Flyers and handouts for **student events held off-campus must be approved** by the office of student development and stamped as such. All signs must include the name of the sponsoring organization, time, date, and location of the event. It is the responsibility of the person or group to take down signs after the event has taken place.

## RESIDENCY POLICY for CLAS STUDENTS

**CMU in Fayette is a residential campus and so all students are expected to reside there unless they meet one or more of the following criteria.** The student may live off campus\* if he/she is:

- living with parents within 35 miles of the campus,
- married,
- is the custodial parent of a minor child who is living with them
- 21 years of age before the start of the semester,
- Entering the 5<sup>th</sup> year or 9<sup>th</sup> full-time semester, or is an
- incoming Transfer Student who has attempted and passed either three semesters of full-time academic credit for those entering CMU in the spring, or four semesters of full-time academic credit for those entering CMU in the fall semester.

\*International Students – all international students, both freshmen and transfer, must live in a CMU campus residence hall for a minimum of one year. After a year of CMU campus residency an international student who meets one of the exceptions stated above may live off-campus.

All students living off campus in spring 2017 are grandfathered in for 2017-2018. Those living on-campus in spring 2017, along with all new 2017-2018 students, are to abide by the policy stated above.

### **Off-Campus Housing Form**

**Anyone who does not live on campus, including those living with their parents**, must complete this form annually (online in the Student Services & Resources section). *Any student receiving institutional aid (CMU financial assistance) is required to live in campus housing unless they are approved through this process.* Students found to be in violation of this policy will forfeit their CMU aid.

## REPORTING CRIMES AND OTHER EMERGENCIES

CMU encourages the immediate reporting of any actual or suspected criminal or hazardous activity to the local law enforcement agencies, site authorities and main campus Plant Operations/Safety and Security, even when the victim of a crime elects not to or is unable to make such a report. Regardless of how and where a member of the campus community decides to report these incidents, it is critical for the safety of the entire University community that the incident is reported to ensure an effective investigation and that appropriate follow-up actions, including issuing a Timely Warning or Emergency Notification occur. CMU Plant Operations/Safety and Security may be reached 24 hours a day, 7 days a week by calling 660-202-0848 or for emergencies local law enforcement may be reached by dialing 911.

### **Other Locations**

Campus Safety and Security is managed by the director of each respective campus. The administration of each campus provides assistance during "regular business hours" and relies upon an outside security agency at the Maryland Heights, St Louis and Columbia, Missouri locations as well as local law enforcement agencies to provide security during non-business hours.

Criminal investigations and arrest will be conducted by the local law enforcement agency or presiding authorities. CMU administrators will use all reasonable means to gather information about crimes, hazards or related incidents occurring on all property owned or controlled by CMU, after which they are to report those incidents to the appropriate agency.

### **Emergency reporting**

Never assume someone else has called 911 when you encounter an emergency. If you call 911, provide the dispatcher with as much detailed information as possible. Stay on the line until the dispatcher terminates the call or provides you with other instructions. If you are calling 911 about another person's emergency, ask someone (if available) to stay with the victim while the 911 call is made. Campus community members are encouraged to act quickly when reporting crimes that occur within the jurisdiction of the University. Prompt reporting decreases the chance of losing evidence and provides law enforcement officers or administrators with an opportunity to take necessary action that will enhance the safety and security of the campus community.

### **Voluntary, Confidential and Anonymous Reporting**

CMU is committed to an environment where all CMU community members are encouraged to report accurate and prompt reports of any suspected violations of law or CMU policy without fear of retaliation. If you are the victim of a crime and do not want to pursue action within the University or the criminal justice system, you may still want to consider making an anonymous report with the CMU's Title IX Coordinator. This may be done by completing an Anonymous Incident Report (type Anonymous in place of full name) on the CMU website under Campus Safety (Report an Incident) or by speaking with a Pastoral or Professional Counselor and informing them you wish to remain anonymous while reporting a crime that has occurred. Certain anonymous crime reports with no identifying information of persons involved will be shared with the local police through the University's Memorandum of Understanding or other means. The CMU website serves as the portal for an online anonymous report utilizing the Incident Reporting Form that can be used to report a crime or violation of University policy.

### **Reporting to Plant Operations/Safety and Security**

We encourage all members of the University community to report as soon as possible all crimes and other emergencies to both the local police at 911 and CMU Plant Operations/ Safety and Security in a timely manner. Plant Operations/Safety and Security, in conjunction with a contracted security agency, is on call by phone 660-202-0848 or in person twenty-four (24) hours a day, either at Plant Operations during normal business hours and/or McMurry Hall after hours, weekends and holidays. Though there are many resources available, Plant Operations/Safety and Security should be notified of any crime, whether or not an investigation continues, to assure the University can assess any and all security concerns and inform the community if there is a significant threat to the campus community, i.e., "Timely Warning." All reports of incidents received by the Plant Operations/Safety and Security are reviewed by the Director/Assistant Director and are referred for appropriate action and follow-up. To help provide as safe an environment as possible in our community, and when appropriate, the Director/Assistant Director work cooperatively with the Fayette Police Department and other law enforcement agencies.

### **Reporting to Campus Security Authorities/Office of Student Development**

While we prefer community members promptly report all crimes and other emergencies directly to the local police and Plant Operations/Safety and Security/Student Development concerning students, we realize some may prefer to report to other individuals. The Clery Act recognizes certain University officials and offices as "Campus Security Authorities" (CSAs). The Act defines these individuals as an "official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution." We want to ensure the timely and accurate reporting of crimes to the appropriate CMU official. A CSA may call CMU Plant Operations/Safety and Security or submit an online Incident Report Form. CSAs include, but are not limited to: advisors to registered student organizations, intercollegiate and intramural athletic coaches, professional and student staff who directly monitor student residences, the undergraduate deans, the Title IX Coordinator, Clery Act Compliance Officer, and other members of the staff, faculty, and Student Development with significant responsibility for student activities.

### **Reporting to Pastoral and Professional Counselors**

Pastoral and Licensed Professional Counselors are identified as confidential resources, who may not share information without an individual's informed consent unless there is imminent danger to self or others, or as otherwise required by law (e.g., mandatory reporting for sexual violence against minors).

A Pastoral Counselor (i.e., ordained clergy or defined as such by a religious order or denomination) is a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

A licensed Professional Counselor (e.g., psychiatrists, licensed psychologists, licensed social workers, and those under their supervision), is a person whose official responsibilities include providing mental health counseling to members of the CMU community and who is functioning within the scope of the counselor's license or certification. Pastoral and Professional Counselors, when acting as such, are not campus security authorities and thus are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

CMU has Pastoral and licensed Professional counselors located on the second floor of the Inman Student and Community Center. They may be contacted by phone or by email.

### **CRIME PREVENTION POLICY**

A high percentage of campus crimes are incidents of opportunity. Often campus community members contribute to situational crimes by needlessly placing themselves or their property at risk. Crime prevention methods can be effective in reducing the number of crimes and all campus community members play an essential role in the practice of incorporating preventative methods. Students and employees should adhere to the following crime prevention methods:

- Be aware of your surroundings and what is going on around you.
- Keep a list of campus phone numbers with you or in your phone.
- Do not prop open doors.
- Do not leave personal property unattended.
  - Report suspicious individuals to university officials.
  - Walk with a friend or in a group.
  - Stay on main walkways.
  - Become familiar with the campus.
  - Remove valuables from your vehicle and secure the doors.
  - Engrave your valuables with personalized identification information.
  - Always carry your identification.

The Office of Human Resources and Office of Student Development offer a variety of group discussions and presentations related to safety and security awareness each semester including but not limited to: resident hall meetings, self-defense seminars, new student orientation, freshmen seminar classes, alcohol & drug awareness, chapels, university safety meetings and drills and an all-student meeting at the beginning of the academic year.

In addition, students and employees are encouraged to view online learning programs offered by United Educators. Programs include education on preventing and reporting campus crime incidents. For a list of campus security authorities please look at <http://centralmethodist.edu/safety/index.php> and search "campus security authority."

### **PREVENTING SEXUAL HARASSMENT, DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING POLICY**

CMU's policy on harassment of any kind, sexual harassment in particular, of any student, faculty member, or employee by any other student, faculty member, or employee is prohibited and will not be tolerated. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature. It should be noted that the prohibition of sexual harassment includes a condemnation of sexual assault and rape, both of which are criminal offenses. CMU works through a collaborative effort to cultivate a shared sense of responsibility among all campus constituencies. With collaboration and collective action, we can combat sexual assault, sexual and gender-based harassment, dating violence, domestic violence, and stalking in our community. By implementing comprehensive prevention and education programs, the University aspires to nurture and advance sexual respect, healthy relationships, and safety in our students' personal lives, on campus and beyond.

CMU complies with Title IX of the Higher Education Amendment of 1972, which prohibits discrimination on the basis of sex in education programs or activities. The University is firmly committed to maintaining an educational, residential, and work environment in which sexual assault, sexual and gender based harassment, domestic violence, dating violence, and stalking are not tolerated.

The University is dedicated to providing individuals affected by all forms of sexual misconduct sources of support and avenues of redress. When these incidents are brought to the University's attention, CMU will take prompt and appropriate action to end the misconduct, prevent its recurrence, and address its effects.

The University has a dedicated Title IX Coordinator and Clery Act Compliance Officer. The Title IX Coordinator has responsibility for ensuring compliance with CMU's policies regarding sexual misconduct. The Title IX Coordinator provides community members with guidance to assist those who have been affected by sex discrimination and sexual misconduct, including sexual assault, sexual and gender based harassment, dating violence, domestic violence, and stalking, whether as a Reporting Person, a Responding Person, or a third party, and to provide fair and equitable procedures for the investigation and resolution of reports.

#### **Title IX Coordinator**

Ken Oliver  
 Vice President for Institutional Growth and Student Engagement  
 Student and Community Center  
 Phone: 660-248-8225  
[koliver@centralmethodist.edu](mailto:koliver@centralmethodist.edu)

## Risk Reduction

One of the more serious crimes that too often is unreported for various reasons is Sexual Assault. It is important to know what these crimes are, as in many cases, victims do not realize they have been victimized. Additionally, crimes of this nature are difficult for victims to report for a number of complex reasons. For many people who have been impacted by sexual assault, current and long-term safety can be an ongoing concern. Safety planning is about reducing risk by assessing a situational and developing courses of action to reduce the risk. It can include planning for a future crisis, considering your options, and making decisions about your next steps.

## Education and Prevention Programs

CMU employs a comprehensive, multi-pronged approach to educating the campus community about how to prevent, respond to, and address sexual misconduct, including sexual assault, sexual and gender based harassment, dating violence, domestic violence, and stalking, that:

- Is culturally responsive, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; *and*
- Considers environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees (staff and faculty) and ongoing awareness and prevention campaigns for students and employees that:
  1. Identifies all forms of sexual misconduct, including sexual assault, sexual and gender-based harassment, dating violence, domestic violence, and stalking as prohibited conduct.
  2. Defines sexual misconduct, sexual assault, sexual and gender-based harassment, dating violence, domestic violence, and stalking, and consent using definitions articulated in University policies and procedures.
  3. Provides a description of safe and positive options for **active bystander intervention**. Active bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene. The CMU Bystander Initiative is the cornerstone of the University's effort to mobilize students, staff, and faculty to take proactive steps to create a safe campus. (See below.)
  4. Provides information on **risk reduction**. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
  5. Informs the community of the **confidential and private resources** and support services available on campus and in the community.

## Guidelines to Help Reduce the Risk of Sexual Assault

- Never travel alone.
- Maintain situational awareness, be aware of your surroundings and do not become complacent.
- Change your routine. Do not become predictable.
- Know your campus. Review a map of the campus at a minimum. Walk your campus during daylight and evening hours with a friend. Know who to call for help. Know the location of emergency call box locations.
- Report any suspicious people/or activity, immediately
- Bystander intervention.

## Definition of Consent

Consent is when someone agrees, gives permission, or says "yes" to sexual activity with other persons. Consent is always freely given and all people in a sexual situation must feel that they are able to say "yes" or "no" or stop the sexual activity at any point.

This defines consent as a clear and unambiguous agreement, expressed in mutually understandable words or actions, to engage in a particular activity. Consent can be withdrawn by either party at any point. Consent must be voluntarily given and may not be valid if a person is being subjected to actions or behaviors that elicit emotional or psychological pressure, intimidation, or fear. Consent to engage in one sexual activity, or past agreement to engage in a particular sexual activity, cannot be presumed to constitute consent to engage in a different sexual activity or to engage again in a sexual activity. Consent cannot be validly given by a person who is incapacitated.

At the heart of consent is the idea that every person has a right to personal sovereignty – the right to not be acted upon by someone else in a sexual manner unless they give that person clear permission. It is the responsibility of the person initiating the sexual activity to get this permission.

*Consent should not be assumed.*

Each of us is responsible for making sure we have consent in every sexual situation. If you are unsure, it is important to clarify what your partner feels about the sexual situation before initiating or continuing the sexual activity. Consent should not simply be assumed by:

- Body language or appearance: One should never assume by the way a person dresses, smiles, looks or acts that they consent to have sex.
- Dating relationships or previous sexual activity: Simply because two or more people are dating or have had sex in the past does not mean that they are consenting to have sex.
- Marriage: Even in marriage, a person should not assume they have consent for sexual activity. Marital rape is as serious as any other sexual assault.
- Silence or immobility: A person's silence should not be considered consent. A person who does not respond to attempts to engage in sexual activity, even if they do not verbally say no or resist physically, is not clearly agreeing to sexual activity.
- Incapacitation: Alcohol consumption or use of other drugs can render a person incapable of giving consent. Alcohol is often used as a weapon to target individuals and is used by perpetrators to excuse their own actions.

### **Definition of Retaliation**

Retaliation means any attempt to seek retribution against an individual or group of individuals involved in filing a complaint or report under the University's sexual misconduct policy, filing an external complaint, or participating in a disciplinary process. Retaliation can take many forms, including abuse or violence, threats, and intimidation. Such actions in response to a good faith report or response under this policy are considered retaliatory if they do or could do substantial harm to the other person's membership or status in the community; their personal relationships; their professional or academic reputation or opportunities; their extracurricular opportunities; or their financial security.

