

EU EVANGEL UNIVERSITY

COLLEGE OF ADULT AND GRADUATE STUDIES



STUDENT HANDBOOK

2017/2018

A MESSAGE FROM THE PRESIDENT

Welcome to Evangel University where we are committed to helping you discover your vocational calling and equipping you for a life of significant service! We are committed to providing a Christ-centered living and learning community where you will have many opportunities to grow spiritually, intellectually, emotionally, and physically.



The faculty, staff, administration, and your fellow student leaders are all here to support you in your journey of discerning God's calling on your life. Your success as a university student will be determined to a great extent by the choices you make both in your academic pursuits and your pursuits beyond the classroom. Know that the entire Evangel community is here to support you and cheer you on in your journey.

In His service,

Dr. Carol Taylor

A MESSAGE FROM THE DIRECTOR OF THE COLLEGE OF ADULT & GRADUATE STUDIES

I'm so excited you've chosen Evangel University! On behalf of the faculty and staff, we're pleased to partner with you in your academic pursuits, and we want you to know we're here to help.



You are an important part of the Evangel community and we hope you will find Evangel to be a place of personal and professional growth. We offer a wide range of resources to support you on that journey. You are not here by accident, but the Lord has orchestrated your steps. That's why we're already looking forward to what He has in store for you, both during your program, and after completion of your time with us.

We look forward to serving you and invite you to preview the enclosed material in preparation for your enrollment.

All my best!

Dr. Lisa Tyson

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ACADEMIC CALENDAR

Fall 2017	
Fall Semester Begins—Adult Studies	August 19
Grad Counseling New Student Orientation	August 22
Fall Semester Begins—Graduate Studies	August 23
Labor day (University Closed)	September 4
Homecoming	October 5-7
Fall Break (No classes)	October 16-17
Thanksgiving Break (University Closed)	November 22-24
Semester Ends - Graduate Studies	December 12
Semester Ends - Adult Studies	December 16
Christmas Break (University Closed)	December 23-31

Spring 2018	
Christmas Break (University Closed)	January 1
Organizational Leadership Winter Residency	January 3-6
Spring Semester Begins—Adult Studies	January 6
Spring Semester Begins—Graduate Studies	January 10
Martin Luther King, Jr. Holiday (University Closed)	January 15
Spring Break	March 12-16
Good Friday Holiday (University Closed)	March 30
College of Adult & Graduate Studies Baccalaureate	May 2
Semester Ends	May 4
Commencement	May 4

Summer 2018	
Summer Semester Begins—Adult Studies	May 5
Summer Semester Begins—Graduate Studies	May 7
Memorial Day Holiday (University Closed)	May 28
Literacy Lab	June 4-18
Ed.D. Residency	June 5-9
Independence Day Holiday (University Closed)	July 4
Organizational Leadership Summer Residency	July 11-14
Semester Ends	August 16

SERVICE LOCATIONS & PHONE NUMBERS

Service	Location	1-800-Evangel, Extension
College of Adult and Graduate Studies Office	Zimmerman 201	8269
Academic Advising		
Christine Battaglia—Adult Studies	Zimmerman 201D	8268
Stacey Holland—Adult Studies	Zimmerman 201C	8267
Cheri Moos—AS Administrative Assistant	Zimmerman 201B	8262
Dee Salmon—GS Administrative Assistant	Zimmerman 201A	8274
Dr. Lisa Tyson—Director of CAGS	Zimmerman 201L	8260
Academic Program Coordinators		
Dr. Christine Arnzen—CMHC/SC Coordinator	Trask 303J	8618
Dr. Donna Washburn—Human Services/ Behavioral Health Coord.	Trask 303C	8620
Dr. Jeff Fulks—MOL Coordinator	Zimmerman 208J	8212
Dr. Kelly Sutherland—Curriculum & Inst. Coord.	Trask 201Q	8559
Dale Manke—Management Coordinator	Zimmerman 107K	8123
Dr. Matt Stringer—EDL Coordinator	Trask 201B	8563
Sarah Walters – Athletic Training Coord.		7391
Dr. Shonna Crawford—EDU Chair, Literacy Coord	Trask 201V	7244
Dr. Steve Smallwood—Church Ministries Coord.	Trask 214M	8521
Dr. Susan Langston—EdD Coordinator	Trask 201F	8552
University Services		
Academic Support	Zimmerman 218	8273
Admissions	Riggs 203	7205
Alumni Services	Riggs 301	7333
Athletic Info/Tickets	Ashcroft Center	7282
Behavioral & Social Sciences Department	Trask 303	8610
Business & Economics Department	Zimmerman 107	8110
Bursar/Student Billing	Riggs 204XXX	7700
Bookstore	Student Union 1st Floor	7343
Cashier	Riggs 204	7308
Counseling Services	Student Union 106	7222
Financial Aid	Riggs 204	7205
Fitness Center	Mabee Center	7100
Food Services (Aladdin)	Student Union	7252
Health Services	Student Union 106	7280
Helpdesk	Riggs 106	8368
ID/Proximity Access Cards	Riggs 208, Public Safety	7000
Mail & Print Center	Riggs 201	7240
Maintenance/Repair	Physical Plant	3497

Service	Location	1-800-Evangel, Extension
Science & Technology Department	Zimmerman 312	8313
Seminary	AGTS	417-268-1000
Registrar's Office	Riggs 104	7460
Tutoring	Zimmerman 218	8273
Vehicle Registration	Riggs 208, Public Safety	7000
Write Place	Trask 202	8545

ABOUT THE COLLEGE OF ADULT & GRADUATE STUDIES (CAGS)

Evangel University is a comprehensive Christian university committed to excellence in educating and equipping students to become Spirit-empowered servants of God who impact the Church and society globally. CAGS at Evangel University expands access to education for working adults by providing applied and accelerated classes so that adult learners may achieve personal, professional, and academic goals.

The accelerated nature of the program requires cohort members to commit to approximately 15 hours a week of reading, studying, research, and writing. In-class lecturing is kept to a minimum as learners interact with one another discussing assigned readings and application of text theories to their respective work environments.

OUR COMMUNITY COVENANT

Who We Are

As the Assemblies of God (A/G) national university of arts, sciences, and professions, Evangel University's commitment to the integration of faith, learning and life attracts students from a wide variety of Christian religious backgrounds. We treasure this diversity as we educate and equip students to become Spirit-empowered servants of God who impact the church and society globally.

Further, we support the distinctive mission of our heritage to proclaim the good news of Christ, worship God, disciple believers, and show compassion. These beliefs, in alignment with our parent organization regarding the interpretation of Scripture, as well as a focus on healthy and safe living, provide a framework for spiritual and behavioral expectations at Evangel University.

Our Community Priorities

Evangel University seeks to provide a living and learning experience within a Christ-centered community rooted in Evangel's Pentecostal identity that challenges and fosters the development of the whole person. We emphasize the following areas of development:

Spiritual Growth

We believe that Jesus Christ is Lord, and this belief is central to who we are and what we do as a community. Therefore, we challenge students to acquire an understanding of the Bible and experience the transforming work of God and the Holy Spirit.

Community Expectation: We encourage an openness to spiritual growth that involves an examination of values, beliefs, spiritual habits, and new commitments of faith that will continue to grow throughout life.

Intellectual and Academic Development

We believe that all truth is God's truth, regardless of where it is found, opening academic disciplines as avenues for the curious Christian scholar to explore. Therefore, we are committed to fostering a lifetime pursuit of truth and new knowledge.

Community Expectation: We encourage each student to be intellectually curious, to think creatively, to achieve mastery of essential facts, and to use these facts in reaching logical conclusions and making choices that are compatible with a theistic worldview.

Social, Emotional and Psychological Growth

We believe that the application of biblical principles to life and relationships produces healthy social, emotional, and psychological individuals and communities. Therefore, we challenge students to understand their identity as children of God and engage in the community.

Community Expectation: We encourage students to develop healthy self-awareness and self-esteem, to mature emotionally, make sound choices, be fulfilled in their personal relationships, and enjoy serving others.

Physical Development

We believe the body is the temple of the Holy Spirit. Proper care for the body (through nutrition, rest, sleep, exercise, and recreation) honors God and contributes to student success and community wellness. Therefore, we strive to help the members of our community to avoid addictive habits and destructive behaviors. We are an alcohol and tobacco-free campus.

Community Expectation: We encourage students to commit to health and wellness in pursuit of their educational and professional goals.

Vocational Development

We believe that each person has a unique place within the plan of God. The selection of a student's vocation and the development of appropriate skills are critical steps in fulfilling God's call on our lives and using the gifts God has given to each of us.

Community Expectation: We invite students to learn about their individual, God-given strengths and spiritual gifts. We encourage students to prayerfully seek the Lord's will for their lives and demonstrate professionalism and integrity in pursuit of their vocational callings.

Global and Cultural Engagement

We believe that the purpose of Evangel is to educate and equip students to become Spirit-empowered servants of God who impact the church and society globally. Therefore, we provide opportunities for students to engage in intercultural study and cross-cultural experiences to address real-world problems.

Community Expectation: We encourage students to look beyond their self-interests to know and serve others personally, locally, nationally, and globally.

We understand that our beliefs and priorities may be contrary to other worldviews and we do not seek to antagonize or disrespect those whose views differ from ours. Likewise, we expect that all members, voluntarily choosing to be a part of Evangel University, will commit to the expectations of our community. Activism against or disregard of these community expectations is a violation of that commitment. It is expected that students will abide by the expectations above and in the College of Adult and Graduate Studies Student Handbook during enrollment.

LEARNING MODEL AND FORMATS

The College of Adult & Graduate Studies at Evangel University offers certificate, associate's, bachelor's, master's, and doctoral degree programs specifically designed to meet the unique needs of adult students. Our faith-integrated coursework is available in a variety of methods, with many courses offered in a seated, online, or hybrid format. This way, students can take classes when and where it is convenient for them.

COHORTS

To create a supportive and enriching experience for adult students, the majority of our programs follow a cohort model of learning. These cohorts create a sense of community and offer students a stimulating and intellectually challenging learning environment.

PROGRAM HANDBOOKS

In addition to this handbook, students enrolled in Graduate programs in Education, Counseling, and Athletic Training should consult their program handbooks for information specific to their program.

CAMPUS SERVICES AND HELPFUL INFORMATION

Anonymous Reporting: Anonymous reports can be made by victims and/or third parties using online reporting posted at <https://www.evangel.edu/offices/student-development/public-safety/>. Anonymous reports may prompt a need for the institution to investigate; however, the university may be limited in the investigation and outcome of such reports.

Assistance Animals: The University recognizes that assistance animals may be an effective accommodation for certain qualified students with disabilities. The term "assistance animal" is the overarching term that refers to both service animals as well as support animals. Therefore, an assistance animal is an animal that either (1) works, provides assistance, or performs tasks for the benefit of a person with a disability; or (2) provides emotional or other type of support that alleviates one or more identified symptoms or effects of a person's disability. For detailed information on assistance animals, refer to the [Assistance Animal Policy](#).

ATM: If you want money (and you have money in your debit account), just go to the ATM inside the southeast entrance to the Cantrell Student Union or the ATM inside the West entrance of Riggs Hall.

Bookstore: Just in case you wondered, you **do** need to get (and read) your textbooks! [The Evangel University Bookstore](#) serves Evangel and upon request, the helpful folks at the bookstore will pre-package your textbooks for pick-up prior to the start of each semester (they also price match Amazon's prices—just ask them). Click the link above for hours of operation or to shop online.

Cashier: You can make payments and cash checks (\$200 daily limit) at the cashier's window. The window is located in Riggs Hall, 204. It is open from 8:30 a.m.-3:30 p.m. weekdays except during chapel.

Churches in the area: Springfield is not just the home of Springfield Cashew Chicken, we also have over [400 churches](#). We encourage you to find a church where you can grow and serve.

