



Homecoming 2016

# Evangel University Student Handbook

## 2017-2018

*published by*

The Office of Student Development

As we celebrate this new school year, this resource for Evangel students is to help you to live well in the community that you have voluntarily chosen.

An Evangel education can prepare you to ask tough questions, wrestle with meaningful issues, foster a deep relationship with God, and gain a better understanding of yourself and the world around you.

This handbook may be updated during the school year and will be published with revised dates.

Revised: July 1, 2017

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## 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

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## A MESSAGE FROM THE VICE PRESIDENT FOR STUDENT DEVELOPMENT

Evangel is a community that values the integration of faith, living, and learning. We want to help you discover who you are in Christ and to identify, develop, and refine those unique strengths you have to offer the world through your personal and vocational callings. You will find incredible opportunities are available for your holistic development, and so I encourage to choose well. Keep your feet moving forward and look for the opportunities that guide your growth into the person that God has created you to be!



Much like any community, Evangel supports particular policies, procedures, and actions that facilitate healthy living among its members. These boundaries are guided by our commitment to uphold biblical principles of conduct, our Assemblies of God denominational perspective, and practices that promote considerate community interaction. As such, EU students are responsible for knowing and abiding by the standards; however, if that is your only guide, you will have missed the point. We seek to nurture an environment where our lives reflect Christ.

May our ultimate guide be to operate from the inside out, with love from a *pure heart, good conscience, and sincere faith* (1 Timothy 1:4-6), so that we may reflect *kingdom living*, as described in Matthew's gospel (5:48): "Live out your God-created identity. Live generously and graciously toward others, the way God lives toward you".

Blessings to you each student,

Dr. Sheri Phillips

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## I. UNDERSTANDING EVANGEL UNIVERSITY

**Our Distinction.** You are now one of 20,000+ people worldwide who have chosen an Evangel education and are literally changing the world! With over 70 academic majors, Evangel is the national university of the [Assemblies of God](#) and offers associate of arts, baccalaureate, master's, and doctoral degrees. We are accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, National Council for the Accreditation of Teacher Education, National Association of Schools of Music, Council for Social Work Education, and Association of Theological Schools (ATS) in the United States and Canada.

**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.

**The Division of Student Development partners with students** navigating purposeful discovery in a living learning community with care-focused programs, activities, and services to engage a Christ-centered life.

## II. DIRECTORY OF SERVICES

### A. SERVICE LOCATIONS

Key: FA = Barnett Fine Arts Center; R = Riggs Administration Building; SU = Cantrell Student Union; TR = Trask Hall; ZM = Zimmerman Hall

Service	Location	417-865-2815, ext.
Academic Tutoring	ZM 208, Student Success Center	8272
Adult and Graduate Studies Office	ZM 201	8269
Alumni and University Advancement	R 301	7333
Art Department	FA, 2nd floor	8640
Assemblies of God Theological Seminary	AGTS	417-268-1000
Athletic Info/Tickets	Ashcroft Center	7282
ATM	SU (SE entrance); R (west entrance)	
Behavioral & Social Sciences Department	TR 303	8610
Business & Economics Department	ZM 107	8110
Bookstore, Follett	SU, 1st floor	7343
Cable TV Service, IT	R 102, Help Desk	8368
Career Services	ZM 208, Student Success Center	8217
Cashier	R 204	7308
Chapel Attendance	Spence Chapel Office	7305
Class Changes (Drop/Add)	R 104C, Records & Registration	7206
CLEP Test Information	R 104D, Records & Registration	7156
Clubs/Organizations Information	SU 204A, Student Activities	7318
Communication Department	TR 105	8411
Community Life Department	SU 203	7317
Commuter Services	SU 205	7938
Computer Services, IT	R 102, Help Desk	8368
Counseling Services	SU 106, Wellness Center	7222
CROSSwalk Student Ministries	SU 204	7674

Disability Services	ZM 208, Student Success Center	8271
Education Department	TR 201B	8548
EMERGENCY	R 208, Public Safety	7000 or 417-575-8911
Employment, Student	ZM 208, Career Services	8217
Events and Conference Services	R 304B	7981
Financial Aid Information	R 202	7300
Fitness	Mabee Center	7100
Food Services	SU, Crusader Hall	7252
Global Connections Office	TR 208	8526
Graduation Papers	R 104D, Records & Registration	7156
Health Services	SU-106, Wellness Center	7280
Housing Office	R 302C, Student Development	7335
Human Resources	R 309E	7470
Humanities Department	TR 312	8640
ID/Proximity Access Cards	R 208, Public Safety	7000
Instructional Resource Center (IRC)	ZM 204	8239
Intramural Sports	Ashcroft Center	7287
Kinesiology Department	Ashcroft Center	7283
Lost & Found	R 208, Public Safety	7000
Mail and Print Services	R 201	7240
Maintenance or Repair	<a href="#">Maintenance Request link</a>	7236
Music Department	FA, 1st floor	7211
President's Office	R 314	7200
Public Relations	R 301D, University Advancement	7292
Public Safety	R 208	7000
Radio request line (KECC)	TR 103	7625
Science & Technology Department	ZM 312	8313
Sign/Poster Approval	R 304E	7955
Spiritual Life Department	Spence Chapel Office	7305
Strengths Program	ZM 208, Student Success Center	8213
Student Development Division	R 304D	7316
Student ESGA Leaders	SU 204	7289
Student Success Center	ZM 208	8215
Theatre Department	FA 149	7167
Theology and Global Church Ministries Department	TR 214	8510
Title IX Compliance	R 304D	7316
Transcripts & Transfer Credits	R 104, Records & Registration	7460 & 7203
Vehicle Registration	R 208, Public Safety	7000
Veterans Services, The Vern Clark Center	AGTS, first floor NE	8841
Withdrawal from the University	R 304D, Student Development	7316
Write Place	TR 202	8545

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## B. CAMPUS SERVICES AND HELPFUL INFORMATION

**Academic Support:** Want help with study strategies, tutoring, academic accommodations, or time management? The Center for Student Success (ZM 208) staff will help you get on track for a successful semester!

**Anonymous Reporting:** To anonymously report a crime, click [here](#). We value all reporting; however, anonymous reports may limit outcome of investigations. See also *Reporting Assault or Other Crimes*.

**Assistance or Service Animals:** Assistance Animals and Service Animals may be an effective accommodation for certain qualified students with disabilities. For detailed information, see [Assistance or Service Animal Policy](#).

**Athletic Fields:** Football, baseball and softball fields are for athletic team use and not for general use.

**ATM:** Located inside the southeast entrance to Cantrell Student Union or the ATM inside the West entrance of Riggs Hall.

**Bookstore:** Upon request, the helpful folks 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). Location: Student Union; Hours: M-F: 8:30 – 5; Sat: 10-2.

**Career Services:** Need a job? Located in ZM 208, all students and alumni can access services. Resources include: career counseling, career/strengths assessments, career fairs, on-campus recruitment, student job service, resume writing, etc..

**Cashier:** You can make school payments or checks cashed (\$200 daily limit) at the cashier's window. Located in Riggs Hall, 204, they are from 8:30 a.m.-3:30 p.m. weekdays except during chapel and lunch hours.

**Chapel:** Reflecting its importance to spiritual growth, chapel attendance is required (33 per semester) for all full time, traditional, undergraduate students. Evangel offers opportunities in larger and smaller venues: University chapels are generally on Tuesday, Thursday, and Friday mornings at 10:00 in Spence Chapel; smaller chapels, led by ministry students, are on Mondays at 10:00 am in Seymour Chapel at AGTS. Other devotions and discipleship activities are also available. Check [The Hub](#) for opportunities and attendance tracking. See complete statement on the [Chapel Program](#). Students with certain conflicts can apply for [attendance exemptions](#). For prayer, the main chapel is open daily, Riggs Hall (308) has a small chapel, and each residence hall also has a chapel for its residents.

**Churches in the area:** Springfield is not just the home of Springfield Cashew Chicken (yeah, you need to try it), the areas has over [400 churches](#), with [62 Assemblies of God congregations](#). Get involved where you can grow and serve.

**Class Cancellation Notification:** 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).

**Center for Student Success:** This one-stop office (ZM 208) can help students navigate college life. Services include assistance in helping you thrive at Evangel, whether it is individualized coaching, getting a job, discovering your calling, finding your strengths, academic tutoring, disability accommodations, or learning about leadership.

**Community Life:** This staff focuses on your experience and education outside of the classroom. Your residence director, resident assistant, and commuter coordinator are all part of the Community Life team, under the direction of Gina Rentschler (SU 203, x7317). They want to empower you to find your place on this campus and beyond.

**Computer Information: Labs, Internet access, and Microsoft Office:** Evangel has eight main computer labs, as well as mini labs in each residence hall. As an EU student, you can also load [Microsoft Office in your computer for FREE!](#) WIFI is available throughout the campus using your student username and password. Questions? See [HelpDesk](#). Evangel uses three online systems for student information (make sure to sign in using your EU email and password:

- [Student Portal](#)—Evangel's customized intranet that has all of your academic, financial, and service information.
- [Course Commons](#): Used for academic coursework. Access through your student portal or install the Canvas app.
- [The Hub](#): The activities software to view events. Or install the CORQ app (choose Evangel University).

**Contacting Evangel Faculty or Staff by Office Phone:** Call the Evangel number, 417-865-2815. You will be prompted to say the name of the individual or department, or say “operator”, which will connect you to a receptionist.

**Counseling Services:** Staffed by licensed professional counselors and graduate-level practitioners who provide confidential Christ-centered counseling in individual and group settings. Call 417-865-2815, x7222 or visit the Wellness Center (SU 106) from 9 am-5 pm, M-F. Evening appointments are available. Services are free to current students paying *General Student Fees*. Counseling services offered on campus are limited and intended only for short-term care.

**Disability Services:** The Center for Student Success (ZM 208) assists students with documented disabilities, under federal laws (Section 504 of the 1973 Rehabilitation Act, 1990 Americans with Disabilities Act). Contact the Disability Services Coordinator (x8271 or ZM 208) for special needs related to academic life. The Housing Director (x7335 or Riggs 304) can provide information and assistance to accommodate special housing needs.

**E-Mail Communication System:** Add your Evangel email to your cell phone for daily access to important stuff. The University e-mail system is the official means of daily communication between faculty, staff, administration and students. Check your email daily! Also, make sure to check the CLUTTER folder as many mass emails are automatically sent there.

**Emergency Assistance on Campus:** If emergency medical or other services are needed, call 911 on a campus phone or 417-575-8911, the university’s Public Safety Department. They will direct EMS or other personnel to the exact location of the emergency. This is really important when seconds and minutes count.

**Event Planning and Facility Reservations:** Club advisors will help you with the online system to reserve rooms and determine any logistical and/or food charges. **Note:** If you plan to have food, work with Aladdin Food Services (417-865-2815, ext. 7425), as the University contracts with them for food service. Any exceptions must have formal approval from the Food Services Director. Contact staff in Event & Conference Services (x7955 or Riggs 304) for more information.

**Food Services:** Students (& paying guests) can eat in the dining hall, Joust, and/or enjoy coffee at The Barracks. Residential students have three meal plan options, 10, 15, or 20 meals weekly (20 meal plan adds \$75 of *bonus bucks* to use in any food service area). Commuters and those with meal plan exemptions may buy a block of 10, 45, or 75 meals. Also, students can load *Crusader Bucks* to their ID cards in increments of \$50, \$100, or \$150 to satisfy those coffee or food cravings! Food service is not available during Thanksgiving, Christmas and Spring breaks. Students with specific dietary needs or allergies can meet with Mrs. Joey Roberts at 417-865-2815, x7425 for a consult. If food services is unable to accommodate a disabling dietary condition, see [Meal Plan Accommodation Guidelines](#).

Crusader Dining Hall Meal Hours			
Meal	Monday-Friday	Saturday	Sunday
Breakfast	7:15 - 8:45 a.m. (continental until 10 am)	not served	8:30 - 9:30 a.m.
Lunch	11 a.m. - 1:30 p.m.	10:30 a.m. - noon	11:45 a.m. - 1:30 p.m.
Dinner	4:30 - 6:30 p.m. (7 pm during football)	5 - 6 p.m.	5 - 6 p.m.
Joust Meals (for meal plan) and General Hours			
Meal	Lunch	Dinner	General Food Hours
Monday-Friday	10:30 a.m. - 3:45 p.m.	4 - 7:30 p.m.	9 am – 11 pm
Saturday-Sunday	None	None	4 pm – 11 pm

Scan your valid student ID card at the dining hall or Joust to access your meal plan. ID cards and meal plans are not transferable to others. Box meals are available from the Joust, upon request. Meal trays for ill students are available per request of the Health Center, Residence Hall, or Discipleship staff. Remember: only take ice cream you are eating out of the dining hall; wear shoes & shirts in all facilities; be respectful and courteous; throw trash in receptacles; clean up!



**Hammocks:** There are two hammock pods on campus for you to hang hammocks. One is located by the sand volleyball court, between Spence & Walther Halls. The other is between Krause and Burgess Halls. You may either use your own or check out a limited number of hammocks from the Mabee Center for on campus use only.

**Health Services:** Students who become ill or injured may be treated in the Health Center, Student Union 106. Current students who have paid the *General Student Fee* may schedule appointments with our licensed Family Nurse Practitioner (FNP). The FNP can diagnose and treat most common (non-emergency) health conditions at no charge. Nominal fees are charged for immunizations, laboratory tests, medications and some procedures, which are all self-pay as there is no billing or credit extended. We do not file insurance claims. The FNP may refer patients to off-campus health care providers, physicians, specialists, etc., as needed, at the student's (or insurance) expense. Hours are 8 a.m. - 4 p.m., M-F.