The University recognizes that retaliation can take many forms, may be committed by or against an individual or a group, and that a Reporting Person, Responding Person, or third party may commit or be the subject of retaliation. Retaliation includes but is not limited to: acts or words that constitute intimidation, threats or coercion intended to pressure a person to drop or support a complaint under this policy or to provide false or misleading information in connection with an investigation; and pressuring a person to participate or refrain from participating as a witness in an investigation under the University's sexual misconduct policies. Retaliation may constitute a violation of University policy even when the underlying report made in good faith did not result in a finding of responsibility. Anyone who believes that they are experiencing retaliation should promptly report their concern to the Title IX Coordinator. The University will take responsive action to any report of retaliation and will pursue disciplinary action as appropriate. In the case of an emergency, call the Plant Operations/Safety and Security at 660-202-0848, or use 911.

### **SHARPS DISPOSAL POLICY**

For our purposes "sharps" are defined as any device used for puncturing the skin, such as hypodermic needles or lancets. These are devices used by people with Diabetes or other conditions to self-monitor blood glucose and to self-administer insulin. Others may use them for other health related issues. Sharps present a biohazard and safety issue if not disposed of in the correct manner.

Any person using Sharps including, but not limited to, lancets or hypodermic needles must dispose of them in a container that meets Occupational Safety and Health Administration (OSHA) rules. Per OSHA Sharps containers must be:

1. Closable, puncture-resistant, and leak-proof on sides and bottom.
2. Accessible, maintained upright, and not allowed to overfill.
3. Labeled or color coded.
4. Colored red or labeled with the [biohazard symbol](#)
5. Labeled in florescent orange or orange-red with lettering and symbols in a contrasting color Red bags or containers may be substituted for labels.

It is the responsibility of the person using the sharp to obtain an appropriate container for use while on campus. It is also the responsibility of the person using the sharps to dispose of the container and its contents when full. This may involve mailing it to a biohazard disposal facility or other arrangements that comply with applicable state and federal laws and or regulations.

**Under NO circumstances are sharps or, sharps containers to be placed in any trash receptacle on campus or in the community.**

### **SMOKING AND TOBACCO USE**

Smoking, the chewing of tobacco, and the use of smokeless devices, is prohibited everywhere on the Fayette campus.

### **SOLICITATION**

**No outside soliciting is permitted.** Solicitors and peddlers are not permitted in university buildings or on any CMU campus. Students aware of these activities should report them immediately to a residence hall director or to the office of student

development. Students are not permitted to operate a personal business in campus housing or on campus property. Any variance to these rules must be appealed through the office of student development.

## **STUDENT RECORDS**

Student records maintained by the office of student development, the business office, and the registrar's office. The Family Educational Rights and Privacy Act of 1974 states students have the right to inspect and review their educational records and to request an amendment if the records are incorrect. The student must give written consent in order for any office to disclose files to individuals who do not fall under the need-to-know guidelines (see the FERPA Policy information). If the university fails to comply with these requirements, the student may file a complaint with the office for civil rights in the United States Department of Education.

## **CAMPUS SUSTAINABILITY**

The Student Handbook defines the role of University life as one that “emphasizes honesty, integrity, civility, and a strong sense of personal responsibility as integral elements of character and leadership.” This responsibility includes excellence in advancing environmental stewardship and sustainability on our campus, in our academic and research programs, and in our public service and outreach activities. Our decisions and actions will be guided by the CMU mission statement, reflective of the University's resources, and informed by the CLAS Sustainability Committee.

Sustainability refers to societal efforts that meet the needs of present users without compromising the ability of future generations to meet their own needs. Sustainability presumes that the planet's resources are finite, and should be used conservatively, wisely, and equitably. Sustainability practices will be implemented at multiple levels on campus with the following goals:

1. **Academics:** The University will strive for excellence in sustainability education and research by increasing faculty and student awareness of sustainability issues.
2. **Operations and Activities:** The University's goal is to maximize the efficiencies of its operations and services while minimizing its wastes and footprint.
3. **Campus Planning and Construction:** The University will evaluate the impact of its construction projects and consider the needs of future generations of the University community with the goal of minimizing the environmental footprint of the campus.
4. **Administration:** The CLAS Sustainability Committee will create sustainability policies and procedures in the areas of planning, decision-making, assessment and reporting with the goal of integrating knowledge of sustainability with actions to promote it.
5. **Outreach:** The CLAS Sustainability Committee will help promote environmental awareness and natural resource conservation with the goal of promoting a local and global culture of sustainability.
6. **Implementation:** The CLAS Sustainability Committee includes interested faculty, staff and students with the goal of integrating informed and evolving practices for sustainability within Central Methodist University.

## **VANDALISM**

In the interest of maintaining our campus community the university will not tolerate behavior that results in the damage or destruction of the property of another person or the university. Such behavior will result in disciplinary action. Students will be charged at least twice the replacement/repair cost for vandalized property of the university and will pay restitution to another for any damaged property. Damage to common areas of the CLAS residence halls will be divided among all residents of the building.

## **WEATHER CANCELATIONS POLICY**

Only the President (or in the President's absence, his/her designee, generally the Provost), has the authority to cancel classes in the event of severe weather. The University maintains its teaching schedules in accordance with established schedules and operational demands. To this end, suspending or canceling classes will be avoided except under the most extreme circumstances. Because the essential functions of the university must be provided at all times, CLAS campus operations will not be suspended in the event of severe weather and thus the university will not be closed.

### **Announcements Regarding Cancellation**

All announcements will be released via the Public Relations Office. If classes are canceled, the decision will be communicated through local television and radio stations (see a list below) shortly after 6 a.m. and on the CMU website, [www.centralmethodist.edu](http://www.centralmethodist.edu).

**TV Stations:** KOMU—NBC Channel 8, KRCC—CBS Channel 13, KMIZ—ABC Channel 17

**Radio Stations (FM):** KBIA 91.3, KBXR 102.3, KCLR 99.3, KCMQ 96.7, KMMO 102.9, and

KPLA 101.5, KRES 104.7, KSSZ 93.9, KTXV 106.9, KWJK 93.1

**Radio Stations (AM):** KMMO 1300, KFRU 1400, KTGR 1580, KWIX 1230

## EAGLE ALERTS

Students are encouraged to register for Central Methodist University's state-of-the-art emergency notification system. It is the safest way to ensure that you receive critical university notifications on safety issues and school closings. The system sends simultaneous messages to all registered text-message capable phones, PDAs, and email addresses to alert registrants of information critical to their safety and well-being. This service will also post the message on the University's official Facebook page. Go to <http://www.centralmethodist.edu/eaglealerts/register.html> or look for *Eagle Alerts* on the CMU web page titled *Campus Safety*.

These voice-related Eagle Alerts will come from the number **660-248-6190**. It is recommended that you **add this number to your cell phone directory along with other important campus numbers**.

## ACADEMIC POLICIES

For any policy not listed here consult the CMU College of Arts and Sciences (CLAS) **course catalog**, available online at [www.centralmethodist.edu](http://www.centralmethodist.edu) under the heading of *Degrees and Majors*.

### ACADEMIC BANKRUPTCY

To declare "academic bankruptcy" a student must petition the academic standards and admissions committee specifying the courses the student requests to be dropped. Only courses with grades of "D" and "F" may be dropped. Only courses taken ten semesters (excluding summer sessions) or more before the student's application for readmission may be dropped.

The petition for academic bankruptcy must be made within six months following the student's readmission. Only students who are readmitted to and currently attending the university may petition the academic standards and admissions committee for academic bankruptcy. When the committee approves a petition for academic bankruptcy, the original grades will be shown on the transcript but a notation will be made and these grades will not be included in the calculation of grade point averages or the satisfaction of degree requirements.

### ACADEMIC CONDUCT

The students of Central Methodist University are expected always to follow the rules of good conduct, including the specific policies of the university as outlined in the CMU Student Handbook. When they are participating in a class, whether in the classroom, a laboratory, or another setting, students are responsible to the instructor and are expected to comply with class policies provided by the instructor and with reasonable requests made by the instructor. Course instructors may request that any student be administratively dropped from a course at any time for academic misconduct, excessive absence, or disruptive or other unacceptable classroom behavior. With the approval of the Provost, or, at the Provost's request, by the Academic Standards and Admissions Committee, the student will be withdrawn from the course. Additional penalties may be imposed under the Academic Conduct Policy below.

### ACADEMIC CONDUCT POLICY

Central Methodist University believes that adhering to acceptable professional practices throughout life is a significant foundation of character and personal integrity. The university's Academic Conduct Policy applies to all forms of academic work, including but not limited to quizzes and examinations, essays and papers, lab reports, oral presentations, surveys, take-home tests, etc. Every student is responsible for understanding this policy. By registering at the university, every student accepts the obligation to abide by this policy. Students also are responsible for understanding the particular policy applications required by each of their instructors and to ask instructors to clarify any areas of uncertainty.

Academic Conduct requires that each person accept the obligation to uphold professional standards in all academic endeavors. Any conduct that unprofessionally represents a student's academic performance violates CMU's Academic Conduct Policy. Unprofessional practices include but are not limited to the following:

- **CHEATING** in any form (e.g., ghost-written papers; cheat sheets or notes; copying during exams, quizzes, or other graded class work; allowing anyone access to your courseware account to misrepresent their coursework as yours, or your coursework as theirs, etc.);
- **UNAUTHORIZED COLLABORATION** with others on work to be presented in ways contrary to the stated rules of the course or the specifications of a particular assignment;



- **STEALING** or having unauthorized access to examination or course materials,
- **FALSIFYING INFORMATION** (records, or laboratory or other data);
- **SUBMITTING WORK PREVIOUSLY PRESENTED IN ANOTHER COURSE** without the advance consent of the second instructor;
- **ASSISTING ACADEMIC MISCONDUCT** (intentionally or unintentionally)—This includes allowing any other student to use or submit your academic work or performance, or other academic work supplied by you, under a name different from the author of the work; and
- **PLAGIARISM** includes but is not limited to (1) representing as your own work a paper, speech, or report written in whole or in part by someone else (from the un-credited use of significant phrases to the un-credited use of larger portions of material), including material found on the internet, (2) failing to provide appropriate recognition of the sources of borrowed material through the proper use of quotation marks, proper attribution of paraphrases, and proper reference citations. Always provide appropriate recognition of all borrowed materials and sources.

The university will discipline students for infractions of the Academic Conduct Policy with various sanctions which it deems appropriate, up to and including suspension or expulsion from CMU. Penalties internal to a course, including grades and expulsion from the course, are at the discretion of the instructor. Students can appeal instructors' internal course penalties to the Committee on Academic Standards and Admissions, whose decision is final. Instructors must report all penalties which they impose for academic misconduct, with a brief account of the offense, to the Provost, so that all violations are recorded. For serious or repeated offenses, the Provost may impose further penalties beyond the course penalty. These penalties include but are not limited to notations in the student's file, notations on the student's transcript, probation, suspension, and expulsion. A decision by the Provost can be appealed to the Faculty Committee on Academic Standards and Admissions, whose decision is final.

### ACADEMIC PROBATION

Academic Probation is imposed for one of two reasons: (1) the failure of a full-time student to pass at least 67% of all coursework attempted, and/or (2) the failure of any student to make the cumulative and cumulative resident grade point averages (GPA's) each semester listed below.

<b>Weighted Hours</b>	<b>Minimum CAMPUS SUSTAINABILITY Cumulative &amp; Attempted* Cumulative Resident GPA's</b>
1-29	1.80
30-59	1.90
60-89	2.00
90 or beyond	2.00

\*Hours attempted does not include developmental or P/F course.

### ACADEMIC SUSPENSION

For any student carrying six hours or more, academic suspension is imposed for one of three reasons (1) the failure to rise above the probation level at the end of two semesters on probation at CMU, (2) the failure of any student to achieve above a 1.0 grade point average for any semester, or (3) the failure of any student to attain at least the following cumulative and cumulative resident grade point average for his or her attempted hours.

<b>Weighted Hours</b>	<b>Minimum Cumulative &amp; Attempted* Cumulative Resident GPA's</b>
1-29	1.50
30-59	1.60
60-89	1.70
90 or beyond	1.90

\*Hours attempted does not include developmental or P/F course.

### SUSPENSION OPTIONS

1. **Petition for readmission on full-time/part-time, probationary status:** A suspended student who wishes to return to CMU classes (at any campus/site or online) must petition the Committee on Academic Standards and Admissions (care of the Office of the Vice President and Dean of the University) to enroll as a full-time/part-time student at CMU (at any CMU campus/site or online or summer or regular CGES term). If that petition is successful, the student will be readmitted on academic probation. If a student enrolls in a January or May term class before the student is informed that he or she has been suspended, he or she may finish out only that term's classes. He or she may not enroll in any summer or other regular term class without a successful petition of the Committee.

**2. Enroll at another accredited institution during the suspension period:** A suspended student who chooses to enroll at another accredited institution during the period of suspension and who then petitions for readmission at CMU must submit official transcripts from that other institution for review by the Committee on Academic Standards and Admissions before the student is readmitted. The student still may not enroll in any CMU course (at any CMU campus/site or online or summer and regular CGES) *unless and until* that student has successfully petitioned the Committee.

## ATTENDANCE

Faculty members may set their own policy regarding the attendance of their class sessions which is clearly stated in each course syllabus. Responsibility rests with the student to check on attendance requirements for each class. It is the faculty member's prerogative to lower grades for lack of class attendance. Individual faculty members may notify the office of student development if such obligations are not met. Refer to the CMU course catalog for complete information on *institution-sanctioned* absences (athletic and course related).

Absence from class does not constitute withdrawal from the class or from CLAS. Students who leave school without completing the withdrawal process forfeit their claim to honorable dismissal and will receive a grade of "F" for all courses in progress. Visit the Director of Student Success or the Associate Dean of Students to begin the withdrawal process.

## ATTENDANCE INVOLVING INSTITUTION SANCTIONED EVENTS

Absences incurred as a result of CMU competitions, performances, or events (with appropriate e-mail notification from coach or faculty, and the student's name on the list provided), will not be considered when dropping a student's grade because of absences. Students who will miss a class or lab because of an institution-sanctioned event are responsible for talking to the professor ahead of the absence. Wherever possible, class assignments, exams or exercises are to be made up *before* departure.

Each coach is responsible for working with the Athletic Director's Office to ensure that all conference limits are adhered to in regard to how many competitions can be held on class days in a season. Each coach/director/instructor (or his/her designee) is responsible for sending an e-mail communication to all CLAS faculty 2-4 days ahead of time, for each competition, performance or event that will interfere with class days. This communication should include departure time, when students will return to campus, and a list of students involved.

Faculty members should contact the coach/director/instructor if a student on the list should consider (because of class performance or previous absences) not attending the competition or performance.

If a student chooses to attend class and skip the competition, performance, or event, there will not be a direct penalty (extra running, grade penalty, pushups, etc.) from the coach/director/instructor.