Class Cancellation Notification: Believe it or not, Evangel actually cancels classes when the weather is really bad. Classes will be cancelled if weather conditions are such that driving to campus is not feasible or if campus streets and parking lots are not usable. To verify classes are canceled due to severe weather and/or snow, check the [EU website](#), the [Department of Public Safety Facebook page](#) or call (417) 865-2815, ext. 7669 (S-N-O-W).

Course Commons: Evangel uses Canvas as its online learning management system (LMS) for coursework. It is accessible through [Course Commons](#). Log in using your Evangel username and password. For smartphone users, download the Canvas app for access to your courses. We do not, however, encourage students to rely on this app for completion of coursework.

Computer Labs, Internet, and Intranet access: Don't panic if you didn't bring a MAC or PC, we have eight main [computer labs](#). If you do have a computer, wireless is available throughout the campus (but don't use it during class unless your professor assigns it!). If you need help accessing your student portal or have other IT problems, you can submit a [HelpDesk](#) ticket. Students also have free access to [Microsoft Office](#).

Counseling Services: College life can be stressful and we all need a little help now and then. Our center is staffed by licensed professional counselors, providing confidential Christ-centered counseling. To make appointments, call 417-865-2815, ext. 7222 or visit the Wellness Center from 9 a.m. - 5 p.m. weekdays. Some evening appointments are available. Services are free to enrolled graduate students, paying General Student Fees. Counseling services offered on campus are limited and intended only for short-term care. Adult Studies students seeking counseling may obtain a list of local counseling services from their advisor.

Dining Information: Crusader Dining Hall and The Joust are located in Crusader Hall, and provide dining options to all students.

Block Meal Plans

45-block plan: \$300

75-block plan: \$475

Block meal plans expire at the end of the semester. However, a second block plan purchased in the fall semester will roll over for students returning in the spring semester.

Crusader Dining Hall Meal Hours

Meal	Monday—Friday	Saturday	Sunday
Breakfast	7:15—8:45 a.m.	Not served	8:30—9:30 a.m.
Brunch		10:30 a.m. - 12:00 p.m.	
Continental Breakfast	8:45—10:00 a.m.	Not served	Not served
Lunch	11:00 a.m.—1:30 p.m.		11:45 a.m.—1:30 p.m.
Dinner	4:30—6:30 p.m.	4:45—6:00 p.m.	4:45 - 6 p.m.

The Barracks Coffee Shop is located in Cantrell Student Union and proudly serves Starbucks Coffee.

E-Mail Communication System: Add your Evangel email to your cell phone for daily access to important information. Feel free to forward your student email to a personal email you use daily. University e-mail is the official means of daily communication between faculty, staff, and students.

Emergency Medical Assistance on Campus: For serious/life threatening illness or injury, call 911 (not 9-911) on a campus phone or 417-865-2815, ext. 7000, the university’s Public Safety Department. They will direct EMS personnel to the exact location of the emergency. This is really important when seconds and minutes count! They can also contact other trained personnel to respond until the ambulance arrives.

Health Services: Enrolled graduate students, paying General Student Fees, may schedule free appointments with our licensed Family Nurse Practitioner (FNP) who can diagnose and treat most common (non-emergency) health conditions. Nominal fees are charged for immunizations, laboratory tests, medications

and some procedures, which are the responsibility of the student--no billing, credit, or insurance claims are filed. The FNP may refer patients to off-campus physicians, specialists, and emergency departments as needed, at the student's (or insurance) expense. Office hours for Health Services are 8 am-4 pm weekdays. In emergencies, students should call 911 from a campus phone (see *Emergency Medical Assistance on Campus*). This is really important because we can't help if we don't know!

Identification Cards: ID cards are made by Public Safety after completion of the initial registration. You must have your card with you at all times when on campus. Your ID card provides access to campus buildings, the Adult and Graduate Studies Lounge (ZM 212), athletic events, and computer labs. Replacement cost is free (one time) for a lost, stolen, or damaged ID card. After that, replacement cost is \$25.

Libraries: Kendrick Library is on the northeast end of campus and the Burnett Library is located within the seminary building. You also can access [online professional databases](#). A copier and scanners are available for student use in the libraries. Standard hours are (may be adjusted during breaks, holidays):

Kendrick--Mon-Thursday (7:30 am to 11:45 pm); Fri (7:30 am to 4 pm); Sat. (closed); Sun. (4 pm to 11:45 pm)
Burnett-- Mon-Friday (9 am to 9:30 pm); Sat. (10 am to 6 pm); Sun. (closed)

Mail and Print Services: Our mail and print services department is located at the west entrance of Riggs Hall and is open from 8 am-4:30 pm weekdays. Outgoing mail is picked up at 3 p.m. Campus mail/print services are for the EU community only. We are a UPS drop-off site and ship USPS and FedEx. Feel free to purchase stamps, drop off mail, and have your projects printed for class, all in one stop!

Pregnant and Parenting Students: Pregnant students qualify for accommodations for temporary medical conditions. The coordinator for disability services (Riggs 208, 417-865-2815, x8271) can assist with academic/campus accommodations, such as medically required absences due to pregnancy or childbirth, tutoring, medical leave, and/or spaces for nursing mothers. If temporary disability parking is needed, contact Public Safety. For questions, contact the Title IX Coordinator. NOTE: In general, babies or children are not allowed in classrooms or lab facilities.

Public Safety: These staff are here to protect you, as well as all property owned or operated by the University. They oversee the access control and fire monitoring systems, vehicle registration, parking/restricted areas enforcement, SHARP training, investigations, and emergencies. An officer will accompany students across campus and provide jump-starting assistance for vehicles, when requested. Public Safety publishes the annual campus crime statistics (Annual Security Report), as required by federal law. Emergency calls requiring response by Springfield authorities (fire, police or ambulance) should be made to Public Safety by calling on-campus 911 (not 9-911). Dispatchers monitor phones, camera systems, and emergency systems 24/7.

Recreational Facilities: You've read research about fitness and well-being, right? You can get fit, relieve stress, or just have fun using the Mabee Student Fitness Center (side-by-side basketball courts, a jogging track, racquetball courts, aerobics room, and exercise equipment--fixed and free weights, treadmills, and stationary bikes). NOTE: Football, baseball and softball fields are not for general use.

Reporting Assault or Other Crime: If you have witnessed or been subject to a crime, the Department of Public Safety can assist in providing campus support personnel or local law enforcement responses. For [sex-based offenses](#), students are encouraged to contact the Title IX Coordinator ([Dr. Phillips](#)) or Deputy Coordinator ([Gina Rentschler](#)) to initiate a report. Evangel University has a zero tolerance policy for sex-based offenses and will not tolerate retaliation (threatened, attempted, or actual) against any individual for making a complaint in good faith. When an allegation of a sex-based offense is brought to an appropriate administrator's attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and community are remedied, including serious sanctions when a responding party is found in violation. Contact the Department of Public Safety at 417-864-2815, ext. 7000.

Spiritual Life Coordinator: Do you need someone to pray with you or provide spiritual counsel? You can meet with our Spiritual Life Coordinator by scheduling an appointment through the Adult & Graduate Studies office. Spiritual life activities throughout the year include Bible/book studies, relationship seminars, prayer retreats, and online devotions through our Canvas LMS.

StrengthsQuest: Do you know your strengths yet? Evangel University is a strengths-based university, offering students an understanding of their unique strengths and how they can use their strengths in academics, relationships, leadership, and career. Each Adult Studies student takes the assessment during their Adult Studies Seminar course. The office for Dr. Jon Spence, coordinator for the Strengths and Leadership program, is located in the Social Sciences Department (ZM 208).

Student Success: Want help with study strategies, tutoring, academic accommodations, or time management? These people are great and are there to help you get on track for a successful semester! Located in Zimmerman Hall, Suite 208.

Career Services: Need a job? This is the place to go for help. All students and alumni are eligible to access services. Resources include: career-related workshops, individual career counseling, career and strengths assessments, career fairs, on-campus recruitment opportunities, student job service, resume writing assistance, graduate school assistance, and career resources.

Disability Services: Services are provided to students with documented disabilities, under federal laws (Section 504 of the 1973 Rehabilitation Act, 1990 Americans with Disabilities Act). Contact the Disability Services Coordinator (ext. 8271) for special needs related to academic life.

Vehicle Registration: Any vehicles operated by members of the Evangel community (employees and/or students) must be registered annually with the Department of Public Safety and must correctly display the registration decal within 72 hours. See [Motor Vehicle Regulations](#) for full information.

Vending Machines: Are you hungry between classes or late at night? Vending machines are in lobbies of each academic building. If you have a problem with a machine, see an assistant in the Adult and Graduate Studies Office for a refund.

Veterans Center: Evangel is designated by the US Department of Veteran Affairs as a [*Yellow Ribbon School*](#). The center, located inside the west door of the Seminary, provides a full service office (one-stop entry point). Contact the Veterans Center at varep@agts.edu or 417-268-1041.

Voter Registration: Students desiring to register to vote in the State of Missouri, Greene County and the City of Springfield may register to vote by contacting the Librarian in the Kendrick Library.

SAFETY STANDARDS

The Department of Public Safety offers guidance and assistance for the Evangel community, 24/7. Their office is in Riggs 208; phone 417-865-2815, ext. 7000 (or call 911 on a campus phone).

Access Control System: Evangel's buildings are access-controlled through the Public Safety Office and cameras throughout the campus help to promote a safe environment. The residence halls (resident students' access cards open their hall only) and Mabee Fitness Center are secured 24/7; Crusader Dining Hall and academic buildings are secured after 5 pm. Keep the buildings safe for everyone by not misusing, tampering with or trying to bypass the access system (i.e. propping or forcing a door, interrupting or attempting to interrupt the electrical power supply, or any campus security video monitoring system).

Access/Identification Cards: Your ID card is kind of like the best friend you never want to be without! The Department of Public Safety issues your ID Card which is for access to campus buildings and services (cafeteria/Joust, check cashing, and activities). Damaged, lost or stolen ID Cards should be reported to the Department of Public Safety immediately. If you find a card belonging to someone else, please bring it to the Public Safety Office. You can get one free ID Card per student per semester. There is a replacement fee of \$25 for each additional card. If you lose a card and have a new one made, the lost card will be deactivated.

Disaster Emergency Procedures: The emergency notification system will keep you informed of important things to protect your safety! Hopefully, we never have to use it this year, but we have it in case we need it. A Public Safety officer will communicate information through intercom, texts, emails, phone, and/or the website. If you change phone numbers while you are a student, just go to your student portal and follow the instructions to change your number. The system is updated each semester. Students and employees are required to follow all evacuation procedures from Public Safety and/or law enforcement officers.

- **Active Shooter:** Public Safety officers will respond while local law enforcement is summoned. The focus of the public safety staff will be to end the violence as soon as possible. The emergency notification system will be activated as soon as practical alerting the community of the threat. For more information on how to respond to an active shooter event watch the following video at: <http://web.evangel.edu/community/?p=PublicSafety&i=1477&t=>
- **Bomb Threat:** Public Safety personnel will search the area involved, assess appropriate evacuation precautions, and will notify necessary response teams. If you receive a bomb threat, obtain as much information from the caller as possible (location, type, time, details about caller, etc.), then contact Public Safety immediately.
- **Tornado Warning/Watch:** A tornado watch means that conditions are favorable for a tornado. A tornado warning means that a tornado has been sighted in the area. In the event of a tornado warning, the Springfield warning alarms will sound and Department of Safety will send a notification alert through the PA system. Students in campus buildings should follow instructions of a faculty/staff member. Students are instructed to go to the lowest level until the warning is over. See [designated shelter](#) areas.