**Identification Cards:** Made by Public Safety after completion of initial registration. You must have your card with you at all times when on campus. Your ID card provides access to campus buildings, athletic events, computer labs, and your residence hall. You will also use it to scan for food service and chapel attendance. See also *SAFETY STANDARDS*.

**Insurance:** We want you to be protected! There are two types of insurance you should have at Evangel.

- **Medical/Hospitalization** - All students should have medical insurance; it is required for international students and intercollegiate athletes. Questions? Contact Admissions Director (417-865-2815, x7432; Riggs Hall 203).
- **Personal Property Liability** - Personal property damage is not covered by Evangel University insurance. If you are a residence student, we HIGHLY recommend that you purchase renter's insurance! It is typically very inexpensive, has a low deductible, and covers damage to personal belongings, in case of water leaks, fire, theft, etc. For further information, contact the Student Development Office.

**Libraries:** Kendrick Library (north of Zimmerman Hall) and Burnett Library (inside AGTS) are available for study and research. You can also access [online professional databases](#). A copier and scanners are available for student use in Kendrick. Standard hours are (may be adjusted during breaks, holidays):

Kendrick--Mon-Thurs (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)

**Mabee Fitness Center:** Research shows a correlation with fitness and well-being. So exercise and relieve stress using the basketball and racquetball courts, jogging track, aerobics room, and equipment (fixed/free weights), treadmills, and stationary bikes. Regular hours during school are: Mon-Thurs 6am-10pm; Fri 6am-8pm; Sat 9am-5pm; Sun 1pm-5pm.

**Mail and Print Services:** Located at the west entrance of Riggs Hall (9 am-4 pm, M-F), outgoing mail is picked up at 3 pm. For intra-campus mail, use the person's name, residence hall and room number/department. Student mailboxes are in the first floor lobby (for residence students). If packages received at the EU Post Office appear questionable (for campus safety/community standards), the University can require addressee to pick up/open package within staff view.

**Multiculturalism:** We value the multicultural dimension of Evangel and encourage learning through perspective-taking, fostered in open-dialog spaces (i.e., Tough Talks, Courageous Conversations, and diversity/inclusion programming. MKs (missionary kids) and international students also receive support services from the Director of Community Life (SU203).

**Posters and Publicity:** Signs/fliers/posters must be approved by Event & Conference Services (Riggs Hall, 304) and can be posted only in designated areas (not on windows, glass doors or painted surfaces). Exceptions are made for Homecoming, Harvest Fest, Spring Fling and officially designated ESGA election campaign periods.

**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:** The PS staff here to protect you and property owned/operated by the University. They oversee the access control and safety systems for buildings, vehicle registration, parking/restricted areas enforcement, SHARP training, investigations, and assistance in medical emergencies. If you observe suspicious persons on campus or have concerns, contact Public Safety. An officer will also accompany students across campus, jump-start vehicles, and open their locked cars, when requested. The office publishes the Annual Security Report, as required by federal law. Emergency calls requiring response by Springfield authorities (fire, police or ambulance) should be made directly to Public Safety by calling 911 (on a campus phone) or 417-575-8911. They can also be reached at 417-865-2815, x7000, or stop by Riggs 208. Dispatchers monitor phones, cameras, and emergency systems 24/7. Follow @EU\_DPS on Twitter.

**Records & Registration Office:** In Riggs Hall 104. This is where you can add or drop a course, submit graduation requirement materials, request transcripts, learn about CLEP testing, or ask questions about registration.

**Reporting Assault or Other Crimes:** 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, 24/7. Immediately report all thefts or burglaries to Public Safety. For [sex-based offenses](#), students can contact the Title IX Coordinator ([Dr. Sheri Phillips](#)) or Deputy Coordinator ([Gina Rentschler](#)) to initiate a report.

**Spiritual Life Office:** Do you need someone to pray with you or provide spiritual counsel? You can meet with [Pastor Greg](#) by scheduling an appointment in the chapel office, (x7305). For questions about how to get involved in discipleship, CROSSwalk, or other ministry opportunities, contact [Starla Gooch](#).

**StrengthsQuest:** Evangel University offers a strengths-based approach to education, giving students an understanding of their unique strengths and how they can use them in academics, relationships, leadership, and career. Students take the StrengthsQuest assessment during their Essential Christianity (BIBL 111) course. Transfer students, who do not need to take this course, can go to the Center for Student Success (ZM 208) to receive an access code and more information.

**Vehicle Registration:** Vehicles must be registered annually with the Department of Public Safety and must correctly display the registration decal. See the [Motor Vehicle Regulations](#) on your Student Portal for full information.

**Veterans Center:** The Vern Clark Center, located inside the west door of AGTS, provides a full service, one-stop entry point. Veterans can get information regarding GI benefits, billing/financial aid, university and/or government service agencies, as well as enjoy a cup of coffee and snacks. A military Chaplain is able to minister to individual and family needs of veterans. Contact [Stormy Davis](#) or call 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.

### III. STUDENT INVOLVEMENT & LEADERSHIP OPPORTUNITIES

#### A. EXTRACURRICULAR

**CROSSwalk Student Ministries:** A student-led organization with seven branches: activities/events, children's ministries, discipleship, impact teams, missions, outreach, and public relations. The CROSSwalk (SU 204A) advisor is Starla Gooch. Each ministry has a team lead who would love to help you get involved. Follow @EUCrosswalk on Twitter.

**Activities Board:** One branch of the Evangel Student Government Association (ESGA) is the Activities Board (AB). AB (Student Union 204F) creates campus-wide activities for EU students to build school spirit, unity and community. AB is comprised of members at-large. The advisor for AB is Christy Rowden, Student Union 204. Follow @EU\_AB on Twitter.

**ESGA Senate:** As the legislative branch of ESGA (SU 204D), senators are student-leaders (residence hall/commuter/class presidents, departmental and at-large representatives, and executive officers) who write bills ranging from policy recommendations to campus enhancements. They represent student needs and concerns to the Vice President for Student Development and the President’s Cabinet. The Senate advisor is Dr. Jon Spence. Follow @ESGAsenate on Twitter.

**Hall Government:** Each residence hall has elected and appointed hall officers, who are selected each spring for the following year. They work closely with the residence director to promote activities, socials and fund-raising projects and to make recommendations for hall improvements.

**Intercollegiate Athletics:** Evangel is in the National Association of Intercollegiate Athletics (NAIA). Men’s and women’s teams compete in basketball, cross-country, golf, track and field, & soccer. We also have women’s volleyball & softball; and men’s football & baseball. The Director of Athletics is Dr. Dennis McDonald. Follow @EU\_Athletics on Twitter.

**Intramural Sports:** Intramurals, open to all current EU students, offers voluntary sports competition. Contact Mr. Eric Osner, Intramural Coordinator, 417-865-2815, x7287, or your Residence Hall/Commuter Sports Rep for information.

**Leadership Program:** Evangel is committed to developing leaders to positively impact this world for the cause of Christ. The Leadership Program (and academic minor) is directed by Dr. Jon Spence, Center for Student Success (ZM 208).

**Music:** Students may participate in instrumental and vocal ensembles, including Marching Band, University Band, University Chorus, University Orchestra, University Chorale, Concert Orchestra, Concert Choir, Jazz Ensemble, Hand bell Choir, Stained Glass Story, Worship Teams, and other ensembles. Contact the Music Department or CROSSwalk office.

**Theatre:** The Humanities Department’s Theatre Program provides opportunities for acting, directing, designing and constructing sets, etc. Contact Dr. Vickie Wisdom, 417-865-2815, x7965 and follow @eubreakaleg on Twitter.

## B. DEPARTMENTAL CLUBS, HONORARY SOCIETIES, AND INTEREST GROUPS\*

### Departmental & Interest Groups

Accounting Club	Criminal Justice Association	Intercollegiate Forensics
Apologia –Christian Faith	CROSSwalk Student Ministries	National Association for Music Ed.
Archery Club	ENACTUS-Business	Psychology Club
Art Club	Evangel Student Gov’t Assoc.	Pre-Law Society
Chemistry Club	EU Assoc. of Computing Machinery	Social Work Club
Christians for Biblical Equality	EU Historical Society	Student Investment Group
Cinema Club	EU Nursing Society	Student Veteran’s Association
Club de Español	EU TESOL	Students for a Sustainable Future
College Democrats	Evangel Outdoor Club	Student Mo State Teacher’s Assoc.
College Republicans	French Club	Tele Mu Kappa Int’l Students/MKs
Composer’s Collective	Healthcare Society	World Changers Mission Fellowship

### Honor Societies

Alpha Chi – general	Phi Sigma Tau – philosophy	Sigma Tau Delta –English
Kappa Mu Epsilon – mathematics	Psi Chi- psychology	Sigma Zeta –science/mathematics
Phi Alpha-Social Work	Pi Gamma Mu – social science	Society for Collegiate Journalists
Phi Epsilon Kappa -- kinesiology	Sigma Alpha Sigma - honor floors	

### Student Media

Crusadermedia.com	EU Films	KECC - radio
ECTV – television station	Excalibur - yearbook	Lance - newspaper
Epiphany – fine arts magazine		

\*Officially recognized student groups are listed if they meet the annual renewal criteria of the Student Activities Office. Only officially recognized student groups are eligible for ESGA Senate funding and/or to sponsor additional chapels. See:

<https://www.evangel.edu/student-life/activities/>

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### C. ROLES OF STUDENT OFFICERS AND FACULTY ADVISORS

Student officers and faculty advisors provide leadership within the framework of University policy. The Student Activities Director assists student leaders, faculty advisors, as well as students or faculty who are interested in forming new clubs/organizations. Contact Christy Rowden at SU 204A, 417-865-2815, ext. 7318, or [rowdenc@evangel.edu](mailto:rowdenc@evangel.edu). **Student officers** are responsible for executing the organizations' visions and programs, planning events, managing finances responsibly in accordance with University accounting procedures, and contacting the Student Activities Director regarding any questions about organization activities that may arise. **Faculty/Staff advisors** serve on every recognized Evangel club/organization/interest group. They mentor officers and provide oversight organization's events.

### IV. STUDENTS BILL OF RIGHTS

Section 1: The students of this University shall have the right to the Christian exercise of personal liberties.

Section 2: The right of a student to the ethical expression of opinion shall not be denied.

Section 3: The right of students to peaceably assemble shall not be denied.

Section 4: The right to petition the student government and University administration shall not be denied.

Section 5: Neither the residence of a student on this campus may be searched nor property not in sight seized without the authorization of the Vice President for Student Development or the designated representatives. Probable cause is necessary before the authorization of the search of a student's room is granted. A written search and seizure warrant shall be given to the student whose room is to be or has been searched if he/she is not present. Current civil guidelines and restraints shall be followed before the person of any student is searched. This right in this section does not preclude the regular inspection of rooms required by University policy.

Section 6: Upon being accused of any violation of a written University rule, the right of a student to a fair and speedy hearing, to know the accusations against him or her, with due process to be followed, shall not be denied.

Section 7: The rights contained in this article shall be published in the Student Handbook.

## V. COMMUNITY LIVING – CODE OF CONDUCT

As a body of believers, the Evangel community seeks to encourage the development of students to understand, develop, and use their unique God-given strengths and abilities. Building community is an integral component of this university and is evident through students, faculty and staff who help one another daily to cultivate, nurture, and practice what we profess. It is the intent of Evangel University that all we do in classroom learning, co-curricular programming, and relationship building reflects the unique mission of this University.

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### A. MAKING CHOICES

We desire to empower students to exercise spiritual discernment in daily choices that honor God through personal thoughts, actions, and lifestyles. The reality of college life, both on and off campus, is that we make small decisions every day that either move us closer to or farther away from God's guidance. Our goal is to be self-disciplined and to hold each other accountable in our Christian walk. As such, Evangel University reserves the right to provide counsel and/or discipline to students who, in the University's sole judgment, do not follow either the stated policies of student conduct or to the expressed principles and expectations of the University.

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### B. BIBLICAL FOUNDATIONS

We recognize that there is much we share in common as a community of believers. We also understand that we come from a variety of cultural backgrounds, convictions, and perspectives that influence the way we think about inward convictions and outward behaviors. As a community, Evangel is founded on historical biblical principles that guide us in ***being the people of God*** so that we may ***do the work of God***.

#### ***Being the People of God...***

**We love God** . . . We live our lives to the glory of God, daily conforming ourselves to the image of Christ and recognizing the Lordship of Christ in everything (1 Corinthians 10:31; Colossians 3: 17). Our actions reflect our love and accountability to God (Matt. 22:36-38; 2 Corinthians 5:10).

**We love others** . . . Following Jesus' example, love guides and determines our relationships with others (Matthew 22:39-40; John 15:12-17).

**We live by a different standard** . . . Christ calls us to be in the world but not of the world. We don't have to conform to attitudes that run counter to Biblical guidance (Romans 12:1-2; Titus 2:11-14; John 2:15- 17).

**We live for Christ** . . . We cannot live the Christian life simply on the basis of our own moral character and strength. As we study and obey the Scriptures, allow the Holy Spirit to guide us, and pursue counsel from the people of God, He guides our path (Proverbs 15:22; 2 Timothy 2:22).

#### ***Doing the Work of God...***

**We serve others** . . . We serve our neighbors, responding and working to alleviate, such pressing worldwide problems as poverty, hunger, human trafficking, disease, illiteracy and racism (Matt. 7:12, James 1:27).

**We are accountable to others.** . . Christ desires to restore us to Himself and our community. We have a responsibility to each other, thus Christian freedom includes not doing some things to contribute to the good of the larger community and not cause others to stumble with the Lord (1 Cor. 9:19-23, 10:23-11:1).

**We respect others** . . . Certain actions are expressly prohibited in the Scriptures and are, therefore, wrong. Scripture also guides us to understand that some actions that are matters of individual convictions based on a given situation and we must take care to not condemn one another or ignore our conscience (Romans 14:1- 23).