## CLASSIFICATION OF GRADE LEVELS

Students are classified by the credit Hours they have earned (ECH):

Freshman	1-29 Hours
Sophomore	30-59 Hours
Junior	60-89 Hours
Senior	90 or more Hours

## INCOMPLETE GRADES

The grade of "I", or Incomplete, can be given by an instructor only when both of the following conditions are met: (1) the student is unable to finish the work of a course because of exceptional circumstances which can be documented, and (2) the student has completed at least three-fourths of the course work and can complete the remaining work apart from class meetings. All incomplete work must be completed by mid-semester of the following semester. After this time, if the "I" has not been removed, it will automatically convert to a grade of "F" and additional work will no longer be accepted. The grade appeals policy (below) will apply.

## GRADE APPEALS

Students have the right to appeal a grade. All student appeals must be initiated, in writing, within one calendar year of the date the grade is first posted. In all steps of that appeal, the faculty member must be consulted and the burden of proof is on the student. Students should first make every effort to resolve grade issues with the course instructor. This is the most likely avenue to produce satisfactory results. If the issue is not resolved with the course instructor, the student should next appeal to the Division Chair. In these appeals, the course instructor will be consulted and the grade cannot be changed without the instructor's consent.

If the issue is still not resolved, and the student wishes to continue the appeal, the student should consult the Dean or the Associate Dean who will direct the student in presenting a petition to the Academic Standards and Admissions Committee. The course instructor will be consulted in advance, notified of any hearings, and permitted to be present at the hearing. If a

two-thirds majority of the Academic Standards and Admissions Committee judges that a grade change is warranted, the committee will direct the Registrar to make the change. The decision of this Committee is final and binding on all parties.

## REGISTRATION

Students must register on the days and at the times designated by the Provost. They should register only after a conference with their advisor. Deadlines for registration and changes in registration are published on the Academic Calendar. Changes in classes or class sections may be made at no charge during the first week of classes by completing a Change of Course Form from the Registrar's office.

After the first week of classes, courses may not be added. Any exceptions require written permission from the course instructor, division chair, and the Provost. Courses may be dropped at any time prior to two weeks before the last day of classes for the semester. Students are urged to remember that the grade of "F" will be recorded on their transcripts for every course that is not completed but not *officially* dropped. Courses are not officially dropped until the Change of Course Form has been filed in the Registrar's office.

## SUMMER SCHOOL, WINTER AND MAY TERM

Class schedules are posted on the CMU website. Smiley Library will be open during these sessions. For further information contact your advisor or Provost's office, Brannock Hall 2nd floor.

On-campus housing is available to students enrolled in Fayette campus land courses however, a meal plan is not available and meals will not be served. Contact the office of student development for more information, 660-248-6267.

## TRANSCRIPTS

Student's permanent records are confidential, and, by the terms of the Family Education Rights of Privacy Act, transcripts of a student's record are not issued except upon receipt of a signed request from the student. Official transcripts are generally issued to other schools, colleges, universities and potential employers. Individuals cannot receive an official transcript therefore, only unofficial transcripts will be issued directly to students and others.

CMU has authorized the National Student Clearinghouse to provide online transcript ordering using any major credit card. Cards will only be charged after your order has been completed. To order your CMU transcript:

1. Access the [National Student Clearinghouse secure site](#).
2. Follow the step-by-step instructions to place your order. You can order as many transcripts as you'd like to in a single session.
3. After you have placed your order, updates will be emailed to you and you can track your order.

No transcripts will be issued for any student or former student who is not financially in good standing with the university. Transcripts will not be issued to current students during the last two weeks of the term, until grades for that term are recorded.

## WITHDRAWAL

No student may withdraw from any class the last two weeks of the Fall or Spring semester. A student who wishes to withdraw from the university must obtain a Withdrawal Form from the office of student development located in the Inman Student and Community Center. **It is the student's responsibility to see that this withdrawal permit is completed and filed with the office of student development.** The form requires signed clearance from the residence hall director, the library, the financial assistance office, and the business office. The completed withdrawal permit, together with the student ID card, is filed in the office of student development. An honorable dismissal will be granted to all students who desire to withdraw from the university if they are in good academic standing, are not subject to discipline, have made satisfactory arrangements for settling their financial account, and file the completed withdrawal form. Students who withdraw will receive grades for the courses in which they are registered in accordance with the university's grading policies. **A Withdrawal is not deemed final by the Registrar until the Withdrawal Form is processed through the university offices.**

CMU reserves the right to withdraw any student from one or more classes or from the university for academic misconduct, excessive absence, disruptive behavior, or other sufficient cause.

## WITHDRAWAL -MEDICAL

Students may withdraw from classes at any time during the term for medical reasons. Requests made after the last day to drop with a "W" must be approved by Provost or, at the Provost's request, by the Academic Standards and Admissions Committee. The Registrar will indicate the withdrawal by placing a "W" on the transcript. A student (or someone representing the student) must initiate the medical withdrawal process by notifying the Director of Student Success or the Registrar's office and they will outline the proper procedures for withdrawal. **The student seeking a medical withdrawal must present a bona fide medical excuse signed by a physician.** The regular refund schedule will apply to medical withdrawals.

Students who have been granted a medical withdrawal and wish to re-enter CMU must follow standard re-admission policies and must provide satisfactory evidence to the Vice-president of Institutional Growth and Student Engagement that their medical condition will no longer impede their academic performance

## **BUSINESS OFFICE INFORMATION & REFUND POLICY**

*NOTE - THERE IS A \$30 CHARGE ON ALL RETURNED CHECKS AND RETURNED ELECTRONIC TRANSFERS.*

*CREDIT CARDS ARE NOT ACCEPTED IN-HOUSE*

### **Financial Readiness Due Dates**

#### **Spring 2017:**

December 15- All financial aid paperwork must be completed (Check Financial Aid Document Tracking on myCMU for needed documents).

January 5- Any student not considered financially ready will have Spring 2017 registration cancelled.

#### **Financial Readiness Checklist:**

- ✓ Admission Application Completed
- ✓ Official Transcripts received
- ✓ Enrollment Deposit paid
- ✓ FAFSA Received
- ✓ Institutional Aid Confirmed
- ✓ Loan Paperwork Completed (if applicable)
- ✓ Financial Aid Package Complete
- ✓ Contract of Financial Responsibility Submitted
- ✓ Payment Plan set or Payment-in-full received

### **BOOK VOUCHERS**

*Vouchers are available for students needing an advance on their refund to purchase books at the CMU Bookstore. All Financial Aid paperwork must be completed in order to receive a voucher. Vouchers are available in the Eagle Bookstore beginning the day that residence halls reopen for the semester and continue to be available until the Wednesday of the 2<sup>nd</sup> week of classes.*

### **CHECK CASHING**

Personal checks up to \$25.00 may be cashed in the Business Office. Identification is required.

### **OUTSTANDING FINANCIAL ACCOUNTS**

Students not up to date in paying tuition, fees, room and board will have a delinquent account. Delinquent accounts will be assessed a monthly late fee of 2% of balance. Students delinquent on their account may be suspended from classes and residence halls. Financial obligations which are not honored will be denied certain university services such as: take final examinations, pre-register, have transcripts issued, food service meal plans, or be issued diplomas until the financial obligation is cleared.

### **PAYMENT PLANS**

#### **Payment options include:**

1. Payment in Full – Due August 8, 2016 for Fall & January 5, 2017 for Spring
2. Nelnet Automatic Payment Plan (Must enroll by August 8 & January 5)
3. Third party or Financial Assistance will cover **all** tuition, fees, room and board.

### **REFUNDS – EXCESS STUDENT LOANS OR OUTSIDE ASSISTANCE/SCHOLARSHIP**

These are refunded after receipt and completion of processing on the student account. CMU now offers an easier and faster way to receive this refund – Direct Deposit (ACH). Direct Deposits can be selected under the “Student Refund” section under the Billing and Payments” section of myCMU. If Direct Deposit is not selected, a check will be issued. When it is ready for pick up at the Business Office a notification will be sent to the student’s CMU email address.

## REFUND POLICY - WITHDRAWAL

A student wishing to withdraw from the university must initiate a **Withdrawal Form** from the Director of Student Success in the Center for Learning & Teaching, Cupples Hall. Upon completion of this withdrawal process, tuition will be adjusted in accordance with the following refund schedule:

### Fall or Spring Semester

1st or 2nd week - 90 percent of tuition  
 3rd or 4th week - 50 percent of tuition  
 5th, 6th, 7<sup>th</sup>, or 8th week - 25 percent of tuition  
 After the 8th week zero tuition is refunded.

### Summer Sessions

8 week course:

1st week - 90 percent of tuition  
 2nd week - 50 percent of tuition  
 3rd and 4th week - 25 percent of tuition  
 After the 4<sup>th</sup> week no tuition is refund.

4 week course:

1st and 2nd *day* - 90 percent of tuition  
 3rd, 4th, & 5th *day* - 50 percent of tuition  
 6th, 7th, 8th, 9th, and 10th *day* - 25 percent of tuition  
 After the 10th *day* no tuition is refund.

3 week course:

1st and 2nd *day* - 90 percent of tuition  
 3rd & 4th *day* - 50 percent of tuition  
 5th, 7th, & 8th *day* - 25 percent of tuition  
 After the 8th *day* no tuition is refund.

Room and incidental fees are non-refundable. Board fees are refunded on a prorated basis, unless the student is removed from the university for disciplinary reasons. Institutional financial assistance will be charged back at the corresponding tuition refund percentage. Federal assistance will be refunded according to federal guidelines. Students are required to follow all the steps listed on the **Withdrawal Form**. This includes proper checkout of their residence hall room. Students must return the **completed** form to the office of student development.

**The Withdrawal is deemed final by the Registrar only after** this form is processed through the university offices.

## WORK-STUDY CHECKS

These are available on the 10<sup>th</sup> of each month. If the 10<sup>th</sup> falls on a weekend or holiday, checks will be available on the preceding business day. Student timesheets must be submitted to the supervisor no later than the 3<sup>rd</sup> of the same month or the check will be issued the following month. Students have the option of receiving their checks or applying funds towards their tuition. However, to receive the check the student's account must be in good order or the work study amount may be applied towards this account balance.

Monthly work study amounts will not be shown as deductions on the billing statement, deductions will show only when actual check amounts are applied to the student's account.

Students are allowed to receive one work-study paycheck advance per semester without charge. For any additional advances the student will be charged a fee of \$5.00 for amounts up to \$50, and a \$10 fee for amounts exceeding \$50. All advances must be cleared through the Business Office.

## FINANCIAL AID & SCHOLARSHIP INFORMATION

### STATE AND FEDERAL FINANCIAL ASSISTANCE PROGRAMS

Central Methodist University offers most major state and federal financial assistance-based programs, such as the Pell Grant, the Access Missouri Grant, the Bright Flight, the Supplemental Educational Opportunity Grant (SEOG), the University Work Study Program (CWSP), the Perkins Loan (formerly NDSL), and the Direct Loan or the Direct Plus Loan for parents.

To apply for aid the student must complete the Free Application for Federal Student Aid (FAFSA) and designate Central Methodist University as the recipient of the need analysis report. These applications are available online and can be completed starting January 1 (for 2017-18 applications will be available October 1, 2016). To be considered for the Missouri Access Grant the applicant must have a GPA of 2.5 and the application must be received at the processing center on or

before April 1 (for 2016-17). For 2017-18 the FAFSA must be submitted prior to February 1, 2017. For complete and current information contact the office of financial assistance, Brannock Hall 1st floor, extension 56245 on campus, or call 248-6245 from off campus.

### **STANDARDS OF ACADEMIC PROGRESS TO MAINTAIN ELIGIBILITY**

All students who receive CMU, federal, or state financial assistance must make satisfactory progress toward degree completion. There are two components used to measure academic progress: Cumulative Grade Point Average (GPA) and Pace of Completion. Minimum criterion for both components must be met to achieve satisfactory academic progress. Academic progress is reviewed at the end of each semester.

Outlined below are the minimum requirements to meet satisfactory academic progress:

Cumulative GPA: Cumulative grade point averages are calculated according to procedures outlined in the university's General Academic Regulations.

<b>Weighted Hours Attempted</b>	<b>Minimum Cumulative GPA</b>
1 to 29	1.80
30 to 59	1.90
60 to 89	2.00
90 and beyond, including graduate level	2.00

Pace of Completion: Students must complete at least 67 percent of all coursework attempted. Students who receive financial aid from CMU are required to submit official transcripts from all previous institutions. These will be included in the number of credit hours attempted and earned. Incompletes and withdrawals are included in coursework attempted. Audited coursework is not included.

### **FAILURE TO MEET SATISFACTORY ACADEMIC PROGRESS**

A student who fails to meet the minimum acceptable standards will receive a financial aid warning for a period of one semester via email. The student will be considered to be on Financial Aid Warning. All minimum requirements of satisfactory academic progress must be met by the end of the warning period to maintain financial aid eligibility. During a financial aid warning, a student is still able to receive financial aid. If the student improves his or her academic progress to at least the minimum standards, the warning will expire.

Students who have received a financial aid warning, and fail to meet minimum satisfactory academic progress during the warning period will have all federal, state, and institutional aid terminated, including student loans and work study.

The student is considered to be on Financial Aid Suspension. Students will receive notification of financial aid suspension via email and first class mail at their permanent residence.

A student suspended from financial aid eligibility may appeal the decision and petition for financial aid reinstatement. Appeals must be made in writing to the Office of Financial Assistance for review by the Enrollment Management Committee. Appeals should document the circumstances that caused failure of academic progress, as well as a plan to improve progress to meet the minimum standards of satisfactory academic progress by the next review period. Any student who appeals and is approved will be considered on Financial Aid Probation. Students on financial aid probation will remain eligible for financial aid. Granted appeals may have additional stipulations outlined by the Enrollment Management Committee.

Students suspended from receiving financial aid can also re-establish eligibility by bringing their academic progress back into compliance with the minimum requirements of satisfactory academic progress.

### **MAXIMUM FINANCIAL AID ELIGIBILITY**

Students must complete a degree program within a time frame of no longer than 150 percent of the published length of the degree program to receive Federal financial aid. All attempted, withdrawn, or transferred credits that apply to a student's degree program count toward the maximum time limit. For example, a student pursuing a Bachelor of Science in Athletic Training must complete 124 credit hours to meet the degree program requirements. The student may attempt up to 186 credit hours, after which time the student will be no longer be eligible for Federal financial aid.