Fire Alarms and Fire Safety on Campus

- **Fire Alarms:** All students MUST leave a campus building immediately when a fire alarm sounds.
- **Fire Doors:** According to the City Fire Marshal stairwell doors must not be left open
- **Fire Safety Systems:** Misusing or committing pranks involving fire safety systems (e.g., building or floor fire/ smoke alarms, fire extinguishers and electrical panels) is prohibited and can result in suspension. Students violating this standard may be prosecuted also by the City of Springfield, as this is a violation of Springfield city ordinances. Municipal Ordinance #F109-3 provides that such a person may be issued a citation and a summons to appear in court. The penalty is six months in jail and/or up to \$1000 fine. If a fire truck responds to the false alarm, the penalty is six months in jail and a \$1000 fine. In addition, the Fire Marshal states that when the pulling of a fire alarm as a prank results in the evacuation of over ten persons from a building, it can be considered a “terrorist threat”, a Class “C” Felony and, as a federal offense, would be turned over to the FBI for prosecution.
- **Fireworks (Possession or Use):** Students may not possess, use or store fireworks on Evangel’s property, including in automobiles. The Basic Fire Protection Code of Springfield Section F-2701.0 states, “No person shall store, offer for sale, expose for sale, sell, use or explode any fireworks, except as provided in the rules and regulations issued by the code official for the granting of permits for supervised public displays of fireworks by the City, fair associations, amusement parks and other organizations” (e.g. sparklers, firecrackers, tiki-torches).

Firearms/Explosive Devices (Possession or Use): Evangel University has a zero-tolerance policy regarding the use or possession of firearms or other explosive devices on campus (or in automobiles)--Includes, but is not limited to, black powder, ammunition and chemical bombs). Upon verification that a student is storing or possessing a firearm/other explosive device on campus, student will be removed immediately from campus and subject to interim suspension by administrative action pending review. In addition, a student in possession of explosive devices may be prosecuted for any violation of law.

Restricted Areas on Campus (out of bounds): Generally, include all roofs and walls (no climbing, skateboarding, etc.) and residence halls.

Restricted Parking/Driving Areas: Restricted areas behind the residence halls should be respected and kept clear at all times for safety reasons (in the event that emergency vehicles must obtain access behind and between the residence halls) and to enable the Physical Plant Department to keep the dumpsters emptied regularly. See complete guidelines for [Motor Vehicle Regulations](#).

Vehicle Search: Student automobiles (located on EU property) may be searched with cause. Searches are typically conducted by a public safety officer, with authorization from the Director of the College of Adult and Graduate Studies or VP for Student Development. Any items found to be inconsistent with university standards/policies may be subject to confiscation. If an illegal substance is found, the university policy is to call Springfield Police and ask them to remove item/s from campus.

Theft/Vandalism: Taking, assisting in the removal of, or willfully destructing tangible or intellectual property without permission of the owner is prohibited. This also includes Internet downloading of copyrighted material (see Copyright Laws). Report all thefts and/or vandalism to the Department of Public Safety.

Weapons: Students may not possess or store weapons on University property, including vehicles parked on Evangel's property. Anyone aware of weapons on campus must immediately report it to Public Safety. Weapons include, but are not limited to BB guns, pellet guns, stun guns, blow guns, paintball guns, air-soft guns, knives with a blade of more than three inches, brass knuckles, crossbows, slingshots and/or any object that is brandished or used as a weapon. Students violating this policy through possession, use or storage are subject to probation, up to and including dismissal [see also Firearms standards above].

ACADEMIC INFORMATION

ACADEMIC INTEGRITY

As an institution of higher education committed to excellence in educating and equipping students to become Spirit-empowered servants of God who impact the church and society globally, the Evangel community is committed to the highest levels of academic integrity. In practice, this means staff, faculty, and students:

- Deal openly and honestly with one another.
- Conduct and produce accurate and original research according to professional standards and in pursuit of Truth.
- Choose and use academic sources appropriately, being careful to cite the work and ideas of others.
- Submit academic work as an accurate representation of their own learning and ability, expecting to receive feedback, correction and/or further instruction as part of their evaluation.
- Diligently adhere to and consistently apply the disciplines and methodologies appropriate to their professional fields.
- Complete assignments, projects, and papers according to the explicit guidelines of their professors and the implicit expectations of the academic integrity policy.
- The integrity of our community, above all other factors, establishes the reputation of Evangel University, the value of our academic degrees, and the legitimacy of our students' learning experiences. As people of Christ, members of the broader academic community, and future professionals, it is incumbent upon every member of the Evangel community to employ and encourage integrity in all our academic and professional pursuits.

UNDERSTANDING AND AVOIDING ACADEMIC DISHONESTY

The university provides appropriate help to support the success of students and the integrity of their work. The academic leadership of the university scrutinizes these services and practices to ensure that they support the academic success of students while maintaining the standards of academic integrity set forth in this policy.

Any and every instance of academic dishonesty compromises the mission of Evangel University and violates the standards we hold as people of Christ and practitioners within our professional fields. Students are expected to understand and avoid all forms of academic dishonesty, which includes falsification, cheating, collusion, and plagiarism.

- a. **Falsification:** modifying information with the intent to mislead. Examples include but are not limited to:
 - Fabricating data, citations, or other information for any academic work.
 - Misrepresenting facts about yourself or others.
 - Forging attendance or academic records.
 - Changing the answers or score on any previously graded academic work.

- b. **Cheating:** using deceptive means in an attempt to obtain credit for any academic work. Examples include but are not limited to:
- Composing or completing any academic work for another student.
 - Attempting to use unauthorized materials such as electronic devices or cheat sheets, information, notes, or study aids on a quiz or exam.
 - Taking, using, sharing, or posting questions, answers and/or information regarding a quiz or exam (before, during, or after the quiz or exam).
 - Submitting the same or similar paper, project, or assignment in multiple classes without prior approval from the professor.
 - Copying, talking, or sharing information with another student during a quiz or exam.
- c. **Collusion:** helping someone else or being helped by another to commit any form of academic dishonesty. Collaboration is not collusion. Collaboration is learning and working with others, collectively focusing on the learning outcomes or project goals and sharing the responsibility of the task while maintaining accountability for one's own work and contribution. Collusion is abdicating the responsibility for work or learning to others. Collusion is dishonest in the academic setting because it misrepresents the knowledge, skill, and ability of the individual student, thereby invalidating the assessment of his or her learning. Examples include but are not limited to:
- Allowing or hiring someone else to write any part of a paper or writing any part of someone else's paper.
 - Sharing work with or receiving work from another person, group, or entity for any assignment (in whole or in part) that is intended to be an assessment of individual work.
 - Allowing or hiring someone (parent, friend, roommate, tutor, etc.) to substantially change any assignment submitted for academic evaluation.
- d. **Plagiarism:** using any portion of someone else's work as your own. Though plagiarism constitute academic dishonesty, Evangel distinguishes between *misusing sources* and *blatant plagiarism*:

Misusing sources occurs when the writer is not trying to cheat or deceive but fails to follow accepted methods of using and revealing sources. However, misusing sources can be interpreted as plagiarism. Examples include but are not limited to:

- Using a source appropriately but failing to include proper citation.
- Omitting quotation marks when using the exact words of a source, even with citation.
- Using ideas from a source, even if summarized or paraphrased, without proper citation.
- Merely changing the words of a source without changing the structure or some of the original phrasing, even with citation.
- Misrepresenting ideas from a source, even with citation.

Blatant plagiarism occurs when the writer uses or copies a source (or sources) and presents it in a way that makes it appear as if it is the original work of the writer. Examples include but are not limited to:

- Providing or writing/composing/drawing any portion of an assignment for someone else.
- Taking, buying, or receiving any part of a paper written by someone else and presenting it as

your own.

- Using sections of (or selections from) a source/s without quotation or citation, even if some wording has been changed.
- Rewriting paper from someone else or from another course and submitting it as your own original work for that course.

Plagiarism can occur with the improper use of any kind of work or source, including print media (e.g., books, poetry, essays, statistical data, etc.), digital media (e.g., journal articles, websites, musical compositions, etc.), audio compositions (e.g., podcasts, songs, speeches, etc.), and visual works (e.g., drawings, paintings, movies, documentaries, etc.).

Evangel subscribes to *Turnitin.com*, which supports academic integrity and critical thinking by encouraging original writing among students. *Turnitin* creates an originality report for submissions, which allows professors to easily identify sources used in composition of a paper to verify that student work is not plagiarized from the Internet or previously submitted papers of other students.

Evangel provides tutoring and resources, at no cost, to help students avoid plagiarism and improve their writing. Students are encouraged to access and use these resources to support their academic learning and prepare them for professional success. Students may find more information at *The Write Place* online in Course Commons.

CONSEQUENCES OF ACADEMIC DISHONESTY

Evangel University assigns consequences to academic dishonesty in order to (1) educate violators to understand what they did wrong and how to avoid such violations in the future, (2) deter all forms of dishonest behavior, and (3) discipline those who deliberately and/or consistently practice dishonest behaviors.

As members of Evangel, students share the responsibility to deter and report academic dishonesty. Should a student become aware of a violation of academic integrity, he or she is encouraged to report the incident to a faculty member or department chairperson.

It is the responsibility of the faculty to address any and all acts of academic dishonesty, to document the incident, and to report the alleged violation(s) to the Academic Integrity Committee for adjudication. The student(s) involved shall be notified of the allegation(s) and have the chance to respond to the faculty person and/or the Academic Integrity Committee before any determination has been made. The Academic Integrity Committee shall hear cases in a timely manner and report their decision(s) to the offices of the Vice President for Academic Affairs and the Vice President for Student Development. The severity of the violation and accompanying disciplinary action(s) may be determined according to the following classifications:

Level 1: Minor Incidents.

Violations may include but are not limited to:

- Misusing sources.
- Violations resulting from student error(s), which could be construed as falsification.
- Violations resulting from a student misunderstanding either the instructions for the assignment or the expectations of the professor, which could be construed as cheating or collusion.

Level 1 violations may be addressed by faculty without consulting the Academic Integrity Committee for adjudication. In such cases, all of the following conditions must be met:

- The violation clearly falls within the definition of a Level 1 violation. (Violations that do not clearly fall within the definition, along with violations that involve multiple students and/or students from another course, will be reported to the Academic Integrity Committee for adjudication.)
- The faculty prepares an Academic Integrity Agreement that documents and explains the violation, identifies the academic consequences, and provides a remediation plan.
- The student signs the Academic Integrity Agreement, thereby acknowledging the Level 1 violation, accepting the academic consequences, and agreeing to the remedial goals and terms set by the faculty. If, for whatever reason, the student does not wish to sign the Academic Integrity Agreement, the incident will go to the Academic Integrity Committee for adjudication.
- The faculty submits a copy of the signed Academic Integrity Agreement to the offices of the Vice President for Student Development and the Vice President for Academic Affairs. The signed Academic Integrity Agreement shall be retained solely for the purposes of institutional reporting and tracking repeat Level 1 violations and shall not be regarded as a disciplinary status on the student's record.

Level 1 violations are subject to the following academic consequences, to be determined by the professor:

- The student may be required to redo the assignment.
- The student may be required to complete an alternate assignment.
- The student may receive a reduced grade for the assignment.
- A grade of "0" or "F" may be assigned, without the option to make up the assignment.

Remediation plans for Level 1 violations may include the following requirements, to be determined by the professor:

- One-on-one meetings with the professor.
- Completion of an online ethics/integrity module.
- Tutoring appointment(s) with The Write Place or the Center for Student Success.

Level 2: Acts of Academic Dishonesty.

Violations may include but are not limited to:

- Repeated Level 1 violations.
- Any form of falsification.

- Cheating or colluding on any assignment, quiz or project.
- Incidents of blatant plagiarism on any assignment, paper, or project (including oral reports, presentations, and online discussions).

Level 2 violations are adjudicated by The Academic Integrity Committee. For all Level 2 violations, a grade of “O” or “F” will be assigned, without the option to make up the assignment.