**We effectively use our resources** . . . The community as a whole and members individually are responsible for intentionally using their abilities, strengths, assets, and opportunities to honor God (Romans 12:3-8).

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## C. COMMUNITY COVENANT

### Responsibilities of Membership in the Evangel Community:

As the [Assemblies of God](#) (A/G) national university of arts, sciences and professions, Evangel'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. Joining together, we build on our common belief in the Lordship of Christ and in our desire to holistically serve Him mind, body, and soul. 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, alignment with our parent organization regarding interpretation of Scripture, as well as a focus on healthy and safe living, provide a framework for the spiritual and behavioral expectations at Evangel University. All members willingly choose to become a part of this community, and upon making that choice, commit to growth as they purposefully and intentionally live to love God and serve others. Additionally, for the duration of their tenure at Evangel, students pledge to abide by the following community standards:

1. **Demonstrate personal, social, academic, and professional integrity;** avoiding destructive behaviors such as lying, plagiarism, cheating, slander, profanity, intimidation, fighting, violence, abuse, gambling, hazing, violations of local, federal, and/or state law, etc.
2. **Maintain a healthy lifestyle;** abstaining from the possession or use of: alcoholic beverages, tobacco and/or smoking products, narcotic and/or hallucinogenic drugs (outside of a legal prescription), marijuana, paraphernalia, etc., as well as refraining from attendance at bars, clubs, and/or lounges.
3. **Uphold standards of sexual purity and humility;** maintaining modest appearance standards; not engaging in sexual activity prior to or outside of marriage—as recognized in the biblical covenant between a man and woman, or any behaviors whereby personal desire, satisfaction, and/or dominance (such as pornography, lust, exhibitionism, sexting, sexually-explicit dancing, etc.) supersede care for others and service to God.
4. **Strive to grow in personal relationship with Jesus Christ;** prioritizing a private prayer and devotional life, attending and participating in church, and involvement in ministry/service opportunities. For traditional undergraduate students, part of spiritual formation is also addressed through chapel attendance and biblical studies coursework.

We understand that our standards may be contrary to other worldviews and we do not seek to antagonize or disrespect those whose views differ from our interpretation. Likewise, we expect that all members, voluntarily choosing to be a part of Evangel, will be able to live within these standards. Activism against or disregard of these community standards is a violation of that commitment. Students who engage in behavior that conflicts with the community standards are subject to discipline sanctions, as outlined in the Student Handbook.

We seek to care for all persons in ways that convey respect, concern, support, and accountability and pray that Evangel can be a place of healing, mentoring, guidance, and restoration. We further expect this community of believers to extend grace and care as we strive to honor God in all that we do and say. Feel free to contact the Undergraduate Admissions Office or the Office of Student Development for any questions.

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## D. BEHAVIORAL STANDARDS AND COMMUNITY IDEALS:

This section provides details of the community covenant and responsibilities within in the Evangel community:

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### 1. DEMONSTRATE PERSONAL, SOCIAL, ACADEMIC, AND PROFESSIONAL INTEGRITY

- **Academic Integrity:** Students are expected to maintain high levels of academic honesty as people of Christ. Submitting someone else' work as your own (without proper citations, identifying particular research), or otherwise cheating is dishonest and is not congruent with a Christian life.
- **Conflict Resolution:** We believe in following Biblical direction in all things. If you have concern about the behavior of another member of the Evangel community, ideally you will be able to go to that person for resolution. If that is not possible or has not resolved the situation, then we encourage you to talk with your Resident Assistant, Resident Director, or Commuter Coordinator. If the matter is not resolved satisfactorily within a reasonable period of time, then contact the Director of Community Life.
- **Conduct Unbecoming of an Evangel Student:** We have high expectations for our students and believe that you have high expectations for yourselves. Students involved in behavior that reflects negatively on their Christian character or on the university are subject to discipline that guides towards redemption, whenever possible.
- **Courtesy Hours on Campus:** We want to be considerate of others. Evangel recognizes "courtesy hours" from 9 a.m.-11 p.m. "Quiet hours" are in effect on the alternate hours.
- **Complying with Sanctions or a Directive:** Students are expected to immediately and fully comply with a legitimate directive from an EU official (including administrators, faculty, staff and RAs), as well as community/state law enforcement personnel.
- **Gambling:** Students are not to participate in any activity in which money or other consideration is required for participation, with the prize acquired mainly on the basis of chance and with risk to the gambler.
- **Harassment, Intimidation, or Bullying:** The University prohibits any gesture, image, written, verbal or physical act (including electronic communications) that (a) is motivated by any actual/perceived characteristic such as race, color, ethnicity, religion, sex, or mental or physical disability; and that (b) is understood by a reasonable person to have the effect of mentally or physically harming a student, damaging the student's property, or placing the student in reasonable fear of harm to his person or damage to his property; or that (c) has the effect of insulting or demeaning any student or group of students. See also [Sexual Misconduct Policy](#).
- **Hazing/Initiations:** Hazing and initiation are not tolerated at the University. Violators are subject to criminal prosecution in addition to university accountability. See also [Hazing and Initiation Policy](#)
- **Inappropriate Language, Pictures, or Media:** Inappropriate written, spoken, or posted words (including pictures, photos, clothing, or language) are not acceptable. This includes, but is not limited to, possession or display of pornographic and/or sexually suggestive material, derogatory racial/ethnic material on university property. See also [Social Media and Internet Standards Policy](#).
- **Lying/Withholding Information/Fraud:** We expect students to be honest. Purposefully misrepresenting information, withholding requested information and/or filing false information undermines your integrity and may result in suspension, depending on the severity of the lie.
- **Nondiscrimination:** Evangel strives to maintain a God-honoring environment, which promotes care for the community, is committed to diversity, and respects the dignity and concerns of others. Violations include, but are not limited to: any conduct that discriminates on the basis of, race, ethnicity, national origin, sex, disability, age, veteran status, or any other protected legal status in matters of admissions, employment, housing, educational programs or activities. See also [Nondiscrimination Policy](#)

- **Physical Aggression/Assault:** Pushing, striking, or physically assaulting another person is prohibited. The University reserves the right to review alleged incidents of self-defense, in light of physical aggression.
- **Pranks:** Activities that could be interpreted as degrading to others or potentially endanger individuals, animals or property are prohibited.
- **Respectful Behavior:** We expect all community members to show respect to each other. Conduct that is disrespectful or intentionally disruptive is unacceptable. When a student or guest exhibits behaviors that cause concern or could be considered a threat to others or to University property, Evangel reserves the right to restrict access to the campus. Students have a right to ask questions, seek information and assistance, or to express dissent in a respectful way that maintains dignity and rights of others in the educational community.
- **Unauthorized Recording.** No student may make an audio or video recording of any person(s) on University premises in bathrooms, showers, bedrooms, or other premises where there is an expectation of privacy with respect to nudity and/or sexual activity. Students are also expected to respect the reasonable expectations of privacy of other individuals within the University community. Accordingly, students are not permitted to make an audio or video recording of private, nonpublic conversations and/or meetings on University premises, without the knowledge or consent of all persons in the recordings.

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## 2. MAINTAIN A HEALTHY LIFESTYLE

- **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. Students, while on or off University property, are not to manufacture, possess, use or distribute: (a) illegal drugs, including marijuana; (b) synthetic drugs--K2 and other synthetic cannabinoids, bath salts, or products used in a similar manner; (c) alcoholic beverages; (d) cigarettes or tobacco products; and/or (e) hookah. Students are to avoid the abuse of prescription or nonprescription drugs. Providing or purchasing (as well as facilitating or attempting acquisition) of alcoholic beverages, or attending house parties where alcohol/drugs are being used is likewise prohibited. Students are considered "in possession" and responsible for alcohol/drugs that have been determined to be on their person or in their residence or vehicle. See also Evangel's [Alcohol and Other Drugs Policy](#).
- **Bar/Lounge/Club (Attendance or Participation):** Attending a place where alcohol or hookah is the primary purpose of the establishment is prohibited. A business may be a bar/lounge/club if it: (a) requires an ID for admission (b) advertises alcoholic beverages prominently, and/or (c) provides social dancing and drinking.
- **Dancing:** We want you to have fun and we want you to be safe (and yes, you really can do both)! So, sexually-explicit dancing and dancing in settings in which alcohol is a primary influence of the overall atmosphere is prohibited. While, co-ed dancing is not permitted on campus or at University events (unless it is a choreographed performance within an approved and supervised University program), you may participate in modest (you know, the non-sexual kind that your parents--or VP-- wouldn't cringe at) dancing at church, formal, cultural, family, and/or other off-campus celebratory events.
- **Movies and Music:** R-rated movies and explicit music is not permitted in public areas on campus. In determining appropriateness or inappropriateness of movies, music, video games, and internet, consider appropriate content (no nudity, vulgar language, sexual content and/or gratuitous violence). See also *Copyright Law* and *Network Use Policy* for federal guidelines regarding public and private showings.
- **Students struggling with lifestyle behaviors and want help:** Evangel seeks to be a redemptive community that assists students who are struggling with difficult issues or addictions in their personal lives and want help. We encourage students to talk with a Community Life staff member (such as an RD, Director of Community Life, or Vice President for Student Development). Students who come to a professional staff member for help related to lifestyle behaviors prior to staff becoming aware of a conduct violation (except in situations where: the university is required by law to take appropriate disciplinary action; or behaviors could endanger others) may be offered support and help outside of the regular student conduct process.



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### 3. UPHOLD STANDARDS OF SEXUAL PURITY AND HUMILITY

- **Appearance standards:** General principles are: **modesty**—not bringing undue attention to the body; not wearing clothes that are too tight, short (see below), or provocative (not exposing, midriff, torso, excessive back and/or front cleavage--front/posterior); **neatness/hygiene**- includes grooming, cleanliness, wearing footwear in public places and, shirts if outside of your room; and **respect** - avoid clothes and tattoos with slogans, logos, or pictures that contradict Evangel community values;. Other examples include, but not limited to:
  - **Women:** Skirts, dresses, and shorts should reach mid-thigh. When wearing leggings, upper garment should reach top of legs. No exposed sports bras. **Formal Occasions:** Strapless or spaghetti-strap gowns are allowed only in formal settings, provided they meet standards of modesty.
  - **Men:** Shirts with shorts (mid-thigh) or pants must be worn on campus in any public area, including athletic activities. In chapel, head coverings (hats, caps, etc.) should be removed during times of prayer.
  - **All:** All tops must have a minimum of 1-1/2 inch straps/sleeves. No swimsuits or undergarments showing, no large ear spacers/gauges, body mutilation (such as tongue splitting), or visible body piercings (with the exception of earrings and one tiny facial piercing).
  - **Note:** Individual departments, faculty members, or organizational sponsors may have additional specific standards that apply to students' appearance while participating in class, practicums, internships and/or representing the University. Faculty may require students who are in violation of the dress code to leave class and to return in appropriate attire. In such cases a tardy or absence may be assessed, at the sole discretion of the faculty.
- **Displays of affection:** Displays of affection can intrude on the rights and sensitivities of others, even if you don't intend it. Think about modesty and the impression you leave with others.
- **Overnight in mixed company:** To maintain the highest standards, students should not be overnight in mixed company in private settings (including but not limited to camping, tents, homes, apartments, cars, hotel rooms, residence hall rooms) without advisors (e.g. adult relatives, church leaders, EU faculty or staff, including a male and female RA—with prior RD approval).
- **Pornography:** Students are to avoid possession, distribution, viewing, or use of material which encourages sexually immoral thoughts or presents the body in a degrading or compromising manner. Students struggling with pornography are encouraged to access confidential University resources including the campus pastor or counselor (Wellness Center).
- **Pregnancy:** We believe in the sanctity of life and support a student's (married or unmarried) decision to carry her unborn child to birth. We strongly oppose elective abortion as a means to terminate an unwanted pregnancy. If unmarried, a student is encouraged to talk with a Residence Director or trusted faculty/staff member for help in navigating the complex emotional, physical, and environmental needs that a pregnancy presents. Confidential counseling and health support is available through the Wellness Center and off-campus resources are available through the Pregnancy Care Center (417-877-0800).
- **Same-sex relationships:** Students may not engage in romanticized same-sex relationships. Students experiencing same-sex attractions are encouraged to access confidential University resources from a counselor or the campus pastor.
- **Sexual immorality:** Students may not engage in behaviors which include, but are not limited to adultery, sexting (or sharing provocative electronic images via cell phones, computers, or webcams), genital contact, oral sex, intercourse, and/or other acts of sexual behavior outside of marriage between a male and female.
- **Sexual violence:** Evangel University does not tolerate [sexual misconduct offenses](#) (including sexual harassment, nonconsensual sexual contact, nonconsensual sexual assault, intimate partner violence, sexual exploitation, or stalking) and will not tolerate retaliation (threatened, attempted, or actual) against any individual for making a complaint. Evangel encourages victims of sexual violence to obtain emergency medical attention immediately, report the assault to a [Title IX officer](#) or the Evangel University Department of Public Safety (Riggs 208, 417-865-

2815, ext. 7000) as soon as possible, and contact Counseling Services (SU 106, 417-865-2815, ext. 7222) and/or the Victim Center at 417-864-SAFE to access support services from those specially trained to assist survivors of sexual assault.