Notice will be provided to students that have reached 100 percent of the published length of their degree program. Notice will be provided via email each time academic progress is reviewed until the student reaches 150 percent, at which time the student will no longer be eligible for Federal financial aid.

### **CMU SCHOLARSHIPS**

Scholarships are awarded the first year of a student's enrollment and are based largely on academics, talent, and athletics. Recipients of CMU scholarships must reside in campus housing unless he/she lives with parents at parents' primary place of residence, is married, is the custodial parent of a minor child living with them, is enrolled in the fifth year of full-time undergraduate study, or has reached 21 years of age by the first day of classes. To receive a CMU scholarship a student must be enrolled full-time (12 or more hours) in the College of Liberal Arts and Sciences (as outlined by the Dean) and be in an undergraduate degree program. Contact the office of financial assistance for information on availability and guidelines. The following is a partial list of available scholarships:

### **ACADEMIC SCHOLARSHIPS**

Academic scholarships are awarded on the basis of a student's ACT score and high school GPA. It is renewable by maintaining a pre-determined cumulative GPA.

**Athletic and/or Talent Scholarships:** Renewed by the coach or director

**Hall of Sponsors Scholarship:** These are endowed scholarships that have been established by friends and alumni of Central Methodist University and are used to fund merit scholarships awarded to students (*not in addition to* the merit scholarships). Students who have demonstrated outstanding academic and leadership qualities are eligible. Scholarships are usually awarded in the freshman year and are carried through the student's tenure as long as they maintain satisfactory academic progress. GPA is reviewed annually prior to award for the upcoming year. Hall of Sponsors scholarship recipients are required to send a thank you letter to the donor or donor's family. The office of advancement will contact these students. Additional scholarship information is available in the office of financial assistance, Brannock Hall, 1st floor.

**Legacy/Sibling Grant:** A scholarship awarded to children, grandchildren, or siblings of alumni of CMU.

**United Methodist Student Grant:** A scholarship in the amount of half of tuition awarded to certified United Methodist Church members. This award cannot be combined with academic, athletic, or talent scholarships.

## **RESIDENCE LIFE INFORMATION & POLICIES**

### **HOUSING**

**CMU in Fayette is a residential campus and so all students are expected to reside there unless they meet one or more of the following criteria.** The student may live off campus if he/she is: 21 years of age before the start of the semester, enrolled in their fifth year of full-time undergraduate study, living with parents within 35 miles of the campus, is married, or, is the custodial parent of a minor child who is living with them. Transfer students who have already completed four semesters of full-time coursework may live off campus. However, all international students must live on campus for their first academic year if they are arriving directly from another country.

For anyone who does not live on campus, including those living with their parents:

**Off-Campus Housing Form** - available online in myCMU or from the office of Student Development. Any student receiving institutional (CMU) financial assistance is required to live in campus housing unless they are approved through this form-submission process.

**Students found to be in violation of this policy will forfeit their CMU aid.**

### **AIR CONDITIONING IN HOWARD-PAYNE NORTH**

Students in Howard-Payne North are responsible for providing their own air conditioner. A mounting bracket is required. The unit should be 5,000 BTU or less, with current consumption 7.5 Amps. CMU staff members have the right to inspect the unit. Any damage caused to CMU property or windows resulting from installation or use of an air-conditioner will be billed to the student(s) residing in that particular room.

### **CANDLES**

Candles and oil lamps of any type are not to be used or displayed. No open flame is permitted on campus.

## CHECK-IN AND CHECK-OUT

Students will be allowed to move into residence hall rooms only on the dates specified on the calendar in this handbook. Keys and keycards are issued at check-in. A room inventory sheet, a checklist of property in the room, is also completed during this time. It is the responsibility of the student to see that the room inventory sheet is properly and completely filled out. It is the responsibility of the students assigned to the room to insure that it is set up for double occupancy at the time of their checkout.

All students must move out of the residence hall within 24 hours after their last final exam or at the time designated by the office of student development, whichever comes first. These time guidelines also apply to students who withdraw from the university. A resident assistant or the resident director must be present at check out. The RA or RHD will collect the student's key and examine the room for damage. Any student who does not check-out by following these procedures will be charged for improper check-out *in addition to* any other charges.

## COOKING APPLIANCES

For fire safety, Central Methodist University prohibits the use of any open-coiled appliance any place in residence halls other than those in the designated cooking areas. "Open-coil" refers to all hot plates, toasters, portable or camping stoves, pizza cooker, and anything else with an open coil or flame. Hot air popcorn poppers, George Foreman type grills, and low wattage microwaves are allowed in the rooms.

## DINING HALL AND MEAL PLAN

Interaction and socialization at mealtimes is an important part of a CMU student's day. All resident students have contracted for meals in the dining hall and declining balance account is available to off-campus students. No reimbursement will be made for missed meals.

Students must abide by the following policies or risk losing their privileges in the dining hall:

1. A student must show his/her ID in order to enter the dining hall.
2. A student may not enter the dining hall just to visit with another student.
3. To receive a "sick tray," obtain a signed "sick tray form" from an RA. A representative of the office of student development must sign this form.
4. A student may only have two entrees per trip to reduce waste. Students may have second helpings.
5. Do not throw any items in the dining hall.
6. Students must take trays, glasses, dishes, and silverware to the dish belt before leaving the dining hall. Do not leave them on the tables.
7. Students may not take dishes or silverware from the dining hall.

## DINING HALL CARRYOUT GUIDELINES

Any student who will miss meals due to their class or athletic schedule may arrange to have carryout meals prepared.

A student must give one full week's notice.

1. A student must submit a detailed list of items that he/she wants to carry out.
2. Only those items requested will be sent.
3. Failure to pick up an order will result in loss of this privilege for individuals and/or organizations.

Organizations must have a list of names and ID numbers of the students who will be attending your event. When an event is booked and names and numbers are turned in, the student placing the order will be billed for 90 percent of the guaranteed number, or the exact number, whichever is greater. Failure to provide these items prior to the event will result the *student* being billed for the entire amount of the carry out and without a discount.

## ESCORT POLICY FOR STUDENT VISITORS

When entering the residential part of Holt Hall and the female floors of Howard-Payne, male students must have a female escort. When entering the residential part of Woodward and Buford Halls, female students must have a male escort. The residential part of a residence hall is any part beyond the lobbies where student rooms are located. This area includes the stairwells. Other guests must also be escorted.

## FIRE SAFETY

Fire safety is vitally important to all residents. In addition to keeping rooms uncluttered, the following rules should be followed:

1. **Smoking is not permitted.**
2. Candles or other flames and incense are not permitted anywhere on campus.
3. Halogen lamps are not allowed in resident hall rooms or organization meeting rooms.
4. Immersion-type water heaters should never be used.



5. Extension cords should be placed so that they are not pinched, rubbed, scraped, near a heat radiator, or walked on. Cords should be UL approved and have sufficient size to handle the needed load.
6. Wattage of appliances should not overload circuits.
7. Drapes, flags, parachutes, netting, etc., should not be hung from ceilings
8. Fire doors (doors to stairwells, hallways, and lobbies) should be kept closed at all times. Fines may be assessed to the floor or wing where a fire (i.e.: designated entrance/exit) door is found propped open.
9. Fire Drills will be held periodically in the residence halls.
10. False alarms are illegal and are subject to disciplinary penalties.\*

\* Violation of fire regulations is a federal offense and could also result in a \$5,000 fine and/or time in prison.

## FURNITURE

Rooms are furnished with two desks, two chairs, two bed frames, two mattresses, and two dressers. All rooms will be furnished according to its capacity.

No more than two people may live in a room at any given time except for specifically designed suites. Residents will be charged for removal of items left in hallways.

## GUESTS AND VISITORS

Non-resident guests are permitted under the following conditions:

1. Must sign in when a staff member is on duty,
2. Host resident must have written permission from the residence hall director,
3. Host must escort their guests at all times and are responsible for the behavior of their guest.
4. Host must have permission from all roommates.

Guest of the opposite sex may not use the community shower/bath/toilet room but instead are to use the restroom located in the hall lobby or, if applicable, facilities that are attached to their host's room. In a coed hall the appropriate designated facility must be used.

Guests may remain on campus for no more than three consecutive days and two consecutive nights in any seven-day period. High School students, 18 or younger, are permitted only at the discretion of the resident hall director or the associate director of student development. Guests under the age of 18 must be accompanied by a parent.

*Note - Selected living areas may have more restrictive regulations that always take precedence over policies stated here.*

Visitors of the opposite sex must follow these visitation **time restrictions**:

McMurry and Howard-Payne Residence Halls: None

Holt, Burford, & Woodward Residence Hall: Daily 1:00AM – 10:00AM

Guest Parking tags may be obtained from the office of student development.

Guests who are in violation of any university policy are subject to arrest for trespassing on private property.

## HOLIDAYS

University holidays are listed on the Academic Calendar. Resident students need to make arrangements for housing during Thanksgiving, Christmas, and Spring breaks as residence halls and dining services will be closed and locked at the times indicated on the calendars. Special permission is required from the associate director of campus life in order to remain on campus.

The university is not responsible for finding housing for students over holidays, nor is it responsible for theft or disappearance of personal property. It is recommended that students make sure that their family's homeowner's insurance covers their belongings on campus or purchase their own renter's insurance.

## HOUSEKEEPING AND MAINTENANCE

Common areas and restrooms are cleaned regularly by a professional housekeeping staff but students are responsible for the cleanliness of their own rooms and suites. Students must supply their own brooms, mops, dustpans, and cleaning supplies.

## INSPECTION AND ROOM CHECKS

The residence hall director and members of the student development staff will inspect students' rooms regularly each semester. Rooms will be checked for fire safety, hygienic conditions, damage or abuse to university property, and the violation of any university rules and regulations as well as local, state, and federal laws. The staff may inspect rooms without the occupant(s) present. Items that violate university policies will be confiscated and kept until a student has completed the disciplinary process. At that point, the student may be able to take the item home when leaving for a holiday. Alcoholic beverages and bottles will be discarded.

### **LOST KEYS OR I.D. CARD**

If a student loses a room key, he/she will be charged for a new door lock, a cost of approximately \$75. This change is necessary for the safety of the occupants. The cost for replacing an ID/key card is \$10. Lost & Found is located in the office of student development, 2<sup>nd</sup> floor of the student center.

### **MARRIED STUDENTS**

Changes in name can be done online in myCMU. Married students and spouses living in campus owned housing are responsible for adhering to CMU rules governing on-campus living.

### **MUSICAL INSTRUMENTS**

Playing or practicing musical instruments is not allowed in the residence halls, The Swinney Conservatory is available for students who wish to play or practice their instruments. Students not enrolled in band or choir must obtain permission from the department of music to use the conservatory or the band room. Musical instruments left unattended on campus are the sole responsibility of the student. Students are encouraged to insure their instruments, to keep serial numbers of the instruments in a safe place, and to lock up the instrument when not in use.

### **NOISE ON CAMPUS AND IN THE RESIDENCE HALLS: QUIET HOURS**

Noise in or around the residence halls can be a significant problem for those who are studying or trying to sleep. For this reason, a policy of quiet hours is effective. An individual residence hall or floor can establish more restrictive quiet hours by majority vote. The university enforces perpetual quiet hours during finals week each semester. Quiet hours are:

10:00PM - 10:00AM Sunday-Thursday

Midnight to 10:00AM Fridays and Saturdays

Noise that can be heard outside of the room when the door is closed is considered to be excessively loud. Anyone breaking quiet hours and not complying with the resident assistant about excessive noise will be required to meet with the residence hall director or a representative of the office of student development.

Courtesy hours are in effect 24 hours every day. "Courtesy hours" simply means that students are courteous to their neighbors by not playing their music or TV too loudly so that others may study. CMU expects a student to comply if a neighbor asks him/her to turn down the volume or to be quieter.

### **PARKING POLICY**

Students are required to register their motor vehicle online, myCMU > STUDENT tab > Parking Registration

**All campus parking spaces require a permit** for the fall and spring semesters. Visitor, reserved, handicapped, and time-limit parking spaces, along with fire and no-parking areas are enforced at all times. Fines range in cost from \$15 to \$75, most are \$35. Additional information and the parking map are available online as well as in the office of student development. All parking is at own risk.

Overnight Guests should have a temporary guest permit. Students may pick one up for their guests at no charge from the office of student development, Inman Student & Community Center 2<sup>nd</sup> floor.

### **PERSONAL PROPERTY**

The university does not assume responsibility for theft, loss, or damage of personal property. Students should check that their family's homeowner's insurance covers their personal belongings on campus as a rider to the homeowner's policy. Renter's insurance is another option which is readily available from local agents at a very low cost. Students are encouraged to keep their room doors locked at all times.

### **PETS**

Any type of animal (other than small fish in an aquarium no larger than 10 gallons) is strictly prohibited in all buildings except for rooms maintained by the science department. This includes but is not limited to mammals, reptiles, insects, and birds. Any person with an animal in his/her room or apartment will be asked to remove it immediately.

### **PHONE SERVICE**

Every residence hall room has at least one phone port. The ability to dial local calls is free, but students will need to purchase a calling card in order to make long distance calls. Students must provide their own basic touchtone phone.

**Not all wireless services are active in the Fayette area.** At this time AT&T provides the best service.

**Emergency Info:** 911 service is available on the Central Methodist University campus. If there is an emergency you can dial either 911 or 9-911 on any campus phone. The 911 office has the ability to trace the 911 call back to a residence hall room. You may also call the local Howard County dispatch center directly, 660-248-3605.

**Eagle (Emergency) Alert:** Students are encouraged to register for Central Methodist University's state-of-the-art emergency notification system. It is the best way to ensure that you receive critical university notifications on safety issues and school closings. The system sends simultaneous messages to all registered text-message capable phones to alert

registrants of information critical to their safety and well-being. Sign up: Text CMUAlert (all one word and not case sensitive) to 79516.

### **PRINTING ON THE CMU NETWORK**

Central Methodist has network printers throughout campus. Typically the computer that you are using will automatically default to print to a nearby location. All students are assigned the default print quota of \$50 at the beginning of every semester. Students may check their print quota by clicking on the PRINT MANAGER icon on the lower right-hand side of the taskbar.

#### **Printing Costs of Lobby Printers:**

Black and white laser printing: \$.05 per page. STUDENTS MUST *PROVIDE THEIR OWN PAPER* for printers in the residence hall lobbies

### **ROOM DECORATIONS**

Central Methodist University discourages the use of any form of nail or tack in all residence halls. Students will be billed for the repair of the wall(s), ceiling, and/or floor affected. **No decorative or personal articles should be attached to any sprinkler pipe in any building on campus.** Examples include any flags or parachutes, or any rope supported platforms, etc. The person will be held liable for any damage incurred from this action. Students are not permitted to paint the room. Students who have decorations outside or visible from outside his/her room, that are unsafe, obscene, offensive, or hazardous in any way will be asked to remove them immediately when noticed.