The offices of the Vice President for Student Development and the Vice President for Academic Affairs shall document all Level 2 violations and assign the student a conduct status of Probation Level 1 with the following sanctions:

- The student may not represent the university in any official capacity for eight (8) weeks.
- The student may lose performance-based scholarships.
- \$100 fine will be added to the student’s account.
- The student will be required to complete an online ethics/integrity module.
- The student will be required to complete at least three (3) tutoring sessions within eight (8) weeks.

Level 3: Major Incidents and/or Repeat Offenses.

Violations may include but are not limited to:

- Repeated Level 2 violations.
- Any Level 2 violation committed on a comprehensive/major exam or equivalent paper/project.

Level 3 violations are adjudicated by The Academic Integrity Committee. For all Level 3 violations, a failing grade for the course is mandatory, and the student’s transcript will record that the failure was due to academic dishonesty (using the grade designation “XF”). A failing grade for academic dishonesty (“XF”) cannot be avoided by withdrawing from the course or replaced by retaking the course. The “XF” designation will remain on the student’s transcript for a minimum of one (1) year, at which time the student may petition the Academic Integrity Committee to have it replaced with the grade of “F,” according to the following criteria:

- The petition includes a formal letter from the student that communicates remorse and reflects on his or her learning and/or growth from the experience.
- The petition is accompanied by three (3) letters of reference from individuals (not related to the student) who are in a position to evaluate the student’s personal and/or academic integrity, learning and/or personal growth from this experience, and academic performance and/or leadership potential.
- Student submits the petition to and agrees to meet with the Academic Integrity Committee, either in person or by phone.
- No subsequent violations of academic integrity involving the student have been documented or reported.
- The opportunity to change an “XF” grade to “F” is only available one (1) time per student per program of study.

The offices of the Vice President for Student Development and the Vice President for Academic Affairs shall document all Level 3 violations and assign the student a conduct status of at least Probation Level 2 with the following sanctions:

- The student may not represent the university in any official capacity for one (1) semester.
- The student may lose performance-based scholarships.
- \$250 fine will be added to the student's account.
- The student will also be placed on Academic Probation for one (1) semester (see section VII. University Policies: Academic Probation).

If there is record of any other misconduct, the Vice President for Student Development may take additional action and treat all of the infractions under the university-wide disciplinary procedures. A second Level 3 violation shall be cause for dismissal from school according to terms set by the University. Students dismissed from the university because of academic dishonesty will have a formal notation added to their official transcript – “Dismissed for Academic Dishonesty.”

Evangel retains the right to change a grade and/or revoke a degree previously awarded if a Level 3 violation of academic integrity is discovered after the conclusion of a course and/or the completion of a program. Discipline for academic dishonesty coupled with other misconduct or rules infraction shall be the responsibility of the Vice President for Student Development, in consultation with the Vice President for Academic Affairs.

The Rights of Students Alleged of Violations of Academic Integrity

Evangel presumes the academic integrity of students until the evidence indicates otherwise. Therefore, the following rights apply to students alleged of violations of academic integrity:

- The right to request that an alleged Level 1 violation be adjudicated by the Academic Integrity Committee. (Faculty will attempt to address Level 1 violations via an Academic Integrity Agreement, but students retain the right to a hearing before the Academic Integrity Committee.)
- The right to be informed of any Level 2 or Level 3 allegation in writing (or via email) within three (3) business days of the filing of the report with the Academic Integrity Committee.
- The right to continue in their course or program without interruption or reprisal, at least until the allegations have been adjudicated by the Academic Integrity Committee.
- The right to contribute evidence and/or supply testimony to the reporting faculty and/or the Academic Integrity Committee. The student shall have no less than five (5) business days to respond to allegations.
- The right to a fair and impartial hearing before the Academic Integrity Committee.
- The right to be informed of the decision of the Academic Integrity Committee in writing (or via email) within three (3) business days.

Following the adjudication of a violation of academic integrity, students retain the right of appeal for any status of Probation or higher, according to the terms of Evangel's appeals policy.

ACADEMIC PROBATION

Adult Studies Students who fail to maintain the necessary grade point average of 2.0 will be placed on academic probation. If a student remains on academic probation for two consecutive semesters, he or she may be suspended. A student who has been suspended for academic reasons may be readmitted on one of the following conditions: the student has taken a minimum of 9 hours of college courses and earned a minimum grade of C in each course, or the student has been absent from EU for one academic year. The student will be readmitted on probation, enroll for no more than 9 hours and repeat courses as mandated by their academic advisor.

Graduate Students fully accepted to a graduate program must meet specific requirements as defined by their program of study and the Graduate Studies office. To be considered for candidacy, students must:

1. Achieve a cumulative grade point average of 3.0 or higher on all 500 or 600 graduate coursework with no more than two grades of C (including + or -).
2. Present a clear plan for completing the program to their academic advisor for approval.
3. Be approved for advancement by their academic advisor. (See specific program requirements in the graduate catalog).
4. Submit candidacy forms, as requested, to the Graduate Studies office.

Remediation plans are created with your advisor when Candidacy standards are not met. Any appeal to Candidacy decisions should follow the Academic Appeal process as outlined in the Graduate Studies Catalog.

ADDING/DROPPING A COURSE

Students needing to add or drop a course must notify their academic advisor and fill out an add/drop form. Students may drop a course from their schedule on or before the first week of the class. After the first week of class, a student may withdraw from a course and will receive a "W" grade. After the third week of class, a student may withdraw from the class with a "WP" (Withdraw Passing, no GPA penalty) or "WF" (Withdraw Failing, counted as an "F" for grade calculation). ***Adult Students may not withdraw after the fourth week of class.***

Module Course Tuition Refund Policy:

Before the first week of class = 100% refund
Before the second week of class = 75% refund
Before the third week of class = 50% refund

Semester-Long Course Tuition Refund Policy:

First full week of class = 100% refund
Second full week of classes = 75% refund
Third full week of classes = 50% refund

After the third class session = 0% refund
No drops after fourth week of class

Fourth full week of classes = 25% refund
After the fifth week of classes = 0% refund

ATTENDANCE

Attendance is essential not only for student success, but for successful small-group interaction. Further, attendance is mandated by the Veteran's Administration and Department of Health, Education and Welfare for recipients of Veteran's Administration benefits and federally insured student loans. Excessive absences or failure to make academic progress may result in loss of federal financial aid and/or termination from the Adult & Graduate Studies Program. **Online course attendance is established through continual participation in course discussions and assignments as assigned by the professor. Failure to fulfill these requirements may result in the student being dropped from the course.*

CANCELLATION OF A COURSE

Evangel University may cancel a course that does not meet minimum enrollment requirements. In the event this occurs, the AGS office will make every attempt to notify the students in advance to offer alternative options.

CHILDREN IN THE CLASSROOM

AGS at Evangel University, in an attempt to limit distractions and uphold safety standards, does not allow children in the classrooms. Parents are expected to make arrangements for their children prior to class start.

CLASSIFICATION OF STUDENTS

Class	Credit Hours Completed
Freshman	0-25
Sophomore	26-55
Junior	56-87
Senior	88+

COMMENCEMENT

All University graduates are encouraged to participate in the May commencement ceremony. Students who are within 12 hours of Adult Studies by the May commencement date may participate in the graduation ceremony but will have their degrees conferred when all requirements are met. Students with outstanding financial obligations will not be cleared for participation in commencement exercises. Graduates unable to attend commencement may request their diplomas be delivered by mail.

COURSE LOAD

Undergraduate Classification	Credit Hours Per Semester
Full Time	12+
Part Time	Less than 12 credits
Half Time	At least 6 credits

Graduate Classification	Credit Hours Per Semester
Full Time	9+ Counseling 8+ Education 6+ MOL & EDD
Part Time	Less than 9 credits Counseling Less than 8 credits Education Less than 6 credits MOL & EDD
Half Time	At least 4 credits At least 3 credits MOL & EDD

GRADE SCALE

Grade	Quality Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

Incomplete (“I”) applies to work of acceptable quality when the full amount of work is not complete because of illness, necessary absence, or other excused reason. Incompletes must be removed by the end of the term or a grade of “F” will be assigned. Arrangements for completion of necessary work to remove an “I” grade must be made with the professor involved by completing an Incomplete form found in the AGS Community in Course Commons.

Students must attain a minimum GPA of 2.0 to remain in the Adult Studies Program and a 3.0 to remain in the Graduate Studies program. In the event a student does not attain a minimum GPA, the student is at risk of being placed on Academic Probation (see Academic Probation p. 18).

GRADUATION HONORS

Students who complete a minimum of 60 credit hours at Evangel University are eligible for graduation honors. Honors are awarded for academic work performed by students during their entire undergraduate program, including hours transferred into Evangel from institutions previously attended. **All honors and awards will be based on the student’s previous fall term records for the purpose of the May Commencement ceremony.**

Graduation Honors: To graduate with honors, students must achieve the following cumulative GPAs by the beginning of their final semester:

- Cum Laude (with honor), 3.60 – 3.74
- Magna Cum Laude (with high honor), 3.75 – 3.89
- Summa Cum Laude, (with highest honor), 3.90 – 4.00

Adult Education Award of Excellence: Each program will grant the Award of Excellence. Criteria for the award are scholarship, leadership, and service. Recipients will be recognized at the Baccalaureate and Awards Ceremony.

STUDENT SUCCESS Want help with study strategies, tutoring, academic accommodations, or time management? These people are great and are there to help you get on track for a successful semester!

Career Services: Need a job? This is the place to go for help. All students and alumni are eligible to access services. Resources include: career-related workshops, individual career counseling, career and strengths assessments, career fairs, on-campus recruitment opportunities, student job service, resume writing assistance, graduate school assistance and a variety of career resources.

Disability Services: The Student Success Center provides services to students with documented disabilities, under federal laws (Section 504 of the 1973 Rehabilitation Act, 1990 Americans with Disabilities Act). Contact the Disability Services Coordinator (ext. 8271 or ZM 208) for special needs related to academic life.

TEXTBOOKS

Required textbooks and syllabi for courses are posted in the Student Portal. All textbooks are available at [The Evangel Bookstore](#) in the Cantrell Student Union on the Evangel University campus. Students may reserve books for pickup or have the option for online delivery.

TRANSCRIPTS

Current and former students may obtain copies of their **official** transcripts, providing financial obligations to the University have been met. Transcript requests may be made in person or through written request to the Records & Registration Office. Students may request transcripts by completing the [Transcript Request Form](#).

WITHDRAWAL

To withdraw from the program, a student must complete a withdrawal form obtained from the Adult and Graduate Studies Office. As stipulated by federal regulations, withdrawal from the program could result in certain financial obligations and jeopardize financial aid for the remainder of the academic year. Questions pertaining to financial aid should be discussed with the Financial Aid Office.

UNIVERSITY POLICIES

ALCOHOL AND OTHER DRUGS

Maintaining our personal health and mental well-being is an essential part of our commitment at Evangel University to serve Christ. As a demonstration of that commitment, we expect everyone in the Evangel University community (including employees, resident students, commuter students and graduate/adult studies students), while on or off University property, to refrain from the manufacture, possession, use or distribution of illegal drugs, synthetic drugs (K2 and other synthetic cannabinoids, bath salts, or products used in a similar manner), alcoholic beverages and tobacco products and to avoid the abuse of prescription or nonprescription drugs. Providing, purchasing, attempting to purchase, or facilitating the purchase of alcoholic beverages is likewise prohibited. "Use" includes consumption by any means. Students are considered "in possession" and responsible for alcoholic beverages that have been determined to be on their person or in their residence or vehicle. Consistent with Missouri law, the University prohibits the use or possession of an alcohol beverage vaporizer. The University reserves the right to check for compliance with this alcohol policy by various means, including active and passive alcohol sensors.