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#### 4. STRIVE TO GROW IN PERSONAL RELATIONSHIP WITH JESUS CHRIST

- **Spiritual life:** “Be still and know that I am God.” The words of the Psalmist remind us of the importance of taking time to reflect upon the person of God. At Evangel, we are committed to offering space for spiritual growth. We know that in a Christian university, with the pressures and demands of academics and community living, the danger is to study about God without really knowing Him. With this in mind, all members of the community are encouraged to set a time daily to seek God and find guidance and renewal in Him. The Spiritual Life Office is located at the north end of the chapel, and [Pastor Greg](#) is available for personal counsel and prayer.
- **Chapel attendance:** Reflecting its importance to spiritual growth, chapel attendance is required all full time, traditional, undergraduate students. See full information on the [Chapel Program](#).
- **Church attendance:** Whether you are more comfortable attending and serving in a casual or formal, small or large, traditional or post-modern setting, we strongly encourage you to find a church home in the area and engage in lay leadership service. Since Evangel is a faith community, we expect that students attend church services and set that pattern in their lives.
- **Discipleship:** Discipleship revolves around building relationships, supporting, and encouraging each other as followers of Christ in loving God and serving others. Together, we learn about God, pray for one another, and have the opportunity to support each other and grow. Student discipleship administrators and leaders facilitate devotional opportunities in the residence halls, on the floors, in athletics, etc. Discipleship Leaders offer prayer, spiritual support, and weekly “devos” to students throughout the school year.
- **Mentors/Biblical Studies coursework:** Evangel seeks to help students integrate every aspect of their lives in order to serve God holistically. You will find faculty and staff who deeply care about students and are committed to mentoring students as they connect their callings with education in pursuit of a life well-lived.
- **Outreach and Service:** We are the people of God as we serve the needs of others. Evangel, as a community, encourages opportunities for students to be involved outreach, missions, and service trips through CROSSwalk, the Global Connections program, departmental service trips, music performance groups, ministry involvements, leadership department, and worship leadership. We also partner with local and national groups, such as Convoy of Hope, Habitat for Humanity, and the city of Springfield to care for needs of those in our community and beyond. Individually, students are involved in church ministries and other service that provides incredible opportunities for our students to literally be the hands and feet of Christ.

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#### E. SAFETY STANDARDS:

The Department of Public Safety offers guidance and assistance for the Evangel community, 24/7. Office location is in Riggs 208; phone 417-865-575-8911 or 417-865-2815, x7000 (or call 911 on a campus phone).

**Access Control System:** Evangel’s buildings are access-controlled and the camera surveillance system helps 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, Cantrell Student Union, 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 video monitoring system).

**Access/Identification Cards:** Your ID card is kind of like the best friend you never want to be without! You are to have it with you at all times on campus. The Department of Public Safety issues your CrusaderCard (an ID/access card to campus buildings, food services, check cashing, chapel attendance, athletic games, and activities). Damaged, lost or stolen CrusaderCards should be reported to Public Safety immediately. If you find a card belonging to someone else, please

bring it to Public Safety Office. If you lose your card, you can get one free CrusaderCard per semester; additional replacement cards are \$25 each. Once you have a new card made, only that card is activated, so use the new one only.

**Bicycles, Skateboards, and Racks:** Be healthy, ride your bike or skateboards! Just remember, pedestrians have the right of way! There are bicycle racks located behind each residence hall, on the east side of the Mabee Student Fitness Center, and in the area between Zimmerman and Trask Halls. Skateboard racks are outside of the Student Union. The University is not responsible for the security of bikes, skateboards, and/or scooters. Please register your bicycle with Public Safety.

**Closed Campus/Curfew:** The campus closes at curfew (1:00 a.m. nightly; 2:00 a.m. Friday nights and during student breaks and summer school). Any non-resident student or guest should leave campus by then, unless checked in by a resident student (platonic friend of same sex). No loitering outside is permitted. After curfew, students may work on academic projects in campus buildings, when prior approval from their Department Chair or faculty member is given to the Public Safety Office. Resident students who are curfew exempt, see [Curfew Exemption Guidelines](#).

**Disaster Emergency Procedures:** The emergency notification system will keep you informed of important things to protect your safety! 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 (click on My Info) 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 are 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 a threat. For information on responding to an active shooter event: <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 Public Safety will send a notification alert. Students in campus buildings should follow instructions of a faculty/staff member. If the building has a basement, students are instructed to go there; otherwise, remain in first floor hallways 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. Students should gather at a site designated by Public Safety officers and remain there until further notified.
- **Fire Doors:** According to the City Fire Marshal stairwell doors in a building 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 typically results in suspension. Students violating this standard may be prosecuted also by the city as this is a violation of Springfield city ordinances. Municipal Ordinance #F109-3 provides that such a person will be issued a citation and a summons to appear in court. The penalty is up to six months in jail and/or a \$500 fine. In addition, the city 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 could be turned over to the FBI for prosecution.
- **Fireworks (Possession or Use) or Setting Fires:** 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, fire crackers, tiki-torches). Also prohibited are the use of snaps/poppers and smoke bombs.

**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, including in automobiles. Carrying concealed weapons on campus is prohibited. Upon verification that an individual is storing or possessing a firearm or other explosive device, they will be removed immediately from campus and subject to interim suspension pending review.

**Restricted Areas on Campus (out of bounds):** Generally include all roofs and walls (no climbing, skateboarding, etc.), opposite-sex residence hall stairwells, lobbies, basements, hallways, floors, and rooms (except for scheduled hall visitation times, see *Hall Visitation* in Section VI. A).

**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 Facilities Department to keep the dumpsters emptied regularly. See complete guidelines for [Motor Vehicle Regulations](#).

**Right to Enter:** EU reserves the right for authorized personnel to enter any room at any time for purpose of inspection, repairs, or other official business. In such cases, personnel will knock and announce themselves before entering.

**Room or Vehicle Search:** Student rooms and automobiles (located on EU property) may be searched with cause. Searches are typically conducted by a public safety officer when requested by an RD, with authorization from the Director of Community Life 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. Any subsequent police investigations are subject to city and state laws.

**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). Students should immediately 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 campus. Anyone aware of weapons on campus should immediately report it to Public Safety. Weapons include all guns (also BB, pellet, stun, blow, paint ball, and 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].

## VI. INFORMATION SPECIFICALLY FOR RESIDENTIAL AND COMMUTER STUDENTS

Life at Evangel is more than classes, as good as that is 😊. It’s about the people, the incredible relationships that you will have opportunity to build, and the spiritual development that God wants to do in your lives. We care deeply about students and offer programming and attention that promotes holistic development. Check [the Hub](#) for activities.

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### A. RESIDENCE HALL STUDENTS

Guidelines and information that will help you align with residence hall (RH) living:

- **Animals:** Only fish, confined in small aquariums with proper cleaning, and approved by the Residence Director, are permitted. Aquariums will be part of regular room inspections. See also [Assistance or Service Animal Policy](#).
- **Appliances:** Microwaves, coffeepots, hot/crock pots, blenders, and compact refrigerators are the only acceptable room appliances. With several, use a UL approved power strip attached directly to wall outlet, as multiple extension cords are fire hazards. Appliances must be cleaned and subject to room inspection standards.
- **Babysitting:** Childcare is not permitted. Children under age of 12 are not permitted past *Quiet Hours*.

- **Bed Checks:** RH staff reserve the right to: a) conduct bed checks to verify students are in their RHs after curfew or checked out properly; and b) contact parents/or designated contact if student's location cannot be verified within a reasonable time. Violations will result in a fine, generally \$10\*.
- **Bicycle storage** (See also [Bicycles](#)). Bicycles, pocket bikes and scooters may only be stored in the student's room or attached to outside bike racks. The University is not responsible for the security of bikes and scooters. Improper storage will result in an RH fine\*.
- **Ceiling Surfaces:** Do not attach anything to or scrape material from ceilings (See [Hazardous/Noxious Materials](#)).
- **Contacting Parents:** Evangel reserves the right to call parents/or designated contact if their student's whereabouts are unknown, within a reasonable amount of time. See also [Missing Persons Policy](#).
- **Cooking:** The halls do not have wiring or drainage capacities for full meal preparation. See *Appliances* (above).
- **Curfew:** 1:00 a.m. nightly; 2:00 a.m. Friday nights and during student breaks and summer school. During curfew hours, door alarms are activated. **To access RH after curfew**, contact Public Safety at x7000 from the courtesy phone outside each RH, for assistance. Your ID card is necessary for verification of student status. Public Safety will notify the RD/CD in writing the next day of the late entrance for follow-up.
- **Curfew Exemption:** Students who are curfew exempt may exit/enter their own respective residence halls after curfew by calling Public Safety using the same procedure outlined above but, if spending the night elsewhere, must still properly sign out/in prior to curfew. See also [Curfew Exemption Guidelines](#). Students on Alert Level 2 (or higher disciplinary status) or attaining less than the stipulated semester GPA will forfeit their no-curfew privilege. To qualify and maintain eligibility for curfew exemption, students must be under no disciplinary status higher than Alert Level 1 and meet at least ONE of the following criteria:
  - Completed at least 26 credits with a cumulative GPA of 3.0 or better, or
  - Completed at least 56 credits with a cumulative GPA of 2.5 or better, or
  - 21 and over years of age with a cumulative GPA of 2.5 or better
- **Damage in rooms:** Contact the Facilities Department using the [Maintenance Request link](#) to report A/C, heating, plumbing or electrical problems, as well as broken doors, locks and windows, ceilings, etc. For emergencies after business hours, call Public Safety (417-865-2815, ext. 7000).
- **Décor in rooms:** We encourage you to personalize your room in ways that reflect you and are compatible with University standards. Upon checkout, rooms must be returned to the same condition as you found it upon arrival. The following guidelines will assist you in knowing the parameters of room décor:
  - All University furniture must stay within the occupant's room only. University furniture from outside of the room may not be moved into student rooms. Violations are treated as theft.
  - Only painters tape may be used on carpet or painted surfaces. Nails, staples, screws, glue, or duct tape may not be used on surfaces including doors and ceilings;
  - No flame candles (see also [Hazardous Materials](#)).
  - Painting or wallpapering is not allowed. If a mirror is already attached to the door, it is to remain there permanently unless it is damaged. Evangel does not fix or replace these mirrors.
  - Small (4 feet or less) artificial trees are permitted. No cut/living Christmas trees are allowed.
  - Electrical ornaments and lights must be connected via circuit breaker protected power strips only.
  - Alterations involving the electrical supply are prohibited.
  - No outward facing objects (e.g. flags, posters, signs) visible from the window to the outside.
- **Floor Traditions:** Appropriate floor traditions must not include any elements of hazing or initiation. See also [Hazing](#). Appropriate residence hall floor tradition activities must comply with ALL of the following:
  - ✓ Completely voluntary. No coercion (requiring participation by pressure or threat--implied or stated).

- ✓ Not put any student at risk of physical, spiritual or psychological harm;
  - ✓ Not involve retaliation or harassment (verbal or physical), against any students not participating;
  - ✓ Honoring and affirming of students, as brothers and sisters in the body of Christ;
  - ✓ Not single out any individuals or classes of individuals;
  - ✓ Planned and conducted by the respective Floor Councils that support University standards. Due to employee liability issues, Resident Assistants may not plan, approve or conduct floor tradition activities and must promptly report to the Residence Director any violation of these guidelines.
- **Entering/Using a Vacant Residence Hall Room:** Other than to adjust the thermostat, students may not enter and/or use an empty room. This may be subject to disciplinary consequences, including but not limited to a fine.
  - **Food Delivery:** Make sure you eat before curfew! After that, pizza (and other food) delivery vehicles are not allowed on campus. Students, curfew-exempt or not, may not order food delivery on campus after curfew.
  - **Gaming:** Connect Xbox Live or PlayStation Network from the top port in your room. Games rated AO (Adults Only) are prohibited on campus. Games rated M (Mature 17+ and lower) are permitted unless they contain strong language, sexual content, sexual violence, nudity and/or mature humor (as defined by the ESRB). The Community Life staff reserve the right to prohibit games deemed inappropriate.
  - **Guests:** Residents hosting guests (student or non-student) are responsible for making sure their guests understand Evangel's conduct and dress expectations while on campus or at University-related events:
    - Only platonic, same-sex friends may stay overnight and must be in separate beds.
    - Register overnight guests' vehicles with Public Safety (417-865-2815, x7000) or stop by the office.
    - Guests not staying overnight must leave **before curfew**, or contact Public Safety to exit the building.
    - Student host must come to front lobby and invite guest into building, as guests are not issued ID cards.
    - On arrival, student host must register guest at front desk so hall staff is aware of who is in the building.<sup>°</sup>
    - Guests may not enter the residence hall during curfew hours. The RDs may approve exceptions to this rule (e.g., a guest arriving on a late flight) if they are consulted 24 hours beforehand.
    - Curfew-exempt EU students may leave the hall they are visiting after curfew to return to their hall.
- <sup>°</sup> Guests (including EU commuters, EU residents of another hall, non-students) staying more than two consecutive nights incur a \$10/night charges (payable to the RD in advance), and may stay in the residence hall no more than seven nights per school year. This limitation also applies to residence hall students staying in their own halls but in rooms other than the ones assigned to them. The RD, upon his or her sole discretion, has the right to disallow any guest.
- **Hair Cutting:** Students cutting others' hair may ONLY do so in the laundry room and only during the hours of hall visitation. Students in violation or fail to clean up will face an RH fine\*.
  - **Hall Visitation (on campus):** During scheduled residence hall visitations, guests are required to: 1) sign in at the front desk, leaving their student ID cards (or photo ID for non-students) and identifying who they are going to see; and 2) sign out by 11 pm, picking up their ID card. Here are the guidelines:
    - **Hours**--Monday 9-11 p.m., Thursday and Friday 7-11 p.m.+
    - Guests and/or hosts should not act in ways that could cast doubt on appropriateness of their behavior.
    - Guests may visit only the room for which they register and not enter rooms of other students uninvited.
    - Doors must remain fully open at least 90 degrees.
    - Lights are to be left on while guests are in a room, even while watching movies.
    - Students must observe *Courtesy Hours* (See Section V.A.1).
    - Both roommates must voluntarily, without concern for retaliation, agree to participate in room visits.
    - No one is to enter a room without the occupant(s) being present.