### **SINGLE ROOM OCCUPANCY**

Single rooms are limited in number and there is an additional cost. If you are interested in a single room talk to your RHD for availability and waiting list registration. **Residents paying for a double room are responsible for maintaining a double room and are responsible for finding their own roommate. This may require moving to a different room and/or hall with another student who needs a roommate.** Note - All students living in a double as a single, or in a triple or quad at less than full capacity, will be charged the single room fee.

### **SMOKING AND TOBACCO USE**

Smoking, the chewing of tobacco, and the use of smokeless devices, is prohibited at all CMU locations.

## **TECHNOLOGY POLICIES & INFORMATION**

All information about technology at Central Methodist University, including current policies, email, phones, voice mail, residence hall internet access, and software can be viewed by visiting the Central Methodist University technology support site <http://www.centralmethodist.edu/technology>. The Central Methodist University technology support site should answer most of your questions but if not, email the technology helpdesk at [helpdesk@centralmethodist.edu](mailto:helpdesk@centralmethodist.edu) or call 248-6197.

*Note: Central Methodist University blocks P2P (Peer-to-Peer) network applications which, among others, include LimeWire and BitTorrent.*

### **COMPUTER ACCOUNTS**

Students taking courses at our Fayette campus are provided with an Eagle account and a myCMU account. An Eagle account allows you access to campus network and computing resources including computer labs, email (Eagle mail), internet from your residence hall room, the CMU wireless internet and printers. A myCMU account will allow students the ability to access all of your student records while you are a registered student, including grades, course schedules and course work provided by your instructors. Students can receive their account information at Technology Services by presenting their CMU student ID card or another form of photo identification. If you are a new student, you should receive a letter in the mail prior to the start of your first semester with all of your account information.

### **CAMPUS COMPUTERS**

Computer PCs are located across campus. All activities which disrupt, attempt to disrupt or support the disruption of a quiet study environment will not be tolerated and corrective action will be taken. No food, drink is permitted. Remember to log off of a computer when you are finished.

### **ACCEPTABLE USE POLICY**

The technology resources at Central Methodist University are valuable and limited resources that serve a large number and variety of users. The use of the technology resources is a privilege that is extended to support the educational, instructional

and administrative activities of the University. As a user of these technology resources, you have access to valuable University resources and to internal and external networks. Consequently, it is important for you to behave in a responsible, ethical, and legal manner. By using or accessing Central Methodist University technology resources, the user agrees to the terms and conditions of this Acceptable Use Policy:

1. Using Central Methodist University technology resources in a manner that does not violate CMU policies, local, state, or federal laws and the rights and privacy of others;
2. Respecting the integrity and security of Central Methodist University technology resources and avoiding any action that interferes with the efficient operation of the technology resources or impedes the flow of information necessary for academic or administrative operations of the University;
3. Using Central Methodist University technology resources in a manner that does not infringe upon or otherwise impair, interfere with or violate any copyright or other intellectual property rights of another. This pertains to all copyrighted material, including, but not limited to music, video and software; Protecting your assigned Central Methodist University account information from unauthorized use and accessing information that is your own, which is publicly available, or to which you have been given authorized access;
4. Respecting the rights and property of others, including privacy, confidentiality and intellectual property.

For a sample list of specific actions which are detrimental or unacceptable when using or accessing Central Methodist University technology resources visit the policies section of the Central Methodist University technology support site (<http://www.centralmethodist.edu/technology>).

### **RECORDS OF ELECTRONIC COMMUNICATION**

Users should be aware that their uses of Central Methodist University technology resources are not completely private. CMU does not routinely monitor individual usage of its technology resources; however, the normal operation and maintenance of the university's technology resources require the backup and caching of data and communications. The logging of activity, the monitoring of general usage patterns, and other such activities are necessary for the rendering of service. CMU may also specifically access and monitor the activity and accounts of individual users of university technology resources, including individual login session and communications, without notice, when:

1. the user has consented, or has voluntarily made information or communications accessible to the public, as by posting them to a web page or listserv;
2. it is necessary to maintain university business functions and the user is no longer with the university, is suspended, or is otherwise unavailable;
3. an account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns;
4. it reasonably appears necessary to do so to protect the integrity, security, or functionality of CMU or other technology resources or to protect the University from liability;
5. there is reasonable cause to believe that the user has violated, or is violating, this policy or other university policies as reflected in information for faculty, the employee handbook, student handbook or other official university documents.

The university, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate university personnel or law enforcement agencies and may use those results in appropriate university disciplinary proceedings.

### **SCOPE**

This policy applies to all entities using Central Methodist University technology resources which includes (but is not limited to) Central Methodist University students, alumni, faculty, staff, administration, and special guests. Technology resources include all university owned, licensed, or managed hardware and software, and use of the university network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network. These policies apply to technology administered by the university, personally-owned computers and devices connected by wire or wireless to the campus network, and to off-campus computers that connect remotely to the network services.

### **ENFORCEMENT**

Penalties for violating the Acceptable Use Policy may include restricted access or loss of access to Central Methodist University technology resources, monetary reimbursement to the University or other appropriate sources, termination and/or expulsion from CMU and in some cases, civil and/or criminal liability. Questions about this Acceptable Use Policy should be directed toward the Vice-President of Information Services.

## APPENDIX I

### CONSTITUTION AND BY-LAWS OF THE CMU STUDENT GOVERNMENT ASSOCIATION

#### PREAMBLE

We, the students of Central Methodist University (CMU), in order to further the development of the ideals, character, and knowledge of our school and the development of its student, to insure a maximum of self-government based upon mutual respect among the students, faculty, and administration: to preserve and to promote the rights, privileges, and opportunities of CMU students, with the realization that an effective and responsible student government can best accomplish these aims; do hereby establish and ordain this Constitution of the Student Body.

#### ARTICLE I - MEMBERSHIP

**Section 1.** The student body of CMU shall be composed of all full or part-time students enrolled in the University as defined by the dean of the college, except university staff members who do not pay the Student Government Association (SGA) fee. All members of the student body shall have the rights, privileges, and benefits given in this constitution.

**Section 2.** All members of the student body shall be allowed suffrage. All shall be eligible to be elected to, to be appointed to, or to hold any office or position in the SGA except those on academic or social probation. No student may simultaneously serve on both the legislative and judicial branches.

**Section 3.** A student activity fee shall be collected by the university for the SGA at the beginning of each semester. The amount of the fee shall be determined by the number of credit hours an individual student is enrolled in at the beginning of the semester as follows: **Enrolled Hours Fee**

10 or more \$90.00

9 or less \$10.00 per hour

**Section 4.** Each member of the SGA Senate shall have full reimbursement of the student activities fee at the end of the semester, given that he/she has missed no more than two senate meetings, and has completed at least five hours of SGA approved service, for the whole semester which he/she is being reimbursed.

**Section 5.** The student activities fee may be changed at any time by a majority vote in the legislature, a majority vote of the students voting in the referendum, and with the consent of the president of the university. Implementation of any change must be institutionalized in the following fall semester.

#### ARTICLE II – GOVERNMENT FORMATION

**Section 1.** The powers of the SGA shall be divided into the distinct branches: The Executive/Legislative branch and the judicial branch.

**Section 2.** The Executive/Legislative branch shall be composed of all elected executive officers, their appointed cabinet, and the elected representative council members. Faculty/administrative advisors shall not be voting members of this branch.

**Section 3.** The judicial branch shall be composed of all elected members of the Judicial Board of CMU, which includes six students and three faculty members. All nine members shall have equal voting power.

#### ARTICLE III – LEGISLATIVE OFFICERS

**Section 1.** The President of the SGA is the highest ranking executive; presides over the cabinet; is the chief representative of the student body at all times; shall have the power to call meetings of the student body as necessary; shall act in the best interests of the student body at all times; shall appoint with the aid of the vice president and advisors all members of the cabinet; shall direct/oversee all services and representative functions of the SGA.

**Section 2.** The vice president of the SGA shall perform the duties of executive assistant and shall be responsible for discharging the duties of the president in the event of presidential death, disability, or removal from office. The Student Government Association vice-president shall be charged with the coordination of inter-school communications and projects undertaken in all and in part by the SGA.

**Section 3.** Both executive officers shall be elected in accordance with the rules governing such elections as outlined in the SGA by-laws.

**Section 4.** Both executive officers shall have been full-time students at CMU for two full semesters prior to standing for election.

**Section 5.** The executive shall serve for a term of inauguration to inauguration.

**Section 6.** The executive secretary shall be charged with keeping a record of all meetings and inform members of future meetings. He/she shall assist the president in administrative tasks and be responsible for all SGA correspondence. This officer shall also be responsible for submitting a copy of the minutes to the Collegian editor for publication. In addition,

the executive secretary shall also be responsible for submitting a copy of the Senate minutes for publication on preferred media channels.

- Section 7.** The student government cabinet shall consist of a maximum of five ministers and eight director/editors. They along with the executive officers shall compose all voting members of the cabinet.
- Section 8.** The finance minister and the associate director of campus life shall be charged with the disbursement and records of all the SGA money. This person will work with the executive officers to create a budget proposal for the academic year to be voted on by the entire legislature. A simple majority shall pass the budget. All purchases must be pre-approved by the vice president of student affairs.
- Section 9.** The academic affairs minister shall be charged with representing the SGA on the Academic Affairs Committee and keeping the legislature informed of all changes of academic policy by CMU.
- Section 10.** The public relations minister shall be charged with coordinating all public affairs of the SGA. This person shall report on all meetings of said committee to the SGA.
- Section 11.** The student development minister shall represent the SGA on the student development committee. This person shall report on all meetings of said committee to the SGA. This person shall also serve as co-chairperson of the Homecoming Committee.
- Section 12.** The special projects minister shall be charged with the coordination of all special projects of the SGA.
- Section 13.** The off-campus director shall be charged with coordinating all activities concerning the off-campus constituency of the student body. This person shall represent off-campus concerns to the cabinet.
- Section 14.** The communications minister shall be charged with the coordination of all community and inter-school communications and projects undertaken in all or in part by the SGA. In addition, the communications minister shall be charged with the coordination and usage of all sound and media equipment owned in all or in part by the SGA.
- Section 15.** The cultural affairs director shall represent the SGA on the cultural affairs committee. This person shall report all decisions of said committee back to the legislature.
- Section 16.** The inter-cultural relations director shall be charged with the coordination of all inter-cultural events sponsored in all or in part by the SGA.
- Section 17.** The media director shall be charged with the coordination and usage of all sound and media equipment owned in all or in part by the SGA.
- Section 18.** The health director shall be charged with the coordination of all health-related events and issues on the campus of CMU sponsored in all or in part by the SGA.
- Section 19.** The Collegian editor shall be charged with the publishing of the newspaper twice a month during the school year except over school vacations, and during finals week. This person shall be charged with the publication of a new-student orientation issue of the paper during the summer.
- Section 20.** The Ragout editor shall be charged with publishing all annuals of the university. This person shall report on the progress of the publication throughout the school year and be responsible for all aspects of the process through final delivery to all students.
- Section 21.** All cabinet members must be free of academic or social probation during their entire term of office.

#### **ARTICLE IV – REPRESENTATIVES**

- Section 1.** The SGA Representative Council shall be composed of students elected to represent the student body.
- Section 2.** There shall be one representative slot available in each of the residence halls and off campus for every thirty-three students enrolled in said area, but no more than 10 above this number.
- Section 3.** Requirements of candidates and election procedures are in accordance with the by-laws if the SGA.

#### **ARTICLE V – ADVISORS AND NON-VOTING MEMBERS**

- Section 1.** Three advisors shall sit on the SGA. These will include an administrative advisor and two faculty/staff advisors.
- Section 2.** Based upon the recommendation of the SGA Cabinet, the president of CMU shall appoint a member of the office of student development to serve as the administrative advisor.
- Section 3.** Based upon the recommendation of the SGA Cabinet, the faculty shall elect two faculty/staff members to serve advisors.
- Section 4.** The Greek Council of CMU will elect one member of its organization to serve as a member of SGA Cabinet. This office shall be charged with communicating information between the two organizations. **Section 5.** The advisors will serve on the Cabinet as non-voting members.

## **ARTICLE VI – JUDICIAL BOARD**

**Section 1.** The Judicial branch of the SGA shall be composed of a Judicial Board consisting of seven members, three of whom shall be students and three of whom shall be faculty/staff.

**Section 2.** All faculty/staff will be asked to formally suggest the names of students suitable to serve on the Judicial Board. The legislature shall choose six justices and four alternates from the names submitted.

**Section 3.** The four faculty/staff justices and two alternates shall be chosen by the faculty from a list of eight nominees submitted to them from the SGA.

**Section 4.** The SGA president shall designate one of the justices to serve as chancellor, and this person will preside over all hearings. The SGA President shall designate one of the student justices to serve as clerk, and this person will keep all records of the board, notify members of meetings, notify the office of student development of all decisions of the board, and deliver all permanent records into the hands of their successor.

**Section 5.** The Judicial Board shall have the jurisdiction in cases as follows:

- a. Residence hall violations referred to by the vice president of institutional growth and student engagement, associate dean of students, or by appeal.
- b. Interpretations of any part of this constitution by the written request of SGA president by petition of twenty-five members of the student body.
- c. The constitutionality of any action taken by the legislature upon challenge of that action by petition of twenty-five members of the student body.

**Section 6.** The procedure and regulations of hearing will follow those outlined in the SGA by-laws.

**Section 7.** Decisions of the Judicial Board shall be subject to appeal only to the president of the university.

**Section 8.** Procedures for the Judicial Board hearings will follow those outlined in the SGA by-laws.

## **ARTICLE VII – REMOVAL FROM OFFICE**

**Section 1.** Any student member of the legislative or judicial branches of the SGA may be removed from office for misconduct, non-performance of duty, or in the event that he/she is placed on either academic or social probation during that member's term of office, by a two-thirds majority vote of all legislative members.

**Section 2.** The president and vice president of the SGA may be removed from office for misconduct or non-performance of duty by decision of the Judicial Board. Prior to hearing on this matter, a petition containing signatures of at least ten percent of the student body stating the charges must be presented to the clerk of the board.