We offer support services to students and employees who may be struggling with this area of their commitment to a Christian lifestyle. They can seek professional Christian counseling services and health services at the Student Union Wellness Center (865-2815 ext. 7280). There is no charge for these short-term counseling and health services, and confidentiality is guarded carefully. No information is shared with anyone without the client's permission. Students or employees needing long-term therapy are referred to professionals off campus at their own expense. The campus pastor is available for pastoral counseling. Students are encouraged also to seek prayer, guidance and encouragement from members of the faculty and Student Development staff.

Those who violate University standards, city ordinances or state or federal statutes regarding (a) the manufacture, possession, use or distribution of illegal drugs, synthetic drugs (K2 and other synthetic cannabinoids, bath salts, or products used in a similar manner), alcoholic beverages or tobacco products or (b) the abuse of medications will be subject to disciplinary action, including discharge for employees and Dismissal for students.

If found to be in violation of University standards but permitted to continue as a part of the community on probationary status, the student may be subject to mandatory counseling (on or off campus), periodic inspections and/or supervised, random drug tests at a medical facility over a given period of time. The student will be responsible solely for costs of the drug screens and off-campus counseling.

Any member of the Evangel University community who refuses to take a field sobriety test, Breathalyzer test, or drug test, and/or refuses to provide consent for Evangel to be apprised of the testing results, shall be considered to be in violation of the University's

Alcohol and Other Drug Policy. "Reasonable cause" for alcohol tests may include the odor of alcohol on a person's breath, slurred speech, glassy eyes, being unsteady or unstable on a person's feet and/or similar

observations. Reasonable grounds for drug testing may include, but are not limited to: incoherent, erratic or violent behavior; repeated tardiness and/or absenteeism; drug-related odors on person, clothing, room or vehicle; sudden unexplainable drop in academic or work performance; possession of drug paraphernalia; previous positive drug screen results; being cited for substance abuse violations by University or municipal authorities; a report that is provided by a reliable and credible source regarding use of illegal substance.

CAMPUS SAFETY AND CRIME STATISTICS

Though located on a main thoroughfare in a moderately-sized Midwestern city, Evangel University enjoys relative safety that is enhanced by professionally trained and equipped officers who maintain surveillance of the campus 24 hours per day, every day. Personal self-defense classes are offered to students periodically.

In compliance with the Jeanne Clery Disclosure of Campus Public Safety Policy and Campus Crime Statistics Act, Evangel's annual campus crime statistics reports for the two most recent calendar years are from the Public Safety Department upon request and online at <http://ope.ed.gov/security/>.

In cases of criminal activity (including but not limited to burglary, unlawful possession of a firearm, physical assault, etc.) committed by a student, the student may be removed immediately from the campus and subject to interim suspension by administrative action pending Community Accountability Program review.

Crime Reporting: Evangel University encourages and expects victims and witnesses of crimes to report crimes to the Springfield Police Department and to the EU Public Safety Department (417-865-2815, ext. 7000), even if the victims do not want to pursue action within Evangel University's Community Accountability Program or through the local or state criminal justice system. With such information, the Public Safety Department can keep an accurate record of the number of such incidents; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Suspicious Person or Activity: If you see a person who acts or looks suspicious, DO NOT approach but immediately call the Department of Public Safety (417-864-2815, ext. 7000) and they will investigate.

Timely Warning: A "Timely Warning" is provided to heighten awareness and to provide students and employees notification of crimes (robbery; aggravated assault; burglary; motor vehicle theft; arson; criminal homicide--murder and non-negligent manslaughter and negligent manslaughter; sex offenses; domestic/dating violence; and stalking) considered to represent a serious or ongoing threat to the campus community. The warning will provide pertinent information related to the crime and available suspect information.

The Director of Public Safety or designee is responsible for preparing and issuing timely warnings. The Director of Public Safety will make the decision to issue a timely warning on a case-by-case basis considering the facts surrounding a crime, including continuing danger to the campus community and the

possible risk of compromising law enforcement efforts.

When a Timely Warning is issued, it is through the university email to students, faculty, and staff. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Public Safety Department may activate the Emergency Management System, Valcom Intercom System, or other means of communication, providing the community with more immediate notification. In such instances, a copy of the notice will be posted in each residence hall and updates regarding the situation will follow as more information becomes available.

Anyone with information warranting a timely warning should report the circumstances to the Public Safety Department, by phone (417-865-2815 ext. 7000) or in person at the Public Safety Office in Riggs Hall 208.

COMPUTER NETWORK USE

With the freedom of access provided by the Evangel University computing network (EUBYOD) comes the responsibility of good citizenship and good stewardship. In connecting with the Internet, all students must use the EU network and may not use modems. View the details of Evangel's Computer Network information on your student portal.

Crimes related to computer use are violations of federal and state laws. The University deems any violation to be a breach of community standards and will conduct investigations of individuals involved who have knowingly altered or used computers or computer systems in any way to destroy systems or for the purpose of defrauding the institution.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act affords students certain rights with respect to their education records. Student information may be used by university administrators, faculty, directors, and staff, who are considered to be "school officials with legitimate educational interest" as outlined in the model for the consolidated Evangel University. Click on the link for a complete statement of the [FERPA policy](#).

FUND RAISING

Fund raising is permitted for officially recognized student organizations, but must receive prior approval from the Student Activities Office. Solicitation by non-recognized and/or off-campus groups is prohibited without prior permission from the Director of the College of Adult & Graduate Studies. Fund raising endeavors should not employ raffles (i.e. selling multiple chances to a prize), lotteries, or other games of chance that could be likened to gambling. Fund raising projects involving food sales must be approved by win the Director of Food Service to ensure that standards of safe food preparation and handling are met. As with all posters, flyers promoting fund raising activities must be approved by the Student Development Office prior to posting. Selling products door-to-door, conducting sales meetings inside the residence halls

or advertising products via student mailboxes is prohibited. However, Residence Directors may permit students to utilize residence hall bulletin boards to advertise products and announce meetings conducted outside the hall. To achieve maximum potential for fund raising for student organizations and the University as a whole, it is important to coordinate off-campus fundraising efforts. Before contacting any company or major corporation for donations, please contact the Vice President for Institutional Advancement (ext. 7290) for _____ prior _____ approval.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The Evangel University Wellness Center has adopted a Health Information Physical Security Policy that complies with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Department of Health and Human Services (DHHS) security and privacy regulations' requirement to protect the security of health information, as well as our duty to protect the confidentiality and integrity of confidential information as required by law, professional ethics, and accreditation requirements. Any questions about this confidentiality and privacy program may be directed to the Director of Counseling Services or the Director of Health Services. The Evangel University Privacy Practices Policy can be obtained from the Wellness Center. Each student is eligible to receive Wellness Center service and will be supplied with this policy upon receiving his/her confidential Student Information Form.

MULTICULTURALISM

Evangel University encourages students to understand and appreciate ethnic and cultural differences. Recognizing the principles of Scripture and the rich contribution that each culture can make to campus life, the University supports the biblical concept of multiculturalism (Galatians 3:28, Revelation 7:9) in which all people participate equally in the Kingdom of God regardless of race, gender, ethnicity, age or socioeconomic status.

NONDISCRIMINATION

Evangel University does not discriminate based on race, color, national origin, sex, disability, age, veteran status, or any other protected legal status in matters of admissions, employment, housing, educational programs or activities. We operate in compliance with federal nondiscrimination laws (Title IX of the Education Amendments of 1972, Title VI and Title IX of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975). As a religious institution, the university is exempted from certain provisions and retains the right to make legitimate employment, admission, and educational decisions on the basis of religious tenets, consistent with applicable laws (Title IX statute, 1st Amendment, and Religious Freedom Restoration Act).

SECTION 540 OF THE REHABILITATION ACT OF 1973

Evangel University does not discriminate on the basis of handicap, in the recruitment and admission of students, the recruitment and employment of faculty and staff and the operation of any of its programs and activities, as specified by federal laws and regulations. The act states that "no person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the

benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance". USC 1232g(i)

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

Evangel University is operating in compliance with the Federal Regulation of TITLE IX of the Education amendments of 1972, which prohibits sex discrimination in federally assisted programs. The relevant language in Section 901 (a) reads as follows: "No person in the United States, on the basis of sex, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." Evangel University, as a religious institution, has received exemptions from compliance with certain TITLE IX regulations that are not consistent with its religious tenets. See also Sexual Misconduct *Policy*

THE AMERICANS WITH DISABILITIES ACT OF 1990 (PUBLIC LAW 101-336)

Evangel University is operating in compliance with this law, the purpose of which is to afford the disabled equal opportunity and full participation in life activities and to prohibit discrimination based on disability in employment, public service, public accommodations, telecommunications or transportation. The Academic Support Center provides services for students with documented disabilities. See the [Disabilities Handbook](#).

COMPLIANCE OFFICERS

The university's Title IX Coordinator oversees compliance of [the sex-based offenses policy](#). The Coordinator reports directly to the President of the University. Questions about this policy or anyone wishing to make a report relating to a sex-based offense may do so by contacting the Title IX Coordinator (or deputy coordinator). The coordinator may designate other appropriately trained individuals to receive and investigate reports complaints, as is appropriate.

Title IX Coordinator: Dr. Sheri Phillips, VP for Student Development, Office: Riggs Hall, 304, 1111 N. Glenstone, Springfield, MO 65802, Phone: (417) 865-2815, ext. 7316, phillipss@evangel.edu

Title IX Deputy Coordinator (for employees): Ocki Haas, Director of Human Resources, Office: Riggs Hall, 309, Phone: (417) 865-2815, ext. 7311, haaso@evangel.edu

Title IX Deputy Coordinator (for students): Gina Rentschler, Director of Community Life, Office: Cantrell Student Union 203, (417) 865-2815, ext. 7317, rentschlerg@evangel.edu

Two coordinators oversee gender equity in athletics and disability accommodations:

Athletic Compliance Coordinator: Steven Gause, Assistant Basketball Coach, Office: Ashcroft Center, Phone: (417) 865-2815, ext. 7409, gauses@evangel.edu

Section 504 Compliance Coordinator: Stephen Houseknecht, Director of Academic Success, Office: Zimmerman 214, Phone: (417) 865-2815, ext. 8273, houseknechts@evangel.edu

Immediate assistance is available 24/7 by calling the Evangel University Office of Public Safety at (417) 865-2815 ext. 7000, (on campus phone 911) or coming in person to Riggs Hall 208. An officer can assist in

facilitating medical treatment, contacting a victim's advocate, support person, Title IX Coordinator, and/or campus pastor, as well as reporting the crime to local law enforcement (if requested).

PAROLE OR COURT-ORDERED PROBATION

Students admitted to Evangel University while on probation, parole, or suspended imposition of sentence from a federal, state or municipal court or correctional system, as well as students who are placed on probation, parole, or suspended imposition of sentence by a federal, state or municipal court or correctional system during their enrollment at Evangel University, for the commission of a felony, shall be placed on Probation Level 3 at Evangel University for a corresponding time frame and shall be provided appropriate mentoring and counseling support.

Failure of a student to disclose such probation, parole, or suspended imposition of sentence status to University officials may result in denial of admission or suspension from the University.