+ Any individual RH Council may choose to have more restrictive hours of hall visitation. There is no hall visitation during Spiritual Emphasis week, Harvest Fest and Spring Fling, school breaks, mid-term week, finals weeks, and summer school.

- **Hazardous/Noxious Materials:** Do not disturb ceiling and pipe insulation materials due to asbestos risks (this includes not hanging or taping anything on ceilings). Additionally, students may not bring perm or acrylic nail application materials into the hall, nor may they store flammable items or materials that could have an open flame. See *Hazardous Materials*, Section VIII. University Policies.
- **Hazing/Initiations:** See standards on [Hazing](#). Hazing is a crime and the university has zero tolerance for any activities that fit under this definition.
- **Housing Selection:** Each semester, students may choose their room and roommate. Freshmen students are required to have a roommate. A Housing Form is required to be completed whether or not you are returning. Failure to submit the housing form by the priority deadline will result in a \$10 per day fine, up to \$50, payable to the RD within 7-days, and potential loss of room assignment.
- **Internet Access:** Wireless internet is available on campus . Don't use personal WiFi routers as non-EU systems will interfere and degrade the quality of service. Students do not have to bring any special equipment to connect to Evangel's internet network as each room is equipped with 2 network ports and 1 phone jack. The top port is for gaming; the other is for general Internet. See also [IT Information](#) & [Computer Network Use Policy](#).
- **Key Security:** Room and mailbox keys are issued at the time of residence hall check-in and are not to be duplicated. If you lose your key, notify Public Safety immediately and contact your Residence Director to order a replacement key. For your safety, when keys are lost, the entire lock is changed. You will be notified to pick up a new key from the Public Safety Department. A \$100 replacement cost is charged to your student account for room keys and \$10 for a mailbox key. At no time should students let anyone else use their room or mailbox keys.
- **Laundry Facilities:** Free laundry facilities are available off first floor lobbies for exclusive use of its residents. To maintain a clean and functional facility (and prevent theft), promptly remove your clothes when machine stops. After 24 hours, unclaimed items may be donated. Liquid bleach is not allowed, except as designated by your RD.
- **Lobbies:** The lobbies are like living rooms in your new "home." The first floor lobby is often used for socializing or entertaining guests from other halls; it is not appropriate to lie or sleep on the couches. Usually the second floor lobbies are more casual, open only to residents, except during scheduled hall visitation times. Generally, musical instruments are not to be played and sports-type activities are prohibited in both lobbies.
  - 1st floor lobbies: All 1st floor lobbies are open to residents and their guests from 6 a.m. to curfew.
  - 2nd floor lobbies: In Burgess, Krause, Scott, Spence and Walther Halls, 2nd floor lobbies are open 24 hours per day to residents of the respective halls. In Lewis Hall the 2nd floor lobby closes at 11 p.m. to non-residents but is open until curfew for residents.

*Note: ALL 2nd floor lobbies are open to guests of the opposite sex from 9 p.m.-11 p.m. on weekends and 7 p.m.-11 p.m. on weekdays only; however, the guests must sign in the guest registry at the front desk.*

- **Lofts:** Personal lofts and decks are not permitted.
- **Mandatory Meetings:** Occasionally, the RD will approve mandatory meetings, whereby vital information is presented to the students via hall and/or floor meetings. Students are given at least 48 hours of advance notice and must receive an excused absence from the RD or RA or receive an RH fine\*
- **Movies:** In keeping with federal copyright laws, movies may be viewed in a student's private living space, such as a room or suite. Showing a movie in a lobby, lounge, or hallway is considered a public performance and requires a license to be legal. Private small group viewing of movies are allowed in designated areas (such as: study rooms, TV rooms, or Scott Hall basement). Inappropriate viewing of movies and Internet downloading of movies is prohibited. Violations may be treated as theft. See also [Copyright Laws](#).
- **Musical Instruments and Vocals:** Except in conjunction with floor devotions/hall chapels, only acoustic guitars and electronic instruments with headphones may be played in the halls. Vocal and/or instrumental rehearsing or

performing (individual or band) is not permitted. For these activities, students may schedule practice rooms in the Fine Arts Center. Music should be EU appropriate and only be played when a resident is in his or her room.

- **Overnight Checkout Procedures:** All students, curfew-exempt or not, must properly sign out of RH if they will be gone overnight, including staying in another RH on campus. The *Overnight Checkout Sheet* is at the front desk in each RH and must be filled out completely and accurately including an alternate telephone number at destination. Students staying in another same sex RH must sign in properly on the guest registry by 2 am.
- **Personal Property Liability - Personal property is not covered by Evangel University insurance.** If you are a residence student, you may want to check with your parents to see if their homeowner's insurance covers items in your room. We **HIGHLY recommend that you purchase renter's insurance!** It is typically very inexpensive but can cover accidents, burglary, fire, water damage, etc. Informational brochures on some of the available renter's insurance policies may be obtained in the Student Development Office.
- **Phones:** For a landline phone connection in your room, complete a [request](#) form. You must supply your phone.
- **Power Failure:** In the event of power failure, use flashlights, not candles or lighters.
- **Quiet Hours on Campus:** 11 p.m. - 9 a.m. daily. Quiet hours are to be observed both inside and outside the residence hall rooms and buildings. For consideration of other students, moving in or out of the residence hall room during the semester (including final exams) is prohibited during Quiet Hours. "Courtesy Hours" (being aware and respectful of others need for study and rest) are 24/7. Violations can result in an RH fine\*.
- **Residence Hall Student Leaders:** Each hall has Discipleship Administrator/s (DA) and RH student officers. Each floor has a Resident Assistant (RA), Discipleship Leader (DL), and floor officers (President, VP, Secretary, Treasurer, PR Rep, etc). These student leaders are there to help you grow and develop holistically.
- **Residence Hall Entry/Exit during curfew hours:** Door alarms are set from curfew until 5 am. Students leaving/entering the halls must call Public Safety from the phone in the lobby (or glass entry, if entering), then scan their CrusaderCard, and wait for the dispatcher to confirm. Don't touch metal bar on lobby side of door prior to approval as it will trigger alarm.
  - **Improper Exit:** Setting off an alarm after curfew without following proper exiting procedures.
  - **Unauthorized Entry/Exit:** Bypassing the security access system in any manner is prohibited. This includes, but not limited to: coming in or going out through a window; letting someone in after curfew or going out after curfew; any entry/exit except through an unlocked door; any entry/exit except through the main front entrance ("fishbowl"), after curfew; entering a residence hall room suite via the bathroom, without permission of resident; propping doors and/or granting access by any other means to anyone other than guest you are hosting; and using someone else's CrusaderCard or permitting another to use yours to access.

*Do not open exterior doors to give access to persons you do not know. RHs are locked 24/7 for security of you and your belongings. Non-residents of an RH may not follow student(s) into a hall apart from their personal host.*

- **Restricted Areas on Campus (out of bounds):** Generally includes all roofs and walls (no climbing or skateboarding), opposite-sex residence hall stairwells, lobbies, basements, hallways, floors, and rooms (except for scheduled hall visitation times, see **Hall Visitation**, above). See also **Guests**, above. Violators will receive an RH fine\*. **Special note on restricted areas:**
  - During move-in/out, family members and friends may assist students during the posted times. Once school begins, student must obtain a visitor pass for their family from an RH staff member and make notification on the floor, except during scheduled visitation times.



- **Right to Enter:** EU reserves the right for authorized personnel to enter any room for room inspection, repairs, or other official business. In such cases, personnel will knock and announce themselves before entering.
- **Right to Search:** If there is reasonable cause to believe that a student has contents in a room/vehicle on campus that are inconsistent with University's standards and policies, University personnel (authorized by Vice President for Student Development, or designee) may conduct a search, confiscate the contraband, and prepare judicial proceedings. If an illegal substance is found, university policy is to call Springfield Police and ask them to remove the item/s from campus. Any subsequent police investigations are subject to city/state laws.
- **Room Changes & Consolidations:** Any necessary room changes are to be made with written approval from the Residence Director during the first full week of classes or at semester. To encourage community, all freshmen students are required to have a roommate. Any student who is in a double-occupancy room without a roommate may be required to move to another room on the same floor prior to the beginning of the second week of classes. (For further information, refer to the *Room Occupancy Agreement* form). When moving, follow checkout procedure for the old room and check-in procedure for the new room. Housing changes may occur at semester break, with approval from respective RDs, once the \$30 room change fee has been paid. RDs have authority to grant or deny mid-semester requests, based on circumstances. Requests for RH changes for the following school year are submitted with the *Fall Room Reservation Application*.
- **Room Inspections:** Since residence hall living involves sharing facilities with others, responsibility to each other is often a learned process. Roommates/suitemates are jointly responsible for maintaining a clean living environment. Resident Assistants (RAs) will post schedules and every two weeks inspect rooms for cleanliness, damages, and/or community standard violations. Room inspections may include, but not be limited to, walls, ceilings, floors, doors, windows, university furnishings/fixtures, closet areas, and residents' food storage and preparation equipment. Reasonable room inspection expectations will be communicated during the first floor/hall meeting. RAs will give students 48-hour notice as a reminder. Students who fail a room inspection are issued a \$10 fine per occupant (unless one occupant accepts full responsibility and a \$20 fine) and room is re-inspected within 24 hours. The student(s) is assessed *Failure to Comply with Sanctions* if room fails to meet expected standards upon re-inspection and issued an RH fine\* (each), payable to the RD within 7 days.
  - RH staff, or designated official, may confiscate restricted materials (which may include: alcohol, tobacco; illegal drugs/paraphernalia; pornography; fireworks; weapons; occult paraphernalia; sexual paraphernalia; inappropriate movies, music and video games; candles with burned wicks; or other material that violates Evangel's standards) seen in plain view during routine room inspections or visits. Springfield law enforcement is called to confiscate illegal/hazardous material.
  - Outward facing objects (e.g. flags, posters, signs), with pictures or symbols that are visible in the window from the outside, are prohibited and will result in failure of the room inspection.
  - Financial liability stemming from: a) room abuse is the responsibility of the student/s identified; b) unclean common areas in the room (i.e. sink, university flooring, and mirrors) is the responsibility of both roommates unless otherwise determined by RA; and c) abuse of, or not cleaning the entire bathroom is the responsibility of suitemates, unless RA can verify that one specific occupant was assigned to clean the object in question.
- **Selling/Fund Raising:** Selling products door-to-door, conducting sales meetings inside the residence halls or advertising products via student mailboxes is prohibited. RDs, at their discretion, may permit students to use hall bulletin boards to advertise products and announce meetings conducted outside the hall. [Fundraising](#) within the hall is permitted for approved missions/service trips of residents only.

- **Smoke detectors in residence hall or room:** Tampering with smoke detectors, including removing the batteries or disabling them in any way, is prohibited. These things are important to let us know if there is a fire (or you have burned popcorn)! See also [Fire Safety](#) standards
- **Stairwell doors:** Propping or taping stairwell doors is prohibited. Stairs are fire exit pathways in the halls.
- **Storage Rooms:** These locked rooms can be opened by your RA. Only luggage bags/totes may be stored and the university is not responsible for stored items. Fire code requires a clear path to a breaker box at all times. Due to insurance/liability, no on-campus storage is available for the summer and items left are donated.
- **Tornado Watch/Warning:** Go to designated safety zones upon hearing tornado warning siren: See [designated shelter](#) areas. Students who do not comply with EU officials accept responsibility for potential physical harm.
- **Trash/Littering:** Put all personal trash items in the outdoor trash bins (behind the RH) and keep floor hallways clear of any obstruction. Do not set personal trash items or trash bags outside the room or in the lobby receptacles, etc. Due to health issues, fines are issued for improper trash disposal.
- **Water fights, water balloons and water guns:** Inappropriate water activities on campus are prohibited; damage is considered vandalism. Activities Board events using water balloons/guns, approved by the Student Activities Director, may not: cause damage to EU property; affect unwilling participants; or violate quiet hours.
- **Vending & Ice Machines:** All RHs have ice and vending machines in either the 1st or 2nd floor lobby. Report problems to an RH staff member.
- **Windows (Throwing items):** No items are to be thrown from, or moved in/out through a window. In the past, people have been injured and property damaged as a result. Let's be safe!
- **Window Screens in the Residence Halls:** Removal of or damage to window screens is prohibited. Repeat or multiple violations of any listed offenses will result in an escalation of status and increased sanctions.

\* An RH fine is \$25, payable to the RD within 7 days of notification.

Repeat or multiple violations of any listed offenses will result in an escalation of status and increased sanctions.

Whew! Now just commit that to memory and we will all live happily with one another, right?! 😊

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## B. COMMUTER STUDENTS

Commuter students, also known *417 Hall*, are a significant and valuable segment of the Evangel community. Special assistance, services, and activities are under the direction of [Danica Spence](#), Commuter Coordinator (865-2815, x7938) whose office is in the Cantrell Student Union (SU) 205. Your coordinator and Commuter Advisory Council (CAC) are your links and primary go-to people when you have questions!