**Section 3.** All motions to remove members of the SGA shall be decided by secret ballot.

**Section 4.** The University reserves the right to remove any student from the role of president or vice-president of SGA if the student is placed on a disciplinary level of three or higher, academic probations, and/or does not follow the CMU Community Expectations and Student Code of Conduct.

## **ARTICLE VIII – AMENDMENTS**

**Section 1.** Amendments to this constitution must first be ratified by a two-thirds majority of the legislature, and then by a two-thirds majority of the students voting in the election on the amendment.

## **ARTICLE IX –PROCEDURE AND BY-LAWS**

**Section 1.** The president of the SGA shall designate a voting member of the legislature to serve as parliamentarian.

**Section 2.** Except as specified elsewhere, Robert's Rules of Order Revised shall apply as interpreted by the parliamentarian.

**Section 3.** The legislature of the SGA may adopt by-laws to establish and clarify the procedures of the SGA or the agencies thereof. By-laws must be submitted to all members of the legislature seven days before the meeting at which they are to be voted on. A two-thirds majority of the legislature is required to adopt or amend a by-law.

## **BY-LAWS**

### **ARTICLE I – CABINET RULES**

**Section 1.** The SGA shall meet at least once a month during the academic year at a regularly scheduled time, in a place designated by the student government president. The cabinet shall meet once before each SGA senate meeting to go over reports and any other issues.

**Section 2.** Any legislation passed by the cabinet stating the cabinet's position on matters concerning the student welfare and interest shall be numbered and kept in the student government archives.

### **ARTICLE II – ROLL CALL**

Attendance is extremely important in order to have an effective organization.

- A. A member will be allowed two unexcused absences before punitive action will be taken.
- B. An unexcused absence is any absences without a written excuse; due one day prior to the meeting. Acceptable reasons for missing the meeting are hospitalization, deaths, etc., as judged by the cabinet. All absences must be written and submitted to the executive secretary in order to be excused.
- C. After two unexcused absences, the cabinet or representative member's name will be dropped from the roll.
- D. Early departure from the meeting will be considered an unexcused absence unless prior written notification is received and departure is excused according to section C.
- E. Quorum must be composed of fifty percent of the members on the roster, plus one. The president shall not be considered a voting member.

### **ARTICLE III - SGA MINISTER AND CABINET POSITIONS**

- A. After accepting applications the president and vice president shall appoint the following minister and cabinet positions: executive secretary, minister of finance, minister of academic affairs, minister of public relations, minister of special projects, minister of student affairs, director of cultural affairs, director of off-campus relations, director of social relations, director of media, director of health, director of inter-cultural affairs, Collegian editor(s), Ragout editor(s).
- B. All applications shall be reviewed by the president and vice president and at least one faculty or administrative advisor to make a final decision.
- C. These positions are subject to change at the discretion of the president and the cabinet; a review of these positions should take place at the end of every year but must be done every two years.
- D. The number of representatives shall be determined according to Article IV, Section 2 of the SGA Constitution. E. The public relations minister shall be charged with the production and distribution of the CMU student phone directory.

### **ARTICLE IV – EAGLE RADIO, RAGOUT, COLLEGIAN**

- A. Eagle Radio, Ragout, and the Collegian are co-governed by the university administration and Student Government Association.
- B. Eagle Radio, Ragout, and the Collegian are supported through SGA funding.

### **ARTICLE V - EXECUTIVE OFFICER ELECTION PROCEDURE**

**Section 1. Eligibility** – Those students eligible for office must meet the following requirements:

- A. Must not be on academic or social probation from the time they pick up their petitions
- B. Must have been a full-time student of Central Methodist University for two full semesters prior to standing for election.
- C. **Must have been members of SGA in good standing for one full semester and the current semester in which they run.**
- D. **Must have no less than a 3.0 GPA to run for the Presidential position**

**Section 2. Petitions** – Students who meet the previous requirements will be allowed to pick up a petition from the office of student development after verifying eligibility, stating office sought, signing grade release, and announcing running mate.

- A. The petition can be signed by any current full-time student of CMU.
- B. Twenty-five signatures per candidate and a party platform are required by both the presidential and vice presidential candidates in order for the ticket to be placed on the primary ballot.
- C. The party platforms should be submitted to the Collegian at least one week before the Primary election. (It will be the responsibility of the SGA to provide the submitted platforms to the Collegian for publication).
- D. Any student's signature appearing on more than one petition for the same executive office will void both petitions. A warning to this effect should appear at the top of each petition.

**Section 3. Campaign Rules** – Students running for office must campaign and run with a running mate.

- A. No team may spend more than one current semester's worth of student activities fees (receipts must be made available by the team) on election expenses. The judicial board may subpoena any teams or candidate at their discretion during the election process that they feel may be in violation.
- B. All candidates placed on the primary ballot will be required to go before the student body with a short speech before the primary election.
- C. Candidates making the final election ballot will be required to go before the student body in an official debate after the primary election and before the general election.

**Section 4. Primary Election** – Shall be held no earlier than 10 days after the end of Spring Break and no later than the first Tuesday in the month of April each academic year.

- A. All candidates will appear on the ballot as teams seeking their predetermined office.



- B. The election will not be coupled with a non-SGA related issue. Voting shall take place in the Student & Community Center, online, or as deemed necessary by the Cabinet.
- C. Voting shall take place on two consecutive days, with the time to be determined by the election committee.
- D. It is the responsibility of SGA to announce the dates and polling place of the primary election.
- E. A privacy area should be provided for voters.
- F. A member of the Judicial Board or SGA cabinet shall be on hand to oversee voting at all times.
- G. Any candidate whose name appears on the ballot may not oversee any portion of the election.
- H. A list of current CMU students will be used to mark off students who have voted.
- I. Students will be required to have a Photo ID to vote.
- J. All ballots will be counted by the judicial board in closed session within two hours following the closing of the polls and the results will be reported to the student government president for the distribution immediately following the closing polls.
- K. The two teams with the most votes under each office will move on to the general election. In the case of a tie for second, three will move to the final round.
  - a. If one team receives more than 50% of the popular vote, that team will be named President and Vice President and the General Election will be cancelled.
- L. A write-in blank, will appear on the primary ballot. In order for a write-in vote to be counted, the following must occur:
  - a. The directions must be clearly stated on the ballot.
- M. The format of the Election Ballots must remain consistent from year to year.

**Section 5. Publicity - SGA election ad hoc Committee is solely responsible for overseeing the entire election process, including all publicity concerning the election schedule, notification, and ballot.** A. The calendar should be announced no later than the first Monday of February.

- B. Candidates are responsible for publicizing their own campaign, except for the submitted platform, which will be given to the Collegian by SGA.

#### **Section 6. General Election**

- A. The polling place and voting procedure will remain the same as for the primary election with the following changes.
- B. There will be no write-in space on the general election ballot.
- C. Ballots will be counted twice by the judicial board in the presence of at least one ad hoc committee member before results will be given to the SGA chair of the ad hoc Election Committee for distribution.
- D. Candidate teams will be notified by the SGA ad hoc Election Committee of the results before release to the general public, no later than 8am the following morning.

**Section 7. Absentee Voting** – Absentee voting will be allowed to those students who are deemed by the Chancellor of the judicial board to be off-campus for reasons beyond their control. Acceptable reasons include hospitalization, school business, death in the family, etc.

**Section 8. Appeals** – Any appeal concerning the Election Process shall be heard by the Judicial Board within one week of the appeal. The Election process will be suspended pending the decision of the Judicial Board.

### **ARTICLE VI - SGA STANDING COMMITTEES**

- A. The standing committees shall be the Issue Forum Series.
- B. The president shall create new committees or special committees as needed (i.e. Homecoming).
- C. Student/Faculty committees:
  - a. **Honors** – shall administer and carry out an ongoing evaluation of the Honors Program, shall determine graduation hours and select students for “Who’s Who.”
  - b. **Cultural Affairs** – shall plan the special cultural programs of the university for the school year, make arrangements for the appearance of the performers under a specified budget, and promote faculty and student interest in the lectures and concerts. There shall be two student members selected by the president and vice president.  
The SGA shall create a one percent art fund to be set aside at the beginning of the budget fiscal year. This one percent fund shall be deducted from the total budget amount presented and not from any one committee or office, and shall be used for the purpose of purchasing outdoor art, or otherwise increasing the beauty of the campus through man-made structures.
  - c. **Learning Resources** – shall be concerned with the review of the activities and policies pertaining to the library. It shall study the library needs and work with the librarian on matters of general library policy, development of library

resources, and integration of the library program with other academic activities of the university. There shall be two student members selected by the president and vice president.

- d. **Student Development** – shall be concerned with the various phases of student life and activity at CMU. This committee shall review policies and practices in student organizations and activities and shall make recommendations relative to suggestions and recommendations from the cabinet and organizations of students, if need be the committee may make needed recommendations to the proper committees or administration. There shall be three student members selected by the president and vice president one of which shall be an off-campus student.
- e. **Academic Standards and Admissions** – shall be concerned with the academic standards of the university and with maintaining those students. This committee shall periodically compare the academic standards of Central Methodist University with other comparable universities in an effort to improve the academic program of the university.
- f. **Financial Assistance**– shall be concerned with policies concerning student financial assistance and deal with the concerns of the students dealing with financial aid. There shall be two student members selected by the president and vice president one of which shall be the current minister of Finance.
- g. **Religious Life** – shall supervise and coordinate the religious life program on the campus. The committee has as its specific responsibility the chapel worship services and religious counseling for students. There shall be two student members selected by the president and vice president.
- h. **Academic Affairs** – shall engage in long range academic planning and shall be concerned with the formulation and implementation of the education policies of the university, including review of curriculum, requirements, and degrees. There shall be two student members selected by the president and vice president. The minister of academic affairs shall automatically be assigned to this committee.
- i. **Athletic** – shall be responsible for overseeing practices and standards within collegiate sports. It shall also be concerned with trends in athletics. There shall be two student members selected by the president and vice president one of which shall be the current director of social relations.
- j. **Academic Assessment** – shall research, develop, review, and recommend procedures/policies to assess student learning in and beyond the classroom at CMU. There shall be two student members selected by the president and vice president.

#### **ARTICLE VII – PROCEDURE FOR FUNDING REQUESTS**

Section 1. Each proposal, whether approved or denied, will be contacted and notified accordingly by the President. Section 2. If a proposal is approved, the recipient(s) must indicate full understanding of funding regulations (determined by Cabinet) in order to obtain any funds. If recipient(s) do not abide by said regulations, Cabinet reserves the right to terminate funding for present and future proposals.

#### **ARTICLE VIII – BY-LAWS PURPOSES**

1. These by-laws shall serve as an extension and clarification of the constitution of the student body
2. The purpose of these by-laws is to ensure the continuity of the student government.
3. These by-laws shall not conflict with any part of the constitution.
4. The constitution and respective by-laws should be reviewed at the end of every academic year, and must be reviewed every two years.

## Appendix II

### JUDICIAL BOARD HEARING PROCEDURE

- I. Chancellor introduces Judicial Board, Defendant, and Petitioner.**
- II. Chancellor reads incident report or petition.**
  - A. Act of violation/ charge read aloud
  - B. Citing of alleged rule violated and source for rule clarified and read aloud. All evidence must be deemed relative to the interaction and conflict between “a” and “b” above.
- III. Opening remarks (time limit: three minutes)**
  - A. Petitioner (Prosecutor)
  - B. Defendant
  - C. The petitioner and/or defendant may petition the chancellor for extended time for opening remarks and for closing arguments.
- IV. Presentation by Petitioner**
  - A. Petitioner will present evidence and/or call witnesses pertinent to section II only. After each witness has
  - B. been questioned by petitioner, the defendant will also be able to question the witness.
  - C. Judicial Board members will ask any questions they feel necessary to petitioner and/or any witnesses brought forth by same.
- V. Presentation by Defendant**
  - A. At this time the defendant will present evidence and/or call witnesses pertinent to section II only. After each witness has been questioned by defendant, the petitioner will also be able to question the witness.
  - B. Judicial Board members will ask any questions they feel necessary to defendant and/or any witnesses brought forth by same.
- VI. Judicial Board Members ask any clarifying questions to either side at this time.**
- VII. Closing Arguments (7 minute time limit)**
  - A. Petitioner
  - B. Defendant
- VIII. Deliberation and Rendering of a Decision**
  - A. Everyone except Board members will be asked to leave the room at this time.
  - B. All witnesses, defendant, and petitioner will be asked to wait throughout the deliberation since the board will retain the option to recall anyone during this time for further questions clarification.
  - C. Board members will create motions for decision and the assigning of punitive actions, if any are needed.
- IX. Rendering of a Decision**
  - A. Everyone except board members will be asked to leave the room at this time.
  - B. All witnesses, defendant, and petitioner will be asked to wait throughout deliberation since the board will retain the option to recall anyone during this time for further questioning or clarification.
  - C. Board members will create motions for decisions and the assigning of punitive actions, if any are needed.
- X. Announcement of Decision**
  - A. The board clerk will appropriately fill out the “Statement of Decision – Judicial Hearing” form and a copy will be sent to the following:
    1. Associate Dean of Student Development
    2. Defendant
    3. Petitioner
    4. Any person of office deemed directly affected by the outcome of the hearing
- X. Appeal**
  - A. Either party has the option to appeal the results of a hearing. This appeal must be filed with the board clerk within a 48 hour period from the time of the hearing.
  - B. An appeal can be filed by filling out the “Statement of Appeal – Judicial hearing” form obtainable from the board clerk.
  - C. The associate dean of student development has the power to hear an appeal to a decision of the board.

## APPENDIX III

### CONSTITUTION AND BY-LAWS OF THE GREEK COUNCIL

#### PREAMBLE

We, the fraternities and sororities of Central Methodist University, realizing that cooperation is fundamental to all parts of social life, that an organization is needed to coordinate the activities of fraternities and sororities, and that a sound organization must precede all organizational accomplishments, do adopt this to be the constitution of the Greek council.

#### ARTICLE I

This non-profit organization shall be known as the Greek Council of Central Methodist University, Fayette, Missouri.

#### ARTICLE II - MEMBERSHIP

**Section 1:** The council shall be composed of all local, national, social, and non-academic fraternities and sororities, which are recognized by the office of student development. No fraternity or sorority shall be excluded because of race, creed, or color.

**Section 2:** Each member organization shall have two elected representatives on the council. At least one of the two representatives from each organization must be a member of that organization's executive council. These delegates shall serve on the council for one academic year. Each organization will be allowed one delegate replacement per semester. Any further delegate replacements for a given semester must be approved by the council by a simple majority. The two Greek council representatives do not include the president of Greek council. Both delegates will have the same voting and veto rights.