SEXUALITY AND GENDER IDENTITY

As a community of believers in Christ, we have faith in the redeeming and sanctifying work of God in all areas of our lives. Evangel University is affiliated with the General Council of the Assemblies of God, rooted in Evangelical, Holiness, and Pentecostal traditions, and we align with our parent organization regarding interpretation of Scripture and doctrinal beliefs. Our ultimate goal is to recognize our true identity is in Christ and our daily thoughts and actions give us opportunity to live out our redeemed identity. We believe as we commit our lives to God, we are empowered by the Holy Spirit to grow in our faith, compassionately care for and lead others to Christ, and be good stewards of all of our resources, including sexuality. We believe God created humans to love and worship Him above all else (Deut. 6:5) so that everything we are and everything we do falls under His Lordship. We are His people. So, as we consider our human sexuality, we strive to honor and serve Him, above our own desires. Our sex and sexuality is not an end in itself but is something God created for His purpose. We understand our beliefs may be contrary to other worldviews and we do not seek to antagonize or disrespect those whose views differ from our interpretation. Since Evangel is a Christian university, guided by the above principles, members of this community are expected to live congruently with the Scriptural teachings of our heritage. We further expect this community of believers to extend grace and care as we strive to honor God in all we do and say. We believe God created two distinct sexes, male and female (Genesis 1:27; Matt. 19:4-5), and our sexuality is a gift from God reflecting who we are as humans, designed for His purpose to do the good work He has called us to do. We regard sex at birth as the identification of a person's biological sex and do not support attempts to alter one's birth sex in favor of an opposite psychological gender. This statement is not meant to reflect those rare situations concerning congenital disorders of sex development. We believe God designed sexual intimacy to be expressed solely within a marriage between a male and female (I Cor. 6:9, 16-20) and sexual intimacy outside of that marital relationship, as recorded in Scripture, violates the will of God. We do not support acts of sexual behavior (opposite-sex or same-sex) outside of marriage between a male and female. Our commitment is to live in ways that guide us towards holiness, whether we are unmarried or married. Our sexuality, expressed through sexual purity for single persons and sexual faithfulness in marriage, allows us to bring honor and glory to God. We do not support behavior whereby personal desire, satisfaction, and/or dominance (such as pornography, lust, exhibitionism, sexting, sex trafficking, etc.) supersedes care for others and service to God. Persons in our community may have had experiences that cause them to question their biological sex or psychological gender, maintain sexual purity or faithfulness, and/or have same-sex attractions. These experiences may have led to internal conflict and external behavior that is incongruent with biblical standards. But this is not

the end of the story. We serve a God who redeems our sexuality and who invites us to trust Him with our whole beings. For those whose beliefs align with these Christian teachings and 55 community standards, Evangel can be a place of healing and restoration. We seek to care for persons in ways that convey respect, concern, support, and accountability. Therefore, EU reserves the right to question or dismiss any student whose conduct, public or discreet, in relation to their relationship status disrupts the aims and objectives of an EU educational community.

SEXUAL MISCONDUCT

This policy applies to all University employees, students, or visitors to the University, as well as anyone participating in a University sponsored activity. As a university, Evangel is not a court of law and, as such, sexual misconduct is a policy offense that is determined by college administrators to have been more likely than not to have occurred (preponderance of the evidence). Offenses under this policy include, but are not limited to sexual harassment, non-consensual sexual intercourse, non-consensual sexual contact, intimate partner violence, sexual exploitation, and stalking.

Evangel University has a zero tolerance policy for sex-based offenses and will not tolerate retaliation (threatened, attempted, or actual) against any individual for making a complaint under this policy. When an allegation of a sex-based offense is brought to an appropriate administrator's attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and community are remedied, including serious sanctions when a responding party is found to have violated this policy. This policy is developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. The [full policy](#) is housed in the [Student Portal](#) for easy access to our community members. It includes complete information on Title IX officers, definition of terms, prohibited offenses, sanctions, confidential and mandated reporters, how to report an offense, resolution procedures, advisors, rights, investigative steps, and appeals. Please review it so that we can help keep our community members safe.

To report a sexual misconduct offense, contact the Title IX Coordinator, Deputy Coordinator, or Office of Public Safety.

Additionally, anonymous reports can be made by victims and/or third parties using online reporting posted at <https://www.evangel.edu/offices/student-development/public-safety/> . Anonymous reports may prompt a need for the institution to investigate; however, the university may be limited in investigation/outcome of such reports.

A. Sexual Misconduct Offenses

Sexual misconduct offenses are determined based on policy violations. Further information concerning legal descriptions and statutes of sex offenses, according to Missouri law, can be found in Appendix 1 of the full Sexual Misconduct Policy in the Student Portal. Specific offenses under the university's sexual misconduct policy include sexual harassment, non-consensual sexual contact (or attempts to commit same), non-consensual sexual intercourse (or attempts to commit same), intimate partner violence, sexual exploitation, and stalking.

1. Sexual Harassment

Sexual harassment is: unwelcome; sex-based; and verbal, written, online, and/or physical conduct. It is a form of sex discrimination covered by Title IX and takes three forms: *Hostile Environment*, *Quid Pro Quo*, and/or *Retaliatory*.

A **Hostile Environment** is created when sexual harassment is:

- Severe, or
- Persistent or pervasive, and
- Objectively offensive, such that it unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the university's education or employment programs.

Examples may include: a student repeatedly sending sexually oriented jokes, even when asked to stop, causing one student to avoid the other; a professor engages in discussions with students about past sexual experiences, irrelevant to course material, and requires student to respond even though they are uncomfortable and hesitant; an "ex" spreads false stories about sex life with former partner to the clear discomfort of the other.

A hostile environment can be created by persistent/pervasive conduct or by a single severe episode. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment.

Quid Pro Quo Harassment is:

- Unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature, and
- By a person having power or authority over another, and
- When submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating, evaluating, or providing a benefit to an individual's educational or employment progress, development, or performance.

Examples: attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual request; to condition a benefit on submitting to sexual advances.

Often, sexual harassment involves relationships of unequal physical power or unequal power of authority, and, therefore, can contain elements of coercion and threat. Consequently, it is University policy to strongly discourage any consensual relationship involving a subordinate employee or student that could lead to alleged or actual sexual harassment.

Retaliatory Harassment is any adverse action taken against a person participating in a protected activity because of their participation in that protected activity.

Example: a student alleges sexual misconduct by another student and the institution begins an investigation. The responding party is angry at reporting party and while the investigation is ongoing, the responding party spreads inappropriate rumors and pictures of the reporting party on social media. This action likely constitutes both hostile environment and retaliatory harassment.

2. Intimate Partner Violence

A pattern of abusive behavior used by an intimate partner to gain or maintain power and control over the other intimate partner.

- Violence can be physical, economic, emotional, psychological, and/or sexual, or threats of actions influencing another person
- Any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound a person who is or was in a social relationship of a romantic or intimate nature with the victim. Existence of relationship will be determined based on the reporting party's statement and with consideration of: length of the relationship, type of relationship, and frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse/violence or the threat of such abuse/violence.

3. Nonconsensual Sexual Contact

- Any intentional sexual touching,
- However slight,
- With any object (or body part),
- By a person upon another person,
- Without consent and/or by force (physical violence, threats, intimidation, coercion, or incapacitation).

Examples: intentional contact with breasts, buttock, groin, or genitals; touching another with any of these body parts; making another touch you or themselves with/on any of these body parts; or any other intentional bodily contact in a sexual manner.

4. Nonconsensual Sexual Intercourse

- Any sexual intercourse,
- However slight,
- With any object (or body part),
- By a person upon another person,
- Without consent and/or by force (physical violence, threats, intimidation, coercion, or incapacitation).

Examples may include: vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact), no matter how slight the penetration.

5. Sexual Exploitation

Occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but not limited to:

- Invasion of sexual privacy or engaging in voyeurism;
- Prostituting another person;
- Unauthorized sharing/distributing digital, video or audio recording of nudity or sexual activity;

- Exceeding boundaries of consent to sexual activity;
- Knowingly exposing someone to or transmitting an STI, STD, or HIV to another person;
- Intentionally or recklessly exposing one's genitals in nonconsensual circumstances; inducing another to expose their genitals.
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

6. Stalking

A pattern of conduct which may include communication by any means, with no legitimate purpose that puts another person reasonably in fear for his or her safety or would cause a reasonable person under the circumstances to be frightened, intimidated or emotionally distressed. May include:

- Nonconsensual communication including, in-person communication, telephone calls, voice messages, text messages, email messages, social networking site postings, instant messages, postings of pictures or information on websites, written letters or notes, gifts, or any other communications that are undesired and/or place another person in fear;
- Following, pursuing, waiting, or showing up uninvited at a workplace, place of residence, classroom, or other locations frequented by the person being targeted by the behaviors;
- Surveillance and other types of observation, whether by physical proximity or electronic means;
- Trespassing or vandalism;
- Non-consensual touching;
- Direct physical and/or verbal threats against a person being targeted or that person's friends, family members, or animals;
- Gathering information about another from that person's family, friends, co-workers, or classmates;
- Manipulating and controlling behaviors such as threats to harm oneself or threats to harm someone close to the target of the behaviors; and/or
- Defamation and slander of the person being targeted.

7. Other Misconduct Offenses

Any other University policies may fall within the Sexual Misconduct Policy when a violation is motivated by the actual or perceived membership of the reporting party's sex, including, but not limited to:

- **Bullying**--repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally;
- **Discriminatory Behavior**--actions that deprive other community members of educational or employment access, benefits or opportunities on the basis of sex (See also Nondiscrimination Policy). Discrimination may also be seen in unwelcome verbal or physical conduct, such as:
 - o epithets, slurs, denigrating jokes or negative stereotyping;
 - o threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers health or safety;
 - o written or graphic material that degrades or shows hostility or aversion;
 - o pranks or horseplay intended to embarrass or humiliate;
 - o imposing submission to unwelcome verbal or physical conduct;

- **Hazing**--acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (See also Hazing Policy);
- **Intimidation**--implied threats or acts, whereby someone uses power or influence to place another person in reasonable fear of harm through threatening words and/or other conduct.
- **Retaliation**--An individual's adverse action against another person because that person has filed a complaint or participated in providing relevant information an investigation.
- **Threat**—A direct threat of bodily injury that causes someone to do something they would not have done absent the threat.

B. Sanctioning for Sexual Misconduct

Any person found responsible for a **sexual discrimination, sexual harassment, or sexual exploitation** offense will likely receive a recommended sanction ranging from a warning to dismissal (for students) or warning to termination (for employees), depending on the severity of an incident, and previous disciplinary violations.**

Any person found responsible for a **non-consensual sexual contact, or interpersonal violence** offense will likely receive a recommended sanction ranging from probation to dismissal (students) or suspension to termination (employees), depending on severity of an incident, and previous disciplinary violations.**

Any person found responsible for a **non-consensual sexual intercourse** offense will likely receive a recommended sanction ranging from suspension to dismissal (students) or suspension to termination (employees), depending on severity of an incident, and previous disciplinary violations**

***The decision-making body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officer nor any appeals officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.*

C. Compliance Coordinators

See compliance coordinators, under **University Policies: Nondiscrimination**

D. Assistance for Students and Employees

1. Confidential, Emergency, and Formal Reporting. Generally, when university employees are told of sexual misconduct, they are expected to immediately report allegations of suspected sex-based discrimination, harassment, or misconduct to appropriate officials, with some limited exceptions. On campus, some resources may maintain confidentiality – meaning they are not required to report to appropriate university officials - thereby offering options and advice without any obligation to inform an outside agency or individual unless a victim has requested information to be shared. Other resources exist for an individual to report crimes and policy violations and to expect action taken. The following options are available:

Confidential Reporting. If an individual would like to talk with someone but wants details of an incident to be kept confidential, there are resources on-campus and off campus. On-campus resources are:

- a) Licensed professional counselors and staff (the Wellness Center, Student Union 108)
- b) Nurse practitioner and staff (the Wellness Center, Student Union 108)
- c) Support advocates (the Wellness Center, Student Union 108; during evening hours, contact a Public Safety Officer, who can immediately contact an advocate/counselor)
- d) Campus pastor (Spence Chapel; during evening hours, contact the Public Safety Office, 417-865-2815, ext. 7000, who can immediately contact the pastor)
- e) Athletic trainer (Mabee Fitness Center)

These employees will maintain confidentiality, according to their licensure, except in extreme cases of immediate threat or danger, or abuse of a minor. These employees will submit anonymous, aggregate statistical information for Clery Act purposes unless they believe it to be harmful to a specific person.