- **Announcements:** To keep up with events, activities, and happenings on campus, see the bulletin boards across from the Community Life office, SU 203. Also make sure to check [the Hub](#) & University email.
- **Commuter Advisory Council (CAC):** Comprised of commuter students and the Commuter Coordinator (who serves as the advisor), your student leaders develop projects and create activities that meet the diverse needs of commuter students. To get involved or for questions, please contact the [commuter coordinator](#).
- **Commuter Lounge:** The Fireside Room, SU 2nd floor, is set up as a commuter lounge. Hours are: Monday-Friday, 8:00 a.m. - 3:00 p.m. This is a comfortable room where you can relax, study, and socialize. Outside of these hours, the room is available to book for meetings from the Student Activities Director.
- **Commuter Chapels:** In addition to regular chapels (University chapels are generally on Tuesday, Thursday, and Friday mornings at 10:00 in Spence Chapel; smaller chapels, led by ministry students, are on Mondays at 10:00

am in Seymour Chapel at AGTS), the CAC hosts Wednesday commuter chapels called *The Sandbox*, at 10 am. Your CAC will be notifying you of locations. Make sure to check [The Hub](#) for opportunities and attendance tracking. See complete statement on the [Chapel Program](#). Students with certain conflicts (i.e., have no class before 12 pm, work full time, etc ) can apply for [attendance exemptions](#). For prayer, the main chapel is open daily, Riggs Hall (308) has a small chapel, and each residence hall also has a chapel for its residents.

- **Food Services for Commuters:** For meals, snacks, and/or coffee on campus, you may either pay cash as you go, or purchase discounted block meal plans or CrusaderBucks (see [Student Portal](#) or contact the [Housing Director](#)). Food is served in the Crusader Dining Hall (Cantrell Student Union, southeast entrance), Joust (SU, 2nd floor), and The Barracks (SU, first floor lobby).
- **Intramural Sports:** If you would like to participate in intramural sports on a commuter team, contact your Commuter Sports Representative or the [Intramural Sports Coordinator](#) (417-865-2815, x7287) for information.
- **Lockers:** 1st floor of the Student Union, across from campus mailboxes, lockers are available at no charge.
- **Personal Emergencies:** If you are ill for an extended time or there is an emergency that will keep you out of classes, call Student Development at 417-865-2815, ext. 7316. They will notify your professors.
- **Snow Days:** To find out if class is cancelled, see [Class Cancellation Notification](#).
- **Visiting in Residence Halls:** All commuter students are responsible for knowing and abiding by the residence hall guidelines, when visiting a resident student. Commuters will be required to comply with all [residence hall policies](#) as detailed the Student Handbook.

## VII. COMMUNITY ACCOUNTABILITY PROGRAM

### A. GOALS

**Mission:** The Community Accountability Program (CAP) exists to provide a Christian response to student violations of university behavioral guidelines; to offer an opportunity for growth in an environment conducive to living and learning within a distinctively Christian community; and to assist in the social, behavioral and spiritual development of students through self-discipline, peer accountability, and community accountability.

**Philosophy:** As members of the Evangel University community, students participate individually and corporately to uphold specific behavioral standards, designed to serve the best, yet sometimes competing, interests of the person and the community. Therefore, each individual is accountable to other community members in highly significant ways.

This approach is consistent with the model found in Matthew 18:15-17, *“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.”* Community Accountability Conferences, Panels and Boards use a redemptive and developmental framework aimed at restoration of the individual. A practical expression of this philosophy is its principles:

- **Christian:** We are Christian in character, redemptive in nature and biblical in approach. The University is concerned with the inner spiritual walk and how that affects wise decision-making. Genuine concern and love serve as the motivation for maintaining an accountability process that is redemptive and restorative.
- **Developmental:** CAP is ultimately developmental in purpose. Those serving on the conferences, panels and boards use this principle as an over-arching motive. Whether making decisions on appropriate consequences or setting parameters to encourage r growth, a primary goal is to make the discipline process a learning and maturing experience.

- **Redemptive and Restorative:** Our desire is for the student to be fully restored to the Evangel community. The disciplinary process focuses on facilitating restoration—a process that may require confrontation with consequences, but ultimately graciously offers restoration in the community.
- **Confidential:** We guard students’ confidences to the best of their ability, within the context of the law. Confidentiality is part of an ongoing redemptive process and all participants will sign statements of confidentiality. However, if accused students choose to disclose confidential information regarding the proceedings and/or decision of a judicial body, then the right to confidentiality is waived, and further actions may be appropriate.
- **A Just Process:** Our intention is to follow established procedures applying to the imposition of student accountability and discipline. Exceptions to these procedures may be made in cases where the student knowingly and freely waives his or her right to them, or where minor deviations do not disadvantage the student. In the case of possible suspension or dismissal from the University, a fair process provides the following for the student responding to a complaint:
  - written statement of alleged misconduct and the rule or policy violated;
  - written notice of the accountability meeting, at least two days before the meeting;
  - opportunity to review the evidence, including *Incident Reports*, in advance upon request;
  - accountability meeting before the person(s) having the authority to impose appropriate sanctions;
  - opportunity to speak in his or her own defense, hear the evidence against him or her and present witnesses;
  - impartial determination of facts of the case, based on preponderance-of-the-evidence (more likely than not); and
  - written statement of the findings of fact and decision.

**Note:** CAP hearings are not formal court procedures. State and federal legal rules of procedure do not apply. Students may not have legal counsel at any of the proceedings. The CAP hearings are not used for cases involving sexual violence. Special circumstances apply in accordance with federal standards of Title IX and VAWA -- See [Sexual Misconduct Policy](#).

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## B. TYPES OF ACCOUNTABILITY

When a member of the community fails to meet the responsibilities that he or she has agreed upon by enrolling at the University, then we are obligated to care for our student well and hold her or him accountable. Types of accountability:

**Self-Discipline:** As students become less dependent on rules and regulations, and more dependent on biblical principles and their own ability to discern—apart from peer pressure or other external pressures—to examine best decisions, they self-discipline. Evangel encourages students to reach for the highest level of self-discipline, which is reflected as individuals seek to glorify God by conforming to the image of Christ and seeking Christ as Lord in every decision that is made. For this reason, students who self-report a conduct violation prior to confrontation may merit consideration for a lower disciplinary status or support outside of the discipline system.

**Peer, Faculty, and Staff Accountability:** We as individuals are responsible to care for one another, and, when necessary, to confront one another lovingly. For the one who observes (or has first-hand knowledge about) another student violating Evangel’s community standards: Confront privately the student who violated the standards and communicate the incident to the Residence Director or Commuter Coordinator, as applicable (By completing the confidential Mentoring Report, employee may communicate to the Director of Community Life that accountability is taking place).

- If a student: seeks accountability from another member of the community (other than a peer directly involved in the incident); is repentant; makes restitution (as necessary); and does not repeat the offense, then the matter does not need to move to higher levels of accountability.
- If, however, any student, faculty or staff member observes a violation that is: (a) illegal, (b) harmful to oneself or others, (c) a repeated offense by the offending student who was previously confronted privately, or (d) denied by the offending student upon confrontation; then, the member should submit an *Incident Report* (available in the Community Life office) to the Director of Community Life for community accountability. Faculty and staff who work with a student in the capacity of a credentialed minister, counselor, or healthcare professional will need to reconcile accountability with professional and legal obligations to maintain confidentiality.

**Community Accountability:** When students are unable/unwilling to change inappropriate behavior by means of self-discipline or initial faculty/staff/peer accountability, or desire a hearing on the charges, then community accountability is implemented. Three levels of accountability are available to hear cases, based upon the severity of the misconduct. In general, the Director of Community Life (or designee) will review the complaint and recommend the appropriate process.

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## C. STRUCTURE OF COMMUNITY ACCOUNTABILITY

The accountability structure is designed to ascertain truth and achieve a just outcome, one that is congruent with the University and Biblical principles. Because cases are often complex due to unique circumstances of individuals involved, the process attempts to be redemptive, to the extent that it is able, within the structure of the University and fairness to the parties involved. Thus, disciplinary decisions may not always appear “fair” or “consistent” to those outside of the process. Development of the student’s personal integrity in light of Scripture is the primary goal, and corrective measures are intended to help each student become a responsible and contributing member of the community.

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### 1. INFORMATIONAL ITEMS

- **Confidentiality:** All participants are expected to remain confidential throughout the proceedings; however, if students choose to disclose confidential information regarding the proceedings and/or decision of a judicial body, the right to confidentiality is waived, and further actions may be appropriate. To the extent possible, efforts will be made to protect a student’s identity, if requested. However, students reporting incidents need to be aware that the University will weigh the request for confidentiality with the safety of the community. The University will take measures to protect witnesses through the Department of Public Safety and has zero tolerance for intimidation/retaliation. Report any concerns immediately.
- **Consideration of Past Community Standards Violations:** As a private university, Evangel is not required to follow civil rules of evidence. Past disciplinary records are part of one’s educational history and, may be considered in decision-making.
- **Due Process:** At each level, our goal is to care well for students and to be just to all involved. The University’s intent is to follow its established procedures. Exceptions to these procedures may be made in cases where the student knowingly and freely waives his or her right to them, or where minor deviations do not disadvantage the student. In the case of possible suspension or dismissal from the University, a just process provides the following for the student responding to a complaint:
  - written statement of alleged misconduct and the rule or policy which forbids the misconduct;
  - written notice of the accountability meeting, at least two days before the meeting;
  - opportunity to review the evidence, including *Incident Reports*, in advance upon request;
  - accountability meeting before the person(s) having the authority to suspend or dismiss;
  - opportunity to speak in his or her own defense, hear the evidence against him or her and present witnesses;
  - impartial determination of facts of the case, based on preponderance-of-the-evidence (more likely than not); and
  - written statement of the findings of fact and decision.
- **Redemptive:** CAP seeks to be redemptive and restorative. Our desire is for the student to be fully restored to the Evangel community. The disciplinary process focuses on facilitating restoration—a process that initially may require confrontation with consequences, but ultimately graciously offers restoration in the community. Students show true repentant through changed attitude and behavior over time. Whenever possible, the use of alternative disciplinary conduct and sanctions (such as Probation Level 2, with mentoring, community service, counseling, book reports, fines, suspension of social privileges, etc.) will be considered by the judicial body on a case-by-case basis.
- **Recording of Accountability Meetings:** Meetings may be recorded for the purpose of review, exclusively by accountability personnel and by any potential appeals officer. These tapes or digital recordings are the private property of Evangel University and are considered confidential.
- **Role of Residence Director/Commuter Coordinator in Accountability Meetings:** Because the focus of accountability is to rehabilitate and restore, the function of the RD/CC is to serve as an advocate for the student and a resource.

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### 2. Levels of Community Accountability

In general, violation reports of community *code of conduct* standards begin with the Director of Community Life (DCL) who reviews the Incident Report (including Public Safety Department Official Reports) and determines a course of action. Students who confirm the alleged actions, take responsibility, and agree with typically imposed disciplinary

status/sanctions may choose to meet directly with the DCL or other appropriate staff member, sign the contractual agreement, and forgo meeting with an accountability panel. If agreement is not reached or a student requests a hearing, an accountability panel is convened. Incidents occurring during the last two weeks of the semester may be reviewed by a Community Life team and the determination of consequences sent to the student via University email.

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#### LEVEL 1: RESIDENCE HALL/COMMUTER ACCOUNTABILITY PANEL

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This panel convenes for disputes in alleged violations related to residence hall or commuter living (such as quiet hours, curfew, closed campus, improper checkout, out of bounds, illegal entry/exit or when repeated violations occur) for which the typical consequences would be up to an Alert level status. It is chaired by the student's Residence Director (RD) or Commuter Coordinator (CC), who is a non-voting member, except in cases of a tie. Voting members include two student leaders (appointed by the RD/CC), as well as the student's RA (or a Commuter Council member, if a commuter student). The panel reviews the case and seeks to present a decision that stops negative behavior (if necessary) and restores the student to the community. If, in the course of the hearing, it is evident that the incident could result in a status higher than Alert Level 2, this panel refers case back to the DCL. The panel hears the student(s) involved and decides appropriate status and sanctions (based on the standard of *preponderance of the evidence* (is it more likely than not the student committed the violation)). The RD/CC and RA/Commuter Council member informs the student, documents the panel outcome, and assures follow up. The decisions made by this panel are binding and there is no appeal process.

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#### LEVEL 2: COMMUNITY LIFE ACCOUNTABILITY PANEL

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This panel convenes for disputes in alleged violations of University standards for which the typical consequences would be Probation level status, up to and including Suspension. It is chaired by the DCL (non-voting member). Voting members include, a university-chosen EU faculty/staff member, a student-chosen faculty member, and two current student leaders. The student involved may bring his or her RA/Commuter Council member if desired. The panel reviews evidence, hears witnesses, and issues findings based on the standard of *preponderance of the evidence* (is it more likely than not the student committed the violation). In a finding supporting preponderance of the evidence, the panel outlines conduct status and sanctions, based on consistency of previous case results and guidelines from the Student Handbook. The DCL (or designee) issues the discipline letter, sets a behavioral plan that supports the needs of the student and University, documents the panel outcome, and assures follows up. Students may appeal decision using the standards in Section G.

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#### LEVEL 3: FORMAL RESOLUTION

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This process convenes for disputes in most incidents of alleged sexual violence\* (Probation, up to Dismissal), as well as other severe charges that, if supported, could result in Dismissal. The Vice President for Student Development or Director of Community Life oversees the process and utilizes a [Civil Rights Investigation Model](#) to preserve confidentiality and promote consistency. Personnel specifically trained in investigating, hearing, and resolving allegations of sex-based offenses are utilized, when needed. Typically a specially trained investigator is assigned to collect information and render a finding based on the standard of proof, *preponderance of the evidence* (more likely than not). Students are encouraged to invite a trusted advisor, who will only act as a support person for the student and will not be allowed to present information or make a case on behalf of the student. At this level, the Vice President or DCL may meet individually with the student/s, along with the student's chosen advisor (if desired) to review the evidence and determine outcomes.

\* For cases of sexual violence, see [Sexual Misconduct policy](#).

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#### D. RECORD KEEPING

- **Incident/Damage Report:** Provides a snapshot of what occurred. The Incident Report form is available from any RA, RD or CC. Whenever possible, all persons involved need to fill out an incident report. Anyone (student, staff or faculty) may complete this document and submit it to an RD/CC or DCL.