**Section 3:** Each member organization shall have at least one sponsor employed full-time by Central Methodist University and approved by the office of student development. No organization shall be active without a sponsor. Additional sponsors serve at the discretion of the fraternity or sorority.

**Section 4:** The University holds the right to charter any organization without a vote of Greek council.

**Section 5:** Each organization is required to pay dues to the operating fund of the Greek council according to the size of the group. Dues will be \$3.00 per active member. Dues are to be received the second meeting time after prospective members week. Failure to pay dues by the set deadline will result in the removal of voting privileges and good standing by the Greek council until the said debt is paid.

**Section 6:** Ex-officio members of the Greek council shall be the vice president of campus life or his/her designated representative.

#### ARTICLE III - PURPOSE

The purpose of this council shall be to sustain the Greek system while promoting a strong interest in the affairs of the campus and the community.

Specifically:

- A. To maintain a high standard of social living and council relation with the university
- B. To promote academic accomplishments within the Greek social system
- C. To cooperate with the university administration in the maintenance of high social standards
- D. To be a forum in the discussion of questions which interest the organizations and the university
- E. To promote good will among all member organizations

#### ARTICLE IV - OFFICERS

**Section 1:** The elected executive officers of the Greek council shall be: President, Vice-President/Treasurer, Secretary, Activities Chairperson, Judicial Board Chair and Public Relations Chair. Duties are as follows:

- A. President: Shall call and preside over all meetings of the council. Shall also represent or appoint a representative from the council in any and all official capacities. Shall also be responsible for knowing and enforcing the Greek council constitution, by-laws and policies and *Robert's Rules of Order* during council meetings. May form committees as needed.
- B. Vice-President: Shall assume the duties of president in the absence or inability to serve and shall carry out all instructions given to the officer by the president. Shall carry out the duties of treasurer of the council.
- C. Judicial Board Chair
- D. Secretary: Shall attend to the correspondence of the council, take minutes at all meetings, and properly notify all council members of meetings. Is also responsible for the compilations and publication of council materials. Shall also handle correspondence with other university Greek systems.

- E. Activities Chairperson: This officer handles the calendar of events for all member organizations and shall supervise and administer the scheduling of fall and spring pledge activities. This person is also in charge of Greek Week activities, special events, and fundraising.
- F. Public Relations Chair: This officer is in charge of relations to faculty, staff, and sponsors

## **ARTICLE V – Judicial Board**

**Section 1:** The officers of the Judicial Board shall be chairperson, vice chairperson, and recorder. These officers shall be elected from the current Judicial Board. The duties of the officers are as follows:

- A. Chairperson shall preside over all hearings and meetings of the Judicial Board, and in turn shall be the reporter of Judicial Board decisions to Greek council. This officer shall vote only in the case of a tie. This officer must be familiar with *Robert's Rules of Order*.
- B. Vice-chairperson shall serve as chairperson in the absence of the chairperson or in the situation of the chairperson being involved in the case and shall conform to all requirements of the chairperson. This officer must be familiar with *Robert's Rules of Order*.
- C. Recorder will record all proceedings of the board meetings. The recorder shall serve as chairperson in the absence of the chairperson and vice chairperson or in a situation of both persons being involved in the case and shall conform to all requirements of the chairperson.

**Section 2:** The Judicial Board shall be composed of 9 members:(4 of the 5 OSD appointed Faculty or Staff, 3 Advisors, 1 sorority and 1 fraternity representatives from different organizations

**Section 3:** No member organization may be tried twice by the Judicial Board on the same charges stemming from the same incident.

**Section 4:** The Judicial Board and/or the vice president of institutional growth and student engagement shall have original jurisdiction in all cases involving the following, except in the case of imminent danger or the involvement of local or state authorities wherein the vice president of campus life will take charge:

- A. The Greek council constitution, amendments, by-laws and standing rules
- B. The regulations and actions of the council
- C. Any action or behavior that would reflect poorly on the reputation of the Greek system and/or CMU by a member organization or a member(s) of said organization. The office of student development will hold individual students responsible for actions, whether or not it is the organization's activity.
- D. The rules of CMU pertaining to member organizations
- E. Controversies between and among member organizations

**Section 5:** Cases arising under the aforementioned conditions may be referred to the Judicial Board through the Greek Life Advisor in the following ways:

- A. Referral from the office of student development
- B. Referral from a member organization
- C. Referral from outside of the Greek system

*\*All referrals must be in writing and submitted to the Greek Life Advisor and the office of student development.*

**Section 6:** The judicial board will proceed in the following manner:

- A. Upon receipt of a complaint, the Greek Life Advisor will take the following actions:
  - 1. Notify the Greek council president and the Judicial Board chairperson
  - 2. Notify in writing all involved parties of the charge(s) usually within 24 hours of receipt of complaint
  - 3. Call a hearing of the Judicial Board usually within 2-7 days
  - 4. Notify in writing all involved parties of the date and time of the hearing, usually within a minimum of 48 hours before the hearing is to begin
  - 5. Randomly select the Judicial Board members. (The Judicial Board chairperson and the director of Greek life should both be present)
  - 6. Convene the hearing according to the following procedures:
    - a. Judicial Board chairperson introduces Judicial Board members, defendant and complainant
    - b. Chairperson reads incident report or petition
    - c. Opening remarks
    - d. Presentation by complainant
    - e. Presentation by defendant

- f. Cross-examinations
- g. Judicial Board members ask any clarifying questions to either side at this time
- h. Closing arguments
- i. Comments from the non-voting members. (Each member has a maximum of 2 minutes for comments)
- j. Deliberation. (All non-voting members must be excused)
- k. Rendering of a decision
- l. Announcement of decision
- m. Description of appeals process

## Section 7: Disciplinary Guidelines

### A. Level I

- 1. Violations
  - a. Failure to follow the hazing policy
  - b. Failure to follow the rush procedures
  - c. Failure to pay Greek council dues
  - d. Failure to attend Greek council meeting
  - e. Failure to comply with the direction of the office of student development and/or the University
  - f. Failure to adhere to rules for inactive members
  - g. Not following the CMU Community Expectations and Student Code of Conduct
- 2. Minimum Sanctions
  - a. One year Probation
  - b. Loss of Greek funding
- 3. Other Possible Sanctions
  - a. Community service hours
  - b. Required to attend counseling
  - c. Required to hold educational programs

### B. Level II

- 1. Violations
  - a. Failure to follow the Risk Management Policy, including
    - i. Failure to follow the third party vendor and/or the BYOB party guidelines
    - ii. Hazing that causes or could cause mental or physical injury
    - iii. Acts of hazing, abusive behavior or fighting
  - b. Repeated violation of the Level I category of an organization that is currently on probation for a Level I violation
  - c. Any other violation that the Greek judicial board or office of student development feels appropriate of a Level II sanction
  - d. Failure to comply with the direction of the office of student development and/or the university
  - e. Not following the CMU Community Expectations and Student Code of Conduct
- 2. Minimum Sanctions
  - a. Unable to take new member class for one academic year
  - b. Two full academic years of probation
- 3. Other Possible Sanctions
  - a. Community service
  - b. Required counseling
  - c. Required to hold educational programs
  - d. Any other sanction that the Greek judicial board or office of student development feels appropriate for a Level II violation.

### C. Level III

- 1. Violations
  - a. Organized deception to circumvent the Greek or Student Organization guidelines
  - b. Purchase, sale or use of illegal drugs
  - c. Illegal use or possession of firearms or explosives

- d. Activity putting any person in imminent danger
  - e. Activity putting any person into legal problems
  - f. Activity putting any person in trouble with local, state, or federal law enforcement
  - g. Level II violation by an organization currently on Level II probation
  - h. Any other violation that the Greek judicial board or office of student development feels appropriate of a Level III sanction
  - i. Not following the CMU Community Expectations and Student Code of Conduct
2. Minimum Sanctions
- a. Immediate suspension of the charter for at least one full academic year
  - b. Must meet all of the requirements the Greek judicial board or office of student development feels appropriate before being able to begin the re-chartering process
  - c. Any other sanction the Greek judicial board or office of student development feels is appropriate

**Section 8:** The appeals process, with the exception of cases involving imminent danger and/or the involvement of state or local authorities, will be as follows:

- A. Appeals may be based on one or more of the following criterion
  - 1. Procedural error that can be shown to have had a detrimental impact on the outcome of the hearing
  - 2. Grossly inappropriate sanction having no reasonable relationship to the charges
- B. When a decision is reached by the Greek judicial board concerning a member organization, the member organization shall follow these appeal steps:
  - 1. They must submit written notice of appeal to the Greek Life Advisor and the Judicial Board Chair. The member organization has five academic days or the close of academic session, whichever comes first, to file the above-mentioned notice.
  - 2. The appeals process for most issues of the Greek system is as follows\*:
    - a. Director of Greek life, Judicial Board chairperson and an OSD-appointed faculty or staff member determine if there are grounds for appeal
    - b. Greek council judicial board *or* OSD staff
    - c. Vice-president for Institutional Growth and Student Engagement *or* office of the President
  - 3. The appeals process for those cases involving imminent danger and/or local or state authorities goes to the Vice-president for Institutional Growth and Student Engagement *or* office of the President.

*\*Appeals process depends on the individual(s) who heard the case first. An appeal must go to a new hearing officer.*

## **ARTICLE VI – Greek Organizations**

**Section 1:** Size requirements for Greek organizations: The minimum size of any Greek organization shall be five active members. Should an organization's membership drop below the required number of five the said organization shall be placed on membership probation. This probation will last for two consecutive pledging periods during which time the organization must gain members in order to show total memberships of at least five active members. This being accomplished the total of five or more members must be reached during the next pledge period. Should the terms of this probation not be met the organizations shall be declared defunct.

**Section 2:** The following process is to be used as a guideline in petitioning before Greek council for chartering a Greek organization or re-chartering a defunct Greek organization:

- A. The group must have a president and two Greek council representatives, one of which must be a member of their organization's executive council
- B. A letter of petition must be submitted to the council stating the motivation and reasoning for chartering or re-chartering the organization
- C. There must be at least one sponsor, employed fulltime by CMU and approved by the office of student development
- D. There may be additional requirements assigned by the office of student development and/or Greek council

**Section 3:** Fraternal organizations that have lost university or national recognition may not engage in any university event or activity. This includes but is not limited to use of the university name, funds, resources; use of the organization's symbols, name, nickname, ritual, mascot; or recruitment activities. Registered campus organizations are not permitted to co-host or co-sponsor any type of event with an unrecognized organization.

## **ARTICLE VII - VOTING**

**Section 1:** All voting will be with a quorum and show of hand vote (Quorum being two-thirds of all voting members of the council and including the president.)

**Section 2:** The vice president and the advisor will tally the voting

**Section 3:** Motions will pass with a majority vote

**Section 4:** In the event of a tie the president's vote will determine the decision

### **ARTICLE VIII - AMENDMENTS**

**Section I:** This constitution and by-laws may be amended by a three-quarter vote of the council and/or by the university

## **BY-LAWS OF THE GREEK COUNCIL**

### **ARTICLE I - GOVERNMENT**

*Robert's Rules of Order* shall govern procedure of all meetings of the council unless otherwise specified herein

### **ARTICLE II – ORDER OF BUSINESS**

The order of business in all meetings shall be as follows:

1. Roll
2. Minutes
3. Officer's reports
4. Committee reports
5. Unfinished business
6. New business
7. Remarks for the good of the council

### **ARTICLE III- MEETING**

**Section 1:** Regular meetings shall be held once a week during the school year. In case of a meeting falling on a university holiday or during finals week, the president shall decide on an alternative date. Three days notice shall be given to all members before the next meeting.

**Section 2:** If the specified representatives for that organization cannot attend, it is that organization's responsibility to send an alternate to that meeting in order to avoid the fine. The alternate will not have the voting rights of the regular representative. Any group not having at least one representative at a council meeting will be fined \$5.00 for the first absence and for every subsequent absence the fine will be increased by \$5.00 each time. The fifth absence will result in Greek suspension and 25 hours of community service. If these community service hours are not completed by the beginning of pledge activity, specifically the start of the mandatory prospective pledge meeting, then that organization will be unable to take a pledge class.

**Section 3:** Once a year Greek council will sponsor a dinner meeting with certain university faculty and advisors invited to attend.

**Section 4:** Special meetings may be held at any time and may be called for by any member and/or the office of student development as long as just notification is given.

**Section 5:** Each representative organization shall have two votes on all issues. One delegate may not cast both votes in the absence of another.

### **ARTICLE IV- MEMBERSHIP OF THE ORGANIZATIONS**

**Section 1:** The names of all active members in good standing with each organization shall be filed with the office of student development each semester. The council shall consider this the official membership list. The member organizations are responsible for keeping this an up-to-date list by reporting membership status to the Greek council.

**Section 2:** All new members and actives on record in the organization's files in the office of student development shall be considered members of that organization.

A. **Prospective Members:** All new members must pay the Greek insurance fee before receiving a bid from an organization (If a bid is not granted the Greek Insurance fee will be refunded). Any regularly enrolled full-time student in Central Methodist University shall be classified as a prospective member of an organization on the date he/she accepts a bid from an organization. This person shall be considered a prospective member and shall remain on file as such until one of the following occurs:

1. S/he is officially inducted according to the provisions of each individual fraternity or sorority. This induction ceremony must occur within the week following prospective members week.
2. S/he is officially de-pledged and proper written notification given the office of student development and the Greek Life Advisor.



3. S/he is no longer enrolled as a full-time student at Central Methodist University and proper notification has been given to the office of student development (s/he quits school, graduates, or carries less than the minimum required hours).

B. **Actives:** Any regularly enrolled full-time student of Central Methodist University shall be classified as active members of a fraternity or sorority on the date that proper notification of his or her initiation is filed in the office of student development.

1. His or her name shall remain on file as an active member in good standing until the following occurs:

The office of student development and the president of Greek council receives proper notification from the organization's officers that the person has been expelled, suspended or placed on an inactive status, or has dropped out of school, or dropped below the minimum full time academic hour requirement.

2. The office of student development receives proper notification that the person has not met the minimum GPA requirement according to the group's constitution or, the CMU eligibility rules.

C. **Inactives:** Prohibited activities include, but are not limited to:

1. Being present at a regular weekly meeting or called meeting
2. Participating in any rush activity, formal or informal
3. Purchasing or wearing apparel associated with a specific event which occurs after the inactive date.
4. Being present in the organization meeting room.
5. Being present at an event other than public Bid Night activities without written permission from the Greek Council Advisor.
6. Participating on an intramural team which is made up of organization members.
7. Organizations will be held accountable for the presences and participation of their inactive members. Referrals will be made to the Greek Judicial Council under Article V, Section 7, Level I.