Off-campus (this list includes some, but not all) confidential resources available:

The Victim Center: 819 N Boonville Ave, Springfield, 417-863-7273; 417-864-7233 (24/7 rape crisis line). The Center will provide a **victim's advocate** (and go to a hospital, at the request of the victim) and a number of additional resources.

Christian Counseling Clinics—

McGuire Counseling: 3101 S. Kimbrough, Suite C, Springfield, MO, 417-866-7773 (4.8 miles) Christian Counseling Services; 1525 E Republic Rd, Springfield, MO, 417-881-9800 (5.0 miles)

The Relationship Center; 2131 S. Eastgate Ave, Springfield, MO, 855-593-4357 (5.2 miles)

Eaglecrest Counseling; 636 W. Republic, Bldg. G 100, Springfield, MO, 417-862-8282 (7.7 miles)

All Things New Counseling; 1851 N. Commerce Drive, Nixa, MO; 417-848-5574 (11.4 miles)

Community Counseling Clinics—

Ozarks Counseling; 614 South Avenue, Springfield, MO; 417-869-9011 (sliding fees) (2.1 miles)

Emergency Reporting. Immediate assistance is available 24/7 by calling the Evangel University Office of Public Safety at (417) 865-2815 ext. 7000, (on campus phone 911) or coming in person to Riggs Hall 208. An officer can assist in facilitating medical treatment, contacting a victim's advocate, support person, Title IX Coordinator, and/or campus pastor, as well as reporting the crime to local law enforcement (if requested).

Off-campus emergency resources are:

- Police Department: Springfield PD--321 E Chestnut Expressway, Springfield, MO, 417-864-1810
- Hospitals—all provide sexual assault exams for victims (TO PRESERVE EVIDENCE: <https://www.rainn.org/get-information/aftermath-of-sexual-assault/preserving-and-collecting-forensic-evidence>)

Cox South: 3801 S. National Ave., Springfield, MO, 417-269-6000
Cox North: 1423 N. Jefferson, Springfield, MO, 417-269-3000
Mercy: 1235 E Cherokee St, Springfield, MO, 417-820-2000

Formal Reporting. Individuals who report sexual misconduct to employees (other than to confidential reporters) can expect action to be taken by the Title IX Coordinator and/or Deputy Coordinator. If a person reports an offense but does not wish for his or her name to be shared, an investigation to take place, or a resolution to be pursued, the reporting party may make such a request to the Title IX Coordinator or Deputy Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, predatory behavior, threat, weapons and/or violence, the

University will likely be unable to honor a request for confidentiality. In cases where the victim requests confidentiality and the circumstances allow the University to honor that request, the University will offer interim actions to the victim and the community, but will not otherwise pursue formal action.

Formal reporting still affords privacy to the reporting party, and only a small group of officials who need to know will be told. The reporting party will be notified as to who, if anyone would be told. Information will be shared as necessary with investigators, witnesses and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve a reporting party's rights and privacy. Reports can be made via email, phone or in person to the [Title IX Coordinator or Deputy Coordinator](#).

The university encourages victims of sex-based offenses, or third-party witnesses, to report the incident to the Title IX Coordinator (or Deputy Coordinator), Office of Public Safety, and/or appropriate law enforcement officials (if desired). We will take appropriate action when informed of an allegation. To provide support, the reporting party and responding party may have an advisor present during reporting, investigative, and resolution procedures.

2. Academic Accommodations and Interim Measures:

A Title IX officer may provide interim measures to address the short-term effects of a sex-based offense, and/or retaliation, while an inquiry, investigation, and/or resolution is in process. Interim measures, if needed and are appropriate, are designed to redress harm to the alleged victim and the community and to prevent further violations. The university will keep interim measures and actions as private as possible. These measures, may include, but are not limited to:

1. Referral to counseling and/or health services (students) or to HR (employees)
2. Education for the campus community
3. Altering housing situation of responding party or reporting party (resident students)
4. Altering work arrangements for students or employees
5. Providing campus escorts through the University's Public Safety Office
6. Implementing contact limitations between the parties
7. Offering adjustments to academic deadlines and schedules, chapel attendance, etc. (students)
8. Interim suspension

The university may interim suspend an individual's pending completion of an investigation and resolution, particularly when, in the judgment of the Title IX officer, the safety or well-being of any member(s) of the campus community may be jeopardized by the presence on-campus of the responding party or the ongoing activity of a student organization whose behavior is in question.

When an interim suspension is imposed, the individual/s will be given opportunity to meet with a Title IX officer prior to imposition, or as soon thereafter as reasonably possible, to show cause why the suspension should not be implemented. The Title IX officer has sole discretion to implement or stay an interim suspension under this policy on and to determine its conditions and duration. Violation of an interim suspension is grounds for dismissal (students) or termination (employees).

During an interim suspension, an individual/s may be denied access to university housing, campus email, intranet, facilities, activities, and/or events for which the individual might otherwise be eligible. At the discretion of the Title IX officer, alternative coursework or other options may be pursued to ensure as minimal an impact as possible on the responding party. The institution will

maintain as confidential any accommodations or protective measures, provided confidentiality does not impair the institution's ability to provide those accommodations or measures.

E. SYNOPSIS OF REPORTING, INVESTIGATION, AND PROCEEDINGS TIMELINE.

The university utilizes a civil rights single investigator model, not a hearing panel, to resolve allegations of sex-based offenses. The process is intended to be equitable for all parties involved. If, at any time, it is determined that "reasonable cause" does not exist to move forward in the process, the case will be closed. The full policy is housed in the Student Portal. In general, the parties can expect the following:

- 1. Initial report.** Can be received by any employee and will be forwarded to a Title IX officer (Coordinator or Deputy Coordinator) to identify any necessary interim measures.
- 2. Preliminary inquiry and finding.** Title IX officers review the report and determine if there is reasonable cause to proceed (typically 1-3 days in duration). Based on the preliminary finding, the deputy coordinator may initiate an informal resolution or formal investigation.
- 3. Informal Resolution.** For allegations that do not involve sexual violence, the Deputy Coordinator may facilitate conversations among the reporting party and the responding party to try and resolve the conflict, if both parties are willing. If informal resolution fails, is not appropriate, or if an allegation involves sexual violence, an investigator is appointed.
- 4. Formal investigation.** Title IX coordinator assigns an investigator to meet with all parties (ranges from days to weeks, depending on complexity of allegations, typically 10-14 days). The reporting party and responding party are regularly apprised of the status of the investigation as it unfolds.
- 5. Investigation summary.** The investigator will document statements from reporting party, responding party, and any applicable witnesses to produce a timeline of the evidence. Both parties will have opportunity to review the summary and add additional information or clarification, prior to a formal resolution.
- 6. Formal Resolution.** After input from both parties, the investigator will finalize the investigative summary, make a determination as to preponderance of the evidence, and forward it to the deputy coordinator (typically completed 10-14 days from the end of the investigation barring necessary extensions).
- 7. Finding/Sanction.** Deputy coordinator (and/or designees) determines appropriate sanctions according to the policy, will share the findings and explain sanctions to both parties at approximately the same time in writing, typically within 7 days.
- 8. Appeal, if desired.** Appeals may be requested, within a three-day window to file once a formal determination is reached, a three-day window to grant or deny the appeal request, and another 7-10 days for a final resolution to be reached.

F. Participation of Advisors in the Resolution Process

The reporting party and responding party are entitled to an advisor (support person) of their choosing to guide and accompany them throughout the process. The advisor may be a friend, mentor, family member, attorney or any other supporter a party chooses who is both eligible and available. Certain individuals are disqualified from serving as an advisor, including witnesses, administrators involved in the process or who supervise one of the parties, anyone who may be strategically chosen to deprive another party of their likely advisor, etc. At the request of either party, the university can offer suggestions of campus advisors who could be available.

The parties are entitled to be accompanied by their advisor in all meetings and interviews at which the party is entitled to be present, including intake, interviews, resolution, and/or appeal. Advisors should help their advisees prepare for each meeting, and are expected to advise ethically, with integrity and in good faith. The university cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other party does not, or cannot afford an attorney, the university is not obligated to provide one. The university does not provide funds for advisors. The following links are offered for information and are not recommendations.

Reporting parties may wish to contact organizations such as: The Victim Center (<http://www.thevictimcenter.org>); The Greene County Prosecuting Attorney's Office/ Victim Witness Program (<http://www.greencountymo.org>); The National Center for Victims of Crime (<http://www.victimsofcrime.org>), which maintains the Crime Victim's Bar Association.

Responding parties may wish to contact organizations such as: FACE-Families Advocating for Campus Equality (<http://www.facecampusequality.org>); SAVE-Stop Abusive and Violent Environments (<http://www.saveservices.org>).

Advisors are subject to the same campus rules, whether attorneys, faculty members, staff, students, parents, etc. The university expects an advisor to adjust his or her schedule for attendance at scheduled university meetings. The university does not typically change scheduled meetings to accommodate an advisor's inability to attend but will work with a party to identify a time conducive to meeting, within reason. A party may elect to change advisors, and is not locked into using the same advisor throughout.

The parties must advise the investigator or Title IX Coordinator of the identity of their advisors prior to the first meeting. The parties must provide subsequent notice to the investigators if they change advisors at any time. No personal audio or video recording of any kind other than as required by university procedure is permitted during meetings with campus officials.

Advisors may not present on behalf of their advisee in a meeting or interview and should request or wait for a break in the proceeding if they wish to interact with campus officials. Advisors may confer quietly with their advisees as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their advisors should ask for breaks or step out of meetings to allow for private conversation. Advisors will typically be given a timely opportunity to meet in advance of any interview with the investigator conducting that interview or meeting. This pre-meeting will allow advisors to clarify questions and allows the university an opportunity to clarify the advisor's role.

Advisors are to refrain from interference with the university investigation and resolution. If the advisor disrupts or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave the meeting. When an advisor is removed from a meeting, that meeting will typically continue without the advisor present. Subsequently, a Title IX officer will determine whether the advisor may be reinstated, replaced by a different one, or whether the party will forfeit an advisor for the remainder of the process.

If the parties wish to review the investigative summary with their advisors, the university provides a consent form that authorizes such sharing. The parties must complete this form before the university is able to share records with an advisor. The parties may view the investigative summary in the presence of a Title IX Coordinator, Deputy Coordinator, or Investigator only and may not make copies or photos of the record. Advisors are expected to maintain privacy of records shared with them by the university. These records may not be used for purposes not explicitly authorized by the university.

G. Requesting an Appeal

Sanctions imposed from the formal resolution process can be appealed by any part. All sanctions imposed will be in effect during an appeal unless a specific request is made to the Title IX Coordinator (or designee) to delay implementation, but the presumptive stance is that sanctions will go into effect immediately. Graduation, study abroad, internships, conferences, etc. do NOT in and of themselves constitute exigent circumstances, and individuals may not be able to participate in those activities during their appeal. In cases where an appeal results in resumption of privileges or reinstatement to the university, all reasonable attempts will be made to restore the individual to his/her prior status, recognizing that some opportunities lost may be irreparable.

All parties may seek review of a decision in a sex-based offense case by making an appeal to the appropriate appeals officer.

For **students**: the appeals officer is the Vice President for Student Development

For **staff**: the appeals officer is the Vice President for Business and Finance.

For **faculty**: the appeals officer is the Vice President for Academic Affairs.

Grounds for appeal.

- b) A procedural [or substantive] error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.); To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included; and/or
- c) The sanctions imposed fall outside the range of sanctions designated for this offense and the cumulative conduct history of the responding party.

Criteria for Appeal.

- Appeals must be in writing and submitted to the Office of Student Development (Title IX Coordinator) for processing, during regular business hours (Monday - Friday, 8 a.m. to 4:30 p.m.) within three (3) business days of the decision. After this time, the decision is final.
- Clear error or compelling justification must be shown, as findings/sanctions are presumed to have been decided reasonably and appropriately during the original hearing. It is not enough to simply assert one of the grounds for appeal. The written appeal must provide information that specifically supports grounds upon which the individual bases the appeal. If an appeal does not contain sufficient information to support the grounds upon which the appeal is based, review of the appeal will be denied.
- Only one request for an appeal may be submitted by either party.