- **Preliminary Report:** The RD/CC will contact students of a reported situation by email, written, or verbal notice. Once contacted, student will have two days to schedule an appointment with the RD/CC to review situation and provide input. If student fails to respond, the situation will move forward to the DCL without initial input. DCL will examine the situation, decide appropriate proceedings, then notify the student of the decision.
- **Accountability Contract/Hearing Waiver:** Students have the right to a Community Life Accountability Panel when the potential status is Probation or above. When a student confesses or admits to a violation, he or she may wish to waive the right to meet with an accountability panel and meet with the DCL to sign the contract and accept the agreed-upon consequences. This document must be signed within 72 hours of when the contract is presented to the student. Without a signed contract, a panel is scheduled.
- **Appointment to Appear:** Students and/or witnesses will be issued a notice at least 48 hours before the scheduled meeting. As appropriate, the notice will include a written statement of the charges, the community standard(s) violated by the student's alleged misconduct, and time/place of meeting.
- **Community Accountability Panel Results:** Results become part of the student's discipline record.
- **Discipline Letter:** Outlines the decision of the Panel.
- **Outcomes:** Conduct status does not generally appear on a student's transcript, unless otherwise noted. Incidents occurring during the last two weeks of the semester are reviewed by a Community Life team and the determination of consequences is sent to the student via University email.

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## E. ACCOUNTABILITY FOR ADULT, GRADUATE, & SEMINARY STUDENTS

All students, by virtue of enrollment, agree to maintain Evangel University community standards. Any alleged violations of these standards by students shall be brought to the attention of the Director of Adult & Graduate Studies (or Spiritual Life Director at the Seminary), who is responsible for overseeing the accountability process with respect the particular student. It is anticipated that most issues may be resolved by the Director in conference with the student, with a report to the Vice President for Student Development. In a case where the accountability process requires a formal hearing for a major infraction, the Graduate Studies Council shall serve in place of an accountability panel. In that capacity the Graduate Studies Council shall make a determination of fact and findings and shall recommend to the Vice President for Student Development disciplinary status and sanctions as may be appropriate, in their judgment, for those students.

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## F. COMMUNITY ACCOUNTABILITY STATUS AND SANCTIONS

- **Conduct Status** - The disciplinary classification assigned to a student, (e.g., probation, suspension).  
*Note: Students who self-report addictive behaviors or those that violate community standards, prior to confrontation may merit consideration for a lower disciplinary status. However, status may be escalated in the case of repeat violations or multiple violations.*
- **Conduct Sanctions** - Corrective and restorative measures required by Student Development staff and/or Accountability Panels.

In most circumstances, students who have violated EU standards will be assigned a status with one or more sanctions. This section does not identify every possible scenario or conclusively state what behavior will result in what status; it is provided to help students recognize a level of progression based on the severity of a particular misbehavior. At minimum, students can generally expect violation of EU standards to fall under these status; however, the university has the sole discretion to implement status and sanctions outside of these general categories based on specific situations.

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### 1. CONDUCT STATUS

**Official Warning** may be verbal and may include, but not limited to first-time violations for (primarily of residence hall standards, but could include other university standards): closed campus, courtesy hours, bed checks, bike storage, guest

privileges, accidental failure to respond to fire alarm, curfew, or trash/littering. A record is kept in student's file (residence hall/commuter office).

**Alert Level 1** may include, but not limited to, repeated official warnings; as well as violations for minor: computer network use, conduct unbecoming, copyright infringement, inappropriate actions (e.g. behavior/language, displays of affection, dress code, ID card usage, or minor lying/withholding information), inappropriate media (internet, music, movies, video games), or water fights. Specific residence hall violations may include babysitting, hall visitation, open flames (burning candles), removing screens, unintentional exit procedures, unauthorized entry; and quiet hours. A record is kept in student's discipline file. Student is on Alert Level 1 for six (6) weeks from date of decision.

**Alert Level 2** may include, but not limited to repeated or intensified issues from (a) or (b); as well as violations for: tampering/misusing access control system; attendance at a bar/club/lounge; sexually-explicit dancing or co-ed dancing on campus; attendance at house parties involving alcohol/drugs (not using); unmarried student overnight in mixed company; pornography; legal smoking/vaping/tobacco use or possession; pranks, tampering with smoke detector, and/or minor vandalism. Specific residence hall violations may include: failure to respond to a fire alarm; housing an animal; throwing items from windows; not following hall access procedures, using an empty room, and/or trespassing restricted areas. Students on this status lose their curfew exemption and housing is reviewed. A student is on Alert Level 2 for six (6) weeks from date of decision and will receive a \$25 RH fine\* (RH violations are payable to RD within 7 days; non-RH violations are placed on the student's account).

**Probation Level 1** may include, but not limited to repeated or intensified issues from (b) - (c); as well as violations for: academic dishonesty (minor); alcohol possession or use; fireworks; misrepresenting off-campus housing eligibility\*\*, physical aggression; consensual sexual activity outside of marriage; some forms of discrimination and/or harassment, and theft. Students on Probation Level 1 remain on status for eight (8) weeks from date of decision, and:

- May not represent the university in any official capacity (including ministry teams, performance groups intercollegiate activities, campus leadership positions, writing for university publications); and
- May lose performance-based scholarships tied to such activities/positions, at the discretion of the respective academic department chair or Athletics Director.
- \$100 fine added to the student's account. \*\*\$200 fine for off-campus housing eligibility violation.
- Review curfew exemption (if applicable) and housing.
- Can receive additional sanctions and/or restrictions which may extend up to an additional semester.

**Probation Level 2** may include, but not limited to, violations for: repeated issues from (c) - (d); underage alcohol use; use of fireworks; misuse of fire safety system; some forms of sexual misconduct; abuse of legal drugs; and isolated drug use; and academic dishonesty (major). Students on Probation Level 2 remain on status for the equivalent of one semester from the date of decision, followed by Alert 2 status, and:

- May not represent the university in any official capacity (including ministry teams, performance groups, intercollegiate activities, campus leadership positions, writing for university publications); and
- May lose performance-based scholarships tied to such activities/positions, at the discretion of the respective academic department chair or Athletics Director.
- \$250 fine added the student's account.
- Review curfew exemption (if applicable) and housing.
- Can receive additional sanctions and/or restrictions up to an additional semester.
- May be required to notify parents in the presence of RD/CC, if a dependent student or involved in illegal activity.

*Note: Students admitted to Evangel while on probation, parole, or a 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 serious offense, are placed on Probation Level 2 and provided appropriate mentoring /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.*



**Withdrawal.** Prior to disciplinary proceedings, students may be permitted upon request, to withdraw from the University without the privilege of return until a time specified by the Vice President for Student Development.

- In such cases, parents of dependent students will be notified by the University.
- If withdrawal occurs before end of the term, academic work is forfeited. Standard institutional policies, per the Evangel University Academic Catalog, will be applied for any refund of tuition, room, and/or board.
- If students withdraw from the University prior to an accountability proceeding, they will not be readmitted prior to responding to the charges.
- In some cases, the accountability process may proceed to conclusion in the student's absence, particularly for alleged violations that could result in dismissal.
- Withdrawn students are not allowed to be on University property, at University-sponsored events, or re-apply for admission until sanctions have been satisfied (except with special permission from the Vice President for Student Development).
- When students display signs of a mental disorder indicating they may be a threat to harm others, their withdrawal from the university may be initiated by University administration. A copy of this complete policy is available upon request in the Student Development Office.

**Suspension** may include, but not limited to repeated issues from (d) - (e); as well as violations for: hazing, possession/use of illegal drugs or substances (pattern); abuse; some forms of sexual misconduct, use of firearms or explosive devices, perjury, violation of a no-contact order. Suspension is the involuntary, complete separation from the University, which may be immediate or delayed until the end of the semester. Suspension may be for one semester, one year, or longer depending on the severity of the behavior.

- If suspension is immediate, academic work is forfeited. The standard institutional policies will be applied for the refund of tuition, room, and/or board.
- Parents of dependent students may be notified by the Student Development Office.
- Suspended students are not allowed to be on University property (including the campus and Evangel-owned residential rental properties) or in attendance at University-sponsored events until the start of the semester following their readmission as students (except with special permission from the Vice President for Student Development). Those violating this provision may be charged with trespassing.

**Dismissal** may include, but not limited to, previous suspension, elective abortion, committing rape or other sexually violent acts, or a felony conviction. Dismissal means that the student is permanently separated from the university with an appropriate notation of the reasons for such termination being placed in the student's file.

- If Dismissal occurs before the end of the term, academic work is forfeited. The standard institutional policies will be applied for the refund of tuition, room, and/or board.
- Parents of dependent students may be notified by the Student Development Office.
- Students dismissed from the University are not allowed to be on University property (including the campus and Evangel-owned residential rental properties) or in attendance at University-sponsored events. Those violating this provision may be charged with trespassing.

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## 2. CONDUCT SANCTIONS

*A representative, but not exhaustive list of sanctions that are typically used with a Conduct Status:*

**Alcohol/Drug Assessment and/or Treatment Programs.** Consequences for using drugs and/or alcohol may include mandatory participation (at the student's own expense) in programs for assessment, treatment and rehabilitation. The panel may require a professional assessment of the extent of, and underlying issues relating to, the student's use of alcohol, tobacco or illegal substances. A report from licensed professional needs to be provided to the Student

Development Office. The cost of the assessment is the responsibility of the student. The student must agree to comply with whatever treatment is recommended as a result of the assessment, including further counseling.

**Behavioral Requirement.** This includes, but not limited to, academic counseling, mental health counseling, substance abuse screening, writing a letter of apology, etc. Any services off-campus are incurred at the student's expense.

**Community Service.** Although this consequence can be given by itself for some first offenses, it can also be given in combination with other sanctions. The hours of service can be carried out with departments on campus, or may be served off-campus, if appropriate. . This sanction will not be used in the place of receiving a fine.

**Confiscation of Prohibited Property.** Items in violation of university policy will be confiscated and will become property of the university. Prohibited items may be returned to the owner at the discretion of the Office of Student Development.

**Drug Screen.** Students violating university standards related to illegal or abuse of substances may be subject to supervised, random drug tests at a medical facility over a given period of time. The student will be solely responsible for the costs of the drug screening.

**Early Curfew.** Residence hall students, who have violated protocols for things, such as curfew, check out, or entry/exit procedures, as well as students who are on a probation or higher status may be required to be in their residence halls at 11 p.m. for 4+ consecutive weekdays.

**Educational Program.** Requirement to attend, present and/or participate in a program related to a violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.

**Fines.** Fines must be paid by the appointed due date. Typical fines include, but are not limited to: \$20-\$200 for missing chapel credits; \$10 for an open flame in the residence hall; \$25 for curfew, dress code, or dancing violations; \$50 for tampering with a smoke detector, attendance at a bar/club/lounge, or failure to respond promptly to a fire alarm; \$100 for Probation Level 1 violations; and \$250 for Probation Level 2 violations.

**Housing Review.** Formal evaluation of a student's residence hall room assignment or an off-campus status. The student's Residence Director or Commuter Coordinator, in consultation with Director of Community Life, will conduct the Housing Review. As a result of a Housing Review, a student may be: reassigned to a different room, floor or residence hall; or may be required to move back on campus. Students who are required to move to another hall as a result of a housing review must obtain permission from their former RD to gain access into the former hall for all visits, including hall visitation.

**Research and Writing Assignments.** To assist in the student's restoration, he or she may be required to read relevant books, conduct research into the literature related to the student's violation, and/or the potential legal, spiritual and ethical consequences of the violation. These assignments may require written and/or oral reports.

**Loss of Privileges.** Student may be denied specified privileges for a designated period of time, including limited curfew, restricted checkout, restricted to campus, not participating in hall visitation, restriction of visitation privileges, etc.

**Mentoring.** A student may be required to participate in mentoring with a faculty or staff member. Typically there is an expectation of meeting hourly, at least once per week during the semester, with the student's progress being documented in a *Mentoring Report* completed by the faculty /staff mentor.

**Pregnancy Care Center Mentoring.** Meet with professionals who provide prenatal education and support to expecting mothers and fathers. The center is located at: 1342 E Primrose St, Springfield, MO 65804

**STI Testing.** When required and at their own expense, students submit results of sexually transmitted infections testing.

*Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Director of Community Life or designee.*

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## G. APPEALS

Students may seek review of an accountability finding by making an appeal\*. All status/sanctions imposed will be in effect during an appeal unless a specific request is made to the Vice President for Student Development to delay implementation, but the presumptive stance is that status/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.

Appeals must be in writing and submitted to the Vice President of Student Development's office during regular business hours (Monday-Friday, 8 a.m. to 4:30 p.m.) within three business days of the panel decision. If the appeal is for a decision from the Vice President for Student Development, the Vice President for Academic Affairs will review the request. Only one request for an appeal may be submitted. Appeal requests must meet both the Grounds and Criteria in order to be reviewed.

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### 1. GROUNDS FOR APPEAL

1. A procedural [or substantive] error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
2. 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
3. The sanctions imposed fall outside the range of sanctions designated for this offense and the cumulative conduct history of the responding party.

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### 2. CRITERIA

- a) Appeals must be in writing and submitted to the Office of Student Development 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 original decision is final.
- b) Clear error or compelling justification must be shown, as findings/sanctions are presumed to have been decided reasonably and appropriately during the original proceeding. 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.
- c) Only one request for an appeal may be submitted.

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### 3. APPEAL CONSIDERATION AND DECISION

Based on written requests/responses or on interviews, 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) 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, mailed to the mailing address of the respective party as indicated in university records, and/or 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 are 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 appeal to the original hearing body for reconsideration 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.

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## H. PARENTAL NOTIFICATION

The University reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol, drug, and/or sexual misconduct violations. The University may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol, drug, and/or sexual misconduct violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

## VIII. UNIVERSITY POLICIES

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### 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 "O" 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 “0” 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.