D. **Organization:** Each organization must comply with the following in order to maintain good standing with the Greek council:

1. Sponsor one philanthropic event during the school year
2. Sponsor one on-campus event each semester
3. Must comply with all meeting requirements as described in Article III of the by-laws
4. Must maintain Greek room to the satisfaction of the Greek Life Advisor
5. Must submit organization registration form each fall and update membership list each semester with the director of Greek life. A current organization constitution must also be on file with the director of Greek life.
6. Three Greek council absences will result in the loss of good standing with the Greek council. Five will result in suspension and 25 hours of community service

## ARTICLE V – COMMITTEES

**Section 1:** Committees are as follows:

- A. Executive Board: Consists of all elected officers of the council as stated in Article IV Section 1 of the constitution. The duty of this committee shall be to assist in such administrative matters as may be referred to it by the president or the council.
- B. Any ad hoc committee that is approved by the Council by a majority vote.

## ARTICLE VI - ELECTIONS

**Section 1:** Representatives from fraternities and sororities for Greek council members for the following year shall be elected by the second Wednesday in April.

**Section 2:** Prior to the last Wednesday in April nominations of officers shall take place. All nominations must be seconded. A vote will take place and the top two vote receivers (one male and one female) shall go before all Greeks on campus for a vote on the last Wednesday in April.

**Section 3:** At the next regularly scheduled meeting of the council elections of the other officers shall take place under the following procedures:

- A. Nominations from the floor shall be entertained
- B. Each candidate for election shall be allowed to speak for himself or herself for a period no more than five minutes
- C. Candidates shall leave the room at which time candidate will be discussed
- D. A simple majority vote is needed for election. In the case of no candidate receiving 50% of the vote, a run-off election will take place with the two candidates receiving the highest percentage of the original vote.
- E. The officers shall be elected in decreasing order as stated in Article IV, Section 1

F. No one organization shall hold more than one executive office at one time

G. Special offices may be elected at any time during any meeting

**Section 4:** Any member of the Greek council shall have the power to bring to a vote the removal or recall of any officer or chairperson elected or appointed who proves negligent in his/her duty. The officer or chairperson shall be removed by a  $\frac{3}{4}$  majority of the voting members. The remainder of the term shall be filled by an appointment of the executive board, subject to approval by a majority vote of the council.

**Section 5:** Each organization shall have only one formal rush party in the week prior to Bid Night. No other Greek activities can occur from the conclusion of formal rush week to Bid Night. The dates of these rush parties shall be decided prior to formal rush week.

**Section 6:** The schedule for formal rush parties is set up by the Greek council and must be followed. If there is a conflict with one of the scheduled parties an organization may reschedule its party on an open date during rush week with the approval of the activities coordinator.

**Section 7:** All informal and formal rush functions shall be scheduled with the Greek council and the university (an on or off campus function). If there is a conflict the presidents of the organizations will be notified by the activities coordinator.

**Section 8:** All formal rushing shall cease at 12 a.m. Friday morning of formal rush week.

**Section 9:** Informal rush is a closed function for actives and prospective members.

**Section 10:** Fraternities and sororities shall include no student with less than 12 earned credit hours in any informal rush function until he or she has completed half of the semester and establishes grades that have been turned in to the registrar's office.

#### **ARTICLE VII – NEW MEMBER: INDIVIDUAL RESPONSIBILITIES**

**Section 1:** A student is required to have a 2.0 GPA before being eligible to pledge a social organization.

- A. Due to the law, the office of student development cannot check a student's grades without his or her permission. Therefore, a student MUST sign a grade release form to make sure that the student meets academic requirements.
- B. All prospective new members must also sign a copy of the Central Methodist University hazing and risk management policy.
- C. These forms must be signed and submitted prior to beginning new-member activities.

**Section 2:** All interested students must attend one of the scheduled mandatory new members meetings during the semester they intend on pledging. Dates will be announced during the semester.

**Section 3:** In order to be eligible to begin the process of new-member education with an organization a student must meet the following requirements:

- A. Pay the Greek insurance fee before receiving a bid (If a bid is not granted then the fee will be refunded),
- B. Be a full-time student carrying at least 12 hours of academic credit,
- C. Have passed at least 12 credit hours during the most recent semester they were in CMU,
- D. Have a cumulative grade point average of at least 2.0,
- E. Students transferring to CMU from other institutions and have not attended CMU in the past are eligible to pledge with a cumulative GPA of 2.5 or higher,
- I. Be free of social probation,
- J. Have a grade release form on file in the office of student development by the date specified by said office.

**Section 4:** Prospective students will sign up for their preferred organization in the office of student development between the Monday and Thursday before Bid Night, between 8AM and 4PM.

**Section 5:** An individual who chooses to put only one organization on his/her preference card instead of the usual three choices is said to have gone intentional single preference. This individual has decided on one organization and will not join any other. If an individual goes intentional single preference and does not receive a bid, he or she will be notified before Bid Night begins by a representative of the preferred organization.

**Section 6:** Prospective pledges must line up on the front (south) of Brannock Hall by the specified time in order to walk through Brannock Hall to accept their bid. The order shall be alphabetical order of those who are receiving bids. Those present at the time will be allowed to walk through Brannock Hall.

**Section 7:** Behavior during pledging must be in compliance with the rules of dining hall, classrooms, and laboratories

**Section 8:** At no time shall rushing or pledging requirements take precedence over or interfere with the preparation for, or attendance of classes

**Section 9:** If an individual de-pledges a Greek organization prior to the organization's formal induction ceremony, he or she may join any Greek organization in the next new membership period

**Section 10:** If individual goes through formal induction and then decides to deactivate his/her membership from an organization, he/she will be allowed to join another organization only after waiting two new membership periods

**Section 11:** Continued active membership is determined by the current University policy on social probation. Any student who is on social probation may not be an active member. If he or she is inactive, a member may not attend or participate in any of the organization's activities.

#### **ARTICLE VII – NEW MEMBERS: ORGANIZATIONAL GUIDELINES**

**Section 1:** The office of student development will provide a list of students who have attended a Greek New Member Education session.

**Section 2:** Each organization must have an approved written pledge program on file in the office of student development before it is allowed to accept new pledges

**Section 3:** All active members of each organization must have signed a current copy of the CMU hazing policy in order for their organization to be permitted to receive any new members. These papers shall be kept on file in the office of student development.

**Section 4:** Bid Night run though will be set by the Greek council and the office of student development in April of the preceding year, depending on other scheduled events on the university calendar

**Section 5:** All new member activities must be held during the period following the issuance of bids. All new member activities shall only include member organizations in good standing with Greek council.

**Section 6:** The new membership period can be held from Friday night of Bid Night through one week following Bid Night. Due to evening classes prior approval from the office of student development must be obtained for new member activities. Activities can only be held Monday through Friday between the hours of 5 p.m. and 12 a.m.

**Section 7:** In the case of a nationally chartered organization the prospective members' activities will also be governed by the national office. These groups may take up to six weeks for prospective member activities.

**Section 8:** All Greek organizations at Central Methodist University must abide by the laws concerning physical and mental hazing and by the university policy on hazing (see Article XI, Section 4)

**Section 9:** New Member activities cannot be held in conjunction with co-curricular activities-(i.e. athletics, performances, or any official CMU co-curricular function)

#### **ARTICLE IX – JUDICIAL BOARD DISCIPLINE**

**Section 1:** The Greek council judicial board reserves the authority to hold organizations responsible for hazing based upon the hazing policy of Central Methodist University.

**Section 2:** Sanctions of the Greek council judicial board will include but are not limited to warnings, fines, probation or other terms deemed appropriate. (See the CMU Student Handbook for social probation guidelines and see Article IV, Section 8 for disciplinary guidelines for the Greek judicial board).

**Section 3:** All rulings and sanctions of the Greek council judicial board will be decided upon by a simple majority of non-exempt members.

#### **ARTICLE X – RISK MANAGEMENT**

**Section 1: Insurance** - CMU social Greek members must purchase liability insurance for the entire academic year. This will also cover the social Greek organizations' advisors. National Greek organizations have their own insurance program; therefore, they do not have to participate in the local plan.

##### **Section 2: Policy on Alcohol and Drugs**

- A. The possession, sale, use or consumption of alcoholic beverages during a fraternity/sorority event, any situation sponsored or endorsed by the chapter, or in any event an observer would associate with a fraternity/sorority, must be in compliance with any and all applicable laws of state, county, city and Central Methodist University, and must comply with either the BYOB or Third Party Vendor Guidelines. (See CMU Greek Procedures Manual)
- B. No alcoholic beverages may be purchased through the chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter. The purchase and use of a bulk quantity of common sources of such alcoholic beverages, e.g., kegs or cases, is prohibited.
- C. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity/sorority without specific invitation where alcohol is present, shall be forbidden.
- D. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on Central Methodist University premises or during a fraternity/sorority event or at any event that an observer would associate with the fraternity/sorority, is strictly prohibited.

- E. No chapter members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal "drinking age").
- F. All rush activities associated with any chapter will be DRY functions.
- G. No member shall permit, tolerate, encourage or participate in "drinking games."
- H. No alcohol shall be present at any pledge/associate member/novice program or activity of the chapter during pledge period.
- I. No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations.
- J. No chapter may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.

### Section 3: Policy on Sexual Abuse

The chapter will not tolerate or condone any form of sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This pertains to any actions that are demeaning to men or women including, but not limited to, date rape, gang rape, or verbal harassment.

### Section 4: Policy on Organization Conduct and Hazing

- A. No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Hazing activities are defined as: "Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include, but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue, physical and psychological shocks or any other such activities carried on outside or inside of the confines of the chapter's meeting room; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."
- B. Central Methodist University asserts that Hazing is against the State Law of Missouri (section 578.360578.365) and that it is against the value that states that CMU "provides an opportunity for students to live and to learn in a safe setting."

The following is a list of activities that are considered **unacceptable throughout the year** for both new (pledge) members and for active members:

1. Forcing or coercing the consumption of alcohol, drugs or food [Note: any consumption of alcohol or of any harmful substance, or use of drugs, by either actives or new members during a new member educational event (regardless of whether the consumption is voluntary or mandatory) is prohibited under any circumstance]
2. Requiring or endorsing acts that break the law or reflect poorly on the organization such as theft, destruction or harassment. This includes acts of sexual harassment as defined in the university's policy on sexual harassment in the Student Handbook
3. Paddling, striking or any form of physical abuse
4. Kidnapping members to be brought to an event or activity
5. Participating in road trips that are not on the approved new-member education program
6. Abandoning or kidnapping in any manner
7. Using blindfolds that have not received prior approval by the director of Greek life
8. Threatening or intimidating interrogations not consistent with the normal testing of educational materials
9. Assigning degrading or obscene nicknames
10. Requiring acts of personal servitude
11. Performing special tasks such as house cleanup, answering phones, giving rides, making meals, buying gifts or serving meals
12. Verbally harassing members at any time, e.g., line-ups.
13. Line-up of a new member class, including grilling individuals or groups of new members with questions of any kind
14. Requiring new or active members to march, hold hands, or form a line that does not include *all* active members without prior written approval from the office of student development.
15. Depriving members of sleep or study time
16. Intentionally violating time restrictions
17. Creating excessive fatigue
18. Administering physical or psychological shocks
19. Pouring of substances on the body

20. Branding or tattooing
21. Morally degrading or humiliating public stunts, games and activities involving new members or active members that have not received prior approval from the office of student development
22. Requiring new members to recite information, phrases or spiels with no useful or educational purpose (note: what constitutes “no useful or educational purpose” will be determined when obtaining the official, prior approval for the new members’ education program)
23. Wearing of required apparel by new and/or active members that has not received prior approval from the office of student development
24. Preventing new members or active members from wearing proper clothing for current weather conditions
25. Requiring members to carry any items throughout new member education when active members are not carrying the same items
26. Requiring certain forms of address or greeting of new members or of active members at any time (other than “Hello first name”)
27. Failing to inform new members of the time for any activity in advance.
28. Singing and/or chanting excessively in close proximity to residence halls, residential areas or area businesses throughout the school year without prior approval by the office of student development
29. Performing member educational events/activities in the dining hall and any classroom setting, including before and after class
30. Using any kind of calisthenics
31. Uncomfortable or inconvenient sleeping arrangements, including sleeping outdoors
32. Humiliation in front of non-members by reference to new membership
33. Nudity of new or active members at any time
34. Pushing, shoving, or tackling new members
35. Harassing other fraternities or sororities
36. Excessive or particularly hard questioning of a new or active member over fraternity/sorority information; abusive or extremely pressured questioning of any kind
37. Bracing and finger snapping in new or active members’ ears
38. Subjecting new or active members to “rough-house” practices
39. Deception designed to convince a new member that he/she would not be initiated.
40. Convincing new or active members that pledging will end for all new members if one new member chooses to de-pledge
41. No Coke dates
42. No open flame is permitted on campus, including candles, without prior written approval from the office of student development
43. No New Member activities are to be held between the hours of 12 a.m. and 5 p.m.
44. Maximum 20 hours of contact per week with each new member
45. All new or active member activities and/or student organization activities, including off-campus activities, need written approval from the office of student development
46. Alumni cannot participate in any new member education unless a staff member from the office of student development and/or a chapter advisor is present at the activity
47. All new members or active members including alumni must follow these guidelines

*\*In addition to Hazing Policies listed above, New Members cannot be expected to do anything that initiated members will not do along with them.*

*\*Ignorance of the hazing policy will not be accepted as a defense.*

#### **Section 5: Fire, Health and Safety**

- A. All chapters’ meeting rooms shall, prior to, during, and following occupancy, meet all local fire and health codes and standards.
- B. All chapters must have posted phone numbers for fire, police, ambulance, residence hall director, RHD pager, the campus counselor and sponsor on the entrance door.
- C. The possession and/or use of firearms or explosive devices of any kind within the confines and premises of chapter meeting rooms are expressly forbidden.
- D. All chapters shall comply with all of the policies and regulations of Central Methodist University.

- E. There will be safety inspections of these rooms throughout the year, including prospective member week. If violations are cited, the offending organization may lose the privilege of having a meeting room. Meeting rooms are unavailable for student use between the hours of midnight and 8:00AM.

**Section 6: Education**

Each student member, associate member, and new member shall be instructed annually on the Risk Management Policy and Anti-Hazing Policy.