Based on written requests/responses or on interviews as necessary, the appeals officer will send a letter of outcome for the appeal to all parties. In response to a request, the appeals officer can take one of three possible actions: 1) the officer may dismiss an appeal request as untimely or ineligible, 2) grant an appeal and remand the finding and/or sanction for further investigation or reconsideration at the hearing level, or 3) modify a sanction.

A written decision concerning the appeal will be provided in person and/or mailed to the mailing address of the respective party as indicated in university records and emailed to the parties' university-issued email accounts. Once received in person, mailed or emailed, the notice of decision will be deemed

presumptively delivered.

The procedures governing the hearing of appeals include the following:

- All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;
- Every opportunity to return the appeal to the original hearing body for reconsideration (remand) should be pursued;
- Appeals are not intended to be full re-hearings of the allegation (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal;
- Appeals decisions are to be deferential to the original hearing body, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so;
- An appeal is not an opportunity for appeals officers to substitute their judgment for that of the original hearing body merely because they disagree with its finding and/or sanctions.
- The appeals officer will typically render a written decision on the appeal to all parties within five (5) business days from hearing of the appeal. The appeals officer decision to deny an appeal request is final.

H. RIGHTS OF THE STUDENTS INVOLVED

Students involved in a sex-based offense have rights. These are delineated below.

1. An individual reporting a sex-based offense (reporting party) has the right to:

- Investigation and appropriate resolution of all credible reports or notice of sex-based offenses made in good faith to university officials;
- Notification in advance, when possible, of any public release of information regarding incident;
- Have no personally identifiable information released to the public, without his or her consent;
- Respectful treatment by university officials;
- Be fully informed and have university policies/procedures followed without material deviation;
- Formal resolution of any reported misconduct involving violence;
- Support from university officials in reporting sex-based offenses;
- Be informed of options to notify law enforcement authorities (and for assistance by campus authorities to notify such authorities), or to not to report, if desired;
- Notification of services (counseling, advisory, health, assistance, etc.—on or off campus);
- Notification of possible interim measures to redress violence, such as: a change in campus housing; work assignment rescheduling; academic accommodations, no contact order;
- Maintain interim measures for as long as is necessary, and to remain as confidential as possible;
- Ask investigator to question relevant witnesses and be aware of witnesses questioned, except in cases where a witness' identity will not be revealed to the responding party for compelling safety reasons (excludes name of the alleged victim/reporting party, who is always revealed);
- Review the investigative summary regarding the allegation, subject to the privacy limitations imposed by state and federal law, prior to findings;
- Not have irrelevant prior sexual history admitted as evidence in a campus hearing;
- Regular updates on the status of the investigation and/or resolution;
- Have report heard by Title IX officers who have received annual sex-based offenses training;
- Preservation of privacy, to the extent possible and permitted by law;

- Meetings and interviews that are closed to the public;
- Bring an advisor of the reporting party's choosing to all phases of investigation and resolution;
- Make or provide an impact statement in person or in writing to be included in the investigation summary following any determination of responsibility, but prior to sanctioning;
- Be informed of outcome of the resolution process in writing, without undue delay between the notifications to the parties, and usually within 7 business days of the end of the process;
- Be informed in writing: when a decision of the university is final; any changes to a sanction (in case of appeal); appeal a finding/sanction of resolution process, and procedures for doing so.

2. The individual accused of a sex-based offense (responding party) has the right to:

- Investigation and appropriate resolution of all credible reports of sex-based offenses made in good faith to university officials;
- Notification in advance, when possible, of any public release of information regarding report.
- Respectful treatment by university officials;
- Be fully informed and have university policies/procedures followed without material deviation;
- Notification of services (counseling, advisory, health, assistance, etc.—on or off campus);
- Notification of possible interim measures to redress alleged violence, such as: a change in campus housing; work assignment rescheduling; academic accommodations, no contact order;
- Maintain interim measures for as long as is necessary, and to remain as confidential as possible;
- Ask investigator to question relevant witnesses and be aware of witnesses questioned, except in cases where a witness' identity will not be revealed to the responding party for compelling safety reasons (excludes name of the alleged victim/reporting party, who is always revealed);
- Be fully informed of the nature of the reported violation and possible sanctions, policies and procedures of the campus resolution process, and timely written notice of all alleged violations;
- Review the investigative summary regarding the allegation, subject to the privacy limitations imposed by state and federal law, prior to findings;
- Not have irrelevant prior sexual history admitted as evidence in a campus hearing;
- Have reports heard by Title IX officers who have received annual sex-based offenses training;
- Meetings, interviews and hearings that are closed to the public;
- Bring an advisor of the responding party's choosing to all phases of investigation and resolution;
- A fundamentally fair resolution, as defined in the sex-based offenses policy and procedures;
- Make or provide an impact statement in person or in writing to be included in the investigation summary following any determination of responsibility, but prior to sanctioning;
- A decision based solely on evidence presented during the resolution process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
- Be informed of outcome of the resolution process in writing, without undue delay between the notifications to the parties, and usually within 7 business days of the end of the process;
- Be informed in writing: when a decision of the university is final; any changes to a sanction (in case of appeal); appeal a finding/sanction of resolution process, and procedures for doing so.

I. SPECIAL RESOLUTION PROCESS PROVISIONS

Amnesty for Reporting Party. Sometimes, individuals are hesitant to report to university officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as drinking at the time of the incident. To encourage reporting, the university offers victims (and witnesses) of sexual violence amnesty from policy violations related to the incident. The university may provide educational and/or supportive options to those who offer their assistance to others in need.

Attempted Violations. In most circumstances, university will treat attempts to commit any of the violations listed in the sex-based offenses policy as if those attempts had been completed.

Conflicts of Interest and Bias. The university is committed to ensuring that its resolution processes are free from actual or perceived bias or conflicts of interest that would materially impact the outcome. Any party who feels that there is bias or conflict of interest that would materially impact the outcome may submit a written petition to the TIX Coordinator for the person's removal from the process.

False Reports. The university will not tolerate intentional false reporting of incidents. It is a violation of the code of student conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes/civil defamation laws.

Notification of Outcomes. Outcomes in a resolution process is part of an education record of the responding party and is protected from release under a federal law, FERPA. However, the university observes certain legal exceptions:

- a. Parties in sex-based offense proceedings have an absolute right to be informed of outcomes, essential findings/rationale, and sanctions that may result, in writing, without condition or limitation, and without substantial delay between notifications.
- b. The university may release publicly the name, nature of the violation and sanction for any person found in violation of a university policy that is a "crime of violence," including: arson; burglary; robbery; criminal homicide; sexually violent offenses; assault; destruction, damage, vandalism of property; intimate partner violence; stalking; and kidnapping / abduction. Any information that could lead to the identification of the reporting party will not be released.

Notification of Parents (for traditional undergraduate students). The university reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status, or violation of this sex-based offenses policy. Where a student is non-dependent, the university may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. The university also reserves the right to designate which university officials have a need to know about individual conduct reports pursuant to Family Educational Rights and Privacy Act.

Past Sexual History/Character. Past sexual history/character of a party will not be admissible by the other party in the proceedings unless such information is highly relevant, (such as, pertaining to past or subsequent interactions between the parties that offer context, establishing a pattern of behavior, and/or predatory

conduct).

Recordkeeping. In implementing these procedures, records of all allegations, investigations, and resolutions will be kept by the Title IX Coordinator indefinitely in the electronic Title IX Coordinator database.

Training for those implementing these Procedures. Personnel tasked with implementing these procedures, e.g.: Title IX Coordinator, Deputy Coordinators, investigators, etc., are trained at least annually. This training will include, but is not limited to: how to appropriately remedy, investigate, render findings and determine appropriate sanctions in reference to this sex-based offenses policy and procedures, confidentiality and privacy; and applicable laws, regulations and federal regulatory guidance.

University-Initiated Proceedings. As necessary, university reserves the right to initiate a report and to initiate resolution proceedings without a formal report or participation by the victim of sex-based offenses.

Witness Participation in an Investigation. Witnesses are expected to cooperate with and participate in the university's investigation. Any witness who declines to participate in or cooperate with an investigation will not be permitted to offer evidence or testimony later in a hearing. Witnesses may provide written statements in lieu of interviews during the investigation and may be interviewed remotely by phone, Skype (or similar technology), if they can't be interviewed in person. Parties who do not participate in the investigation may have the opportunity to offer evidence during the appeal stages of the process, though failure to offer evidence prior to an appeal does not constitute grounds for appeal on the basis of new evidence.

SEXUAL VIOLENCE PREVENTION EDUCATION

The university takes measures to provide a safe campus environment for its students and employees. We offer prevention and awareness programs involving sexual violence education. Ongoing annual training is also presented and monitored to encourage participation. The programs include:

- A review of the Evangel University Sex-Based Offenses Policy which prohibits sexual violence, discrimination, and harassment, as stated in the student and employee handbooks;
- Title IX compliance training
- Bystander intervention training
- Sexual Harassment and Rape Prevention (SHARP) training
- Understanding healthy relationships
- Recognizing signs of abusive behavior
- Alcohol and drug abuse prevention

SOCIAL MEDIA AND INTERNET STANDARDS POLICY

As followers of Christ, the Evangel community sets a higher standard when it comes to interactions online. We seek to present ourselves in a Christ-like manner, act and speak decently, listen and consider other views respectfully, and treat all interactions with common courtesy:

Harassment: The use of social media or any technological tool for stalking, bullying, trolling, or any other similar use is not permitted. Any instance of harassment deemed “Sexual Harassment” will be specifically acted upon according to the Sex-Based Offenses Policy.

Identity Theft: The act of identity theft (wrongful gathering or use of another person’s personal information, typically for profit) is prohibited. Additionally, false portrayal of oneself, particularly for the intent to mislead, harm, or profit from another, is not permitted.

Inappropriate Material: Students should abide by standards outlined in the Community Covenant and refrain from using technology for the purpose of creating, viewing, or distributing obscene, pornographic, vulgar, violent, or otherwise morally disturbing material.

Protection of Privacy: Members of the Evangel community shall not distribute personal or sensitive information (credit card numbers, financial information, intellectual property, confidential information, etc.) of other students, faculty, the university, or an employer without permission and proper procedure. Additionally, the use of technology to capture photos, videos, recordings, or any other media of people without their consent, especially if in compromising positions, is not allowed.

Verbal Attacks: Online discourse should be that which is polite, life-affirming, and considerate of the character and opinions of others. Any statements, messages, posts, comments, or other forms of online communication in which another person’s character or reputation is maligned, misrepresented, or attacked are not permitted.

SUICIDE THREAT/ATTEMPT

Evangel want to assist students who are struggling with thoughts or behaviors that may lead to a suicide attempt. If you know of a student, or are a student who is struggling and/or in danger, contact the University counseling center (or Public Safety, after business hours) for assistance. Please know that there is help available! If the University knows of a student in danger, we will take steps to care for the student’s health and life. This may include contacting a local medical center for professional mental health evaluation and/or treatment and notifying a spouse, parent, or other designated contact as soon as possible. Students who are a danger to themselves or others may need to consider withdrawing from the University in order to focus on their health and treatment. Students who need to withdrawal should contact their advisor immediately.

Evangel University participates in the [Ask Listen Refer](#) Suicide Prevention Training Program, designed to help faculty, staff, and students prevent suicide by teaching you to: 1) identify people at risk for suicide; 2) recognize the risk factors, protective factors, and warning signs of suicide; and 3) respond to and get help

for people at risk. Suicide threats or attempts should always be taken seriously. Do not leave suicidal person unattended or allow him or her to leave the building. Call Campus Public Safety (417-865-2815, ext. 7000) who will notify appropriate emergency personnel to assist.