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## ACADEMIC PROBATION

Students on academic probation: may participate only in public "audience" events that are either necessary that semester for their degree or are grade components for courses being taken as part of their degree requirements; and may not hold campus leadership positions of any kind. They may be subject to loss of scholarship and/or financial aid.

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## 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/ professional 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 generally 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.

Students may obtain a copy of the University's complete Drug and Alcohol Abuse Prevention Program policy on the *Student Portal* or from the Office of Student Development, which includes a listing of off-campus community counseling and treatment facilities; a description of local, state and federal legal sanctions; plus University consequences for violations that include the following provisions:

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 in violation of University standards but permitted to continue 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 refused 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.

Student organizations are under the same legal requirements as individuals concerning local, state and federal laws. Any violation of these laws in conjunction with a student organization activity constitutes a violation of University policy. Violations of policy could result not only in disciplinary action against the individual(s) involved, but also in suspension or loss of University recognition of the organization. See complete [Drug and Alcohol Prevention Program](#).

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## CAMPUS SAFETY AND CRIME STATISTICS

Evangel University enjoys relative safety that is enhanced by professionally trained and equipped security officers who maintain surveillance of the campus 24 hours per day, every day. Personal self-defense classes are offered to students throughout the year.

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 available from the [Public Safety Department](#) and 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 accountability 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.

**Timely Warning:** A "Timely Warning" is provided to heighten awareness and to provide students, faculty and staff timely notification of crimes (robbery; aggravated assault; burglary; motor vehicle theft; arson; criminal homicide, including murder and non-negligent manslaughter and negligent manslaughter; sex offenses; domestic/dating violence; and stalking) that are 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 his 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 the continuing danger to the campus community and the possible risk of compromising law enforcement efforts.

When the Director of Public Safety issues a Timely Warning, it will be through the university email system to students, faculty, and staff, posted around campus and/or the campus newspaper, *The Lance*. 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, 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.

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## CHAPEL OVERVIEW

Spiritual development is at the core of an Evangel education, and the Chapel program is designed to create intentional spiritual formation experiences for all full-time, traditional, undergraduate students taking classes at the main campus. As followers of Christ, we desire to love God and serve others, which is reflected in our attitudes and behaviors. So, be courteous and respectful of your neighbor, as well as the speaker. Let's be open to what God wants to do in our lives and teach us through His Word.

### Chapel Credit Opportunities

- **Weekly services** are offered on Mondays in Seymour Chapel (at the seminary); Tuesdays, Thursdays, and Fridays in Spence Chapel
- Additional periodic services include *Spiritual Emphasis Week*, afternoon chapels (seminary), and others highlighted throughout the semester (weekly and periodic service information is shown on the [Chapel Calendar](#)).
- Chapel credit is also offered for spiritual formation activities, such as academic department, class, clubs/organizations, residence hall, and commuter chapels, as well as floor devotions, when event has been pre-approved by the Director of Spiritual Life.

### Attendance

- Make sure to scan your ID/prox card at all services in Spence or Seymour Chapels. Individual scanners are available for smaller venues. Students may attend as many chapel activities but need to log least **33 chapel credits per semester**.
- To earn credit for attendance, students need to arrive on time, scan their ID card, and stay for the entire service.
- The attendance system is based on students being truthful in scanning their own cards only, staying for the entire service, etc. Falsifying records (such as: scanning and leaving, scanning a card that is not theirs, scanning multiple cards, etc.) hurts personal Christian integrity, is considered lying, and subject to disciplinary consequences. The university reserves the right to conduct random checks of attendance and to issue a fine (typically \$20) to students who have left.
- Students may check chapel attendance via [The Hub at Evangel](#). Make sure to log in and click on the current semester. If an attendance discrepancy is found, contact the Chapel Office for assistance, within seven calendar days of the event.

### Chapel Exemptions

Students who can document that they are consistently unable to the primary weekly services **at Spence Chapel (Tuesday, Thursday, and Friday)** will be considered for adjustments in the credit requirement. Exceptions are primarily made for on-going conflicts, not for general illness, out-of-town activities, etc.

- In your [Student Portal](#), go to Chapel and Exemptions.
- Complete the form/s required based on the reason for request.
- Once exception is processed, students receive notification from the [Chapel Office](#).
- Chapel Exemption Forms are processed through the fourth week of school. After that, contact the [Student Development Office](#).

### Remedying Non-Attendance\*\*

Students who do have from 1 to 10 missing chapel attendance credits have two options for remedying their chapel credits:

- \$20 fine, each (e.g., if you missed 3 credits x \$20 = \$60 added to a student's account), or
- Listen to a chapel [video](#) and submit a 2-page thoughtful reflection paper per service. All papers must be submitted to the Student Development office prior to last day of the semester.

Students who have 10+ missing credits receive a \$200 fine (10 x \$20 = \$200).

\*\* Students who represent the university in any official capacity, including ministry teams, performance groups, campus organizations and publications, intercollegiate athletics/activities, and/or campus leadership roles, jeopardize their positions if they have missing credits. Faculty sponsors/coaches will be contacted, who have the discretion to remove students from positions.

### Consequences

- **Probation:** For any student who has 10+ missing credits for two consecutive semesters, he or she will be placed on Chapel Probation for the following semester: Chapel Probation is a written warning stating that 1) further violation of chapel attendance policies will result in suspension from the university; 2) student may not represent the university in any official capacity, including ministry teams, performance groups and intercollegiate activities, nor may they write for any university publication or hold any campus leadership position; 3) student is subject to loss of performance-based scholarships tied to such activities/positions, at the discretion of the respective academic department chair or Athletics Director; and 4) student may be required to notify parents about the status, if classified as a dependent student.
- **Three Semester Limit:** Students choosing to not meet their responsibilities of minimum chapel attendance credit for three consecutive semesters will be suspended from the university for the next semester in which Chapel is offered. Appeals may be made to the VP for Student Development.
- **Transcripts Withheld:** All fines and bills must be paid on a student's account before transcripts may be released.

### Reasonable Disability Accommodations

Students with physical or mental health disabilities that necessitate assistance with chapel attendance requirements may contact the Coordinator for Disabilities Services in the Center for Student Success. The coordinator will work with the Chapel Office to provide necessary accommodations. Proper documentation of disability is required.

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## COMMUNICABLE DISEASE POLICY FOR ATHLETIC TRAINING PROGRAM

At Evangel University we strive to protect our Athletic Training students, preceptors, faculty, staff, as well as other students from infectious disease. This policy was developed using the recommendations established by the CDC for health care workers ([www.cdc.gov](http://www.cdc.gov)).

An infectious disease is any disease caused by growth of pathogenic microorganisms in the body. A communicable disease is a disease that can be transmitted from one person to another. There are four main types of transmission including: 1) direct physical contact, 2) air (through a cough, sneeze, or other particle inhaled), 3) a vehicle (ingested or injected), and 4) a vector (via animals or insects).

### Communicable Diseases Cited by the CDC:

Bloodborne Pathogens	Botulism	Conjunctivitis	Diarrheal Diseases
Diphtheria	Encephalitis	Herpes Simplex	Human Immunodeficiency Virus (HIV)
Meningococcal Infection	Mumps	Pertussis	Rubella
STI's/STD's	Streptococcal Infection	Tuberculosis	Viral Respiratory Infections

### Guidelines for Prevention of Exposure and Infection

1. Staff and students must successfully complete an annual Bloodborne pathogens training.
2. Staff and students are required to use proper hand washing techniques and practice good hygiene at all times.
3. Staff and students are required to use Universal Precautions at all times. This applies to all clinical sites.
4. Staff and students are not to provide patient care if they have active signs or symptoms of a communicable disease.

### Guidelines for Managing Potential Infection

1. Any student who has been exposed to a potential infection before, during, or after a clinical experience, or who has been diagnosed with having a communicable disease of any form, should report that exposure to his/her preceptor immediately and to Sarah Walters, Program Director of the AT Program at the Evangel University.
2. Any student, who demonstrates signs or symptoms of infection or disease that may place him/her and/or his/her patients at risk, should report that potential infection or disease immediately.
3. The student is responsible for keeping the Program Director informed of his/her conditions that require extended care and/or missed class/clinical time. The student may be required to provide written documentation from a physician to return to class and/or clinical site.
4. If a student feels ill enough to miss ANY class or clinical experience that student should notify the appropriate instructor or preceptor immediately.

Reference Sources: [http://www.cdc.gov/ncidod/dhqp/gl\\_hcpersonnel.html](http://www.cdc.gov/ncidod/dhqp/gl_hcpersonnel.html)

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## COMPUTER NETWORK USE

With the freedom of access provided by the Evangel University computing network (Crusader Net) 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 Use Policy](#) on your student portal.

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## COPYRIGHT LAW REGARDING MOVIES

Federal Copyright law governs the use of movies (or any other audio-visual work), whether bought, rented, or borrowed. Purchasing a personal copy of a movie or having a subscription to Netflix, Hulu, Amazon Prime, etc. does not give copyright performance rights.

Thus, the following questions must be answered to assure that Evangel University complies with federal law:

1. **Is this movie showing a "private" or "public" performance?**
  - a. A performance is **private** if the movie is shown to family members or a small group of friends.
  - b. A performance is **public** if the movie is shown to people other than family members or a small group of friends OR if it is being shown in a place that is open to other people (see question #2). This may infringe on the copyright owner's rights unless you have purchased public performance rights (PPR) or there is an applicable exception to the PPR requirement. Any group larger than a residence hall floor should arrange to purchase copyright for a movie-watching event.
2. **Is the place you are watching the movie deemed "public" or "private"?**
  - a. The following locations on campus have been considered "private" if no more than one floor of students attends:

- Residence Hall Rooms
  - Study Rooms on individual floors
  - Krause Hall TV Room – used by permission
  - Scott Hall Basement – used by permission
- b. Everywhere else on campus is considered “public”. This includes, but is not limited to:
- Residence Hall Lobbies
  - Classrooms
  - Joust & Joust West
  - Commuter Lounge/ESGA Conference Room
  - Chapel, Theatre, Recital Hall, Dining Hall, Mabee Center
  - Outside, etc.

If the answer to BOTH of the above questions is “a”, then the showing is considered private and no additional license is needed. If the answer to either questions is “b”, then go to question 3.

**3. Does your showing fall under the Educational Exemption?**

An educational exemption for an educator to show movies in a public space can be made if all three of the following apply:

- a. A legal copy of the movie is obtained (purchased from a reputable vendor, checked out from a library, etc.) A movie taped or recorded from television or copied without permission may not be used. AND
- b. The copyrighted movie is to be used in the course of face-to-face teaching activities by a professor at a non-profit educational institution in a classroom or similar place devoted to instruction. AND
- c. Discussion/Teaching regarding the film takes place. The Educational Exemption never applies to performances for recreation or entertainment, even if there is cultural or academic appeal.

If an Educational Exemption applies, no additional license is needed. If it does not apply, go to question 4.

4. **Is the movie part of Public Domain?** If a movie is in the Public Domain, it may be shown without a license. **Public Domain** is an intellectual property designation referring to the body of creative works and knowledge in which no person, government or organization has any proprietary interest such as a copyright. These works are considered part of the public cultural and intellectual heritage of content that may be freely used by all.

If Public Domain does not apply, proof of a copyright license must be obtained before showing the movie.

**How to Obtain Copyright\*:** There are various companies that offer copyright certificates for a fee. The Student Activities Office commonly works with Swank Motion Pictures and Criterion. There are others that offer access to Christian films, etc.

\*The Department of Conference Services will require proof of copyright or a waiver before a movie showing can take place on campus.

**General Information:** (fees & advertising) No admission fee may be charged for a movie showing nor may the movie showing be publicized to the campus unless public performance copyrights have been secured.

## **CURFEW EXEMPTIONS GUIDELINES**

Eligibility for curfew exemption requires that a resident student is not on any disciplinary status higher than Alert Level 1 and at least ONE of the following standards:

- Completed at least 26 credits with a cumulative GPA of 3.0 or better
- Completed at least 56 credits with a cumulative GPA of 2.5 or better
- 21 and over years of age with a cumulative GPA of 2.5 or better

**Exiting or entering a residence hall during curfew hours.** Curfew exempt students may exit/enter their own respective residence halls after curfew by calling Public Safety (ext. 7000) from the courtesy phone in the lobby (for exiting) or in the glass entry (for entering) for assistance. Only use front doors for exit/entrance. Your CrusaderCard is necessary for verification of student status. Students should try to leave the residence hall before curfew if they plan to be out past the curfew hour, or if in the building after curfew, plan to stay in for the night. While entering and exiting the building, please observe Quiet Hours. For security and safety, the campus officially closes at curfew. Therefore, students may not loiter anywhere outside. Students should be in the RH or off campus after curfew.

**Out of the hall all night.** If you are going to be away you must check out in the Overnight Checkout Log at the front desk, by 2 am.

**Staying in another building on campus overnight.** No students may be inside campus buildings (other than residence halls) after curfew without permission from a faculty or staff sponsor.

**Staying with a friend in another residence hall overnight.** Curfew-exempt students may stay with same-sex platonic friends provided that they respect the officials and all guidelines of that hall.

**Food Delivery.** Because the campus is closed at curfew, students (curfew exempt or not) may not have food delivered after curfew.

**Eligible for curfew exemption halfway through the semester.** If during the semester you think you become qualified for curfew exemption, check your *Student Portal*.

**Additional Information.** Occasionally you may receive a “Curfew Violation Notice” due to an administrative oversight. In that case, just state that you’re curfew exempt, and return the form.

**Curfew exemption forfeited.** Letting others in or out of a building after curfew, allowing others to “tagalong” in/out with you, and/or illegal entry into building/exit from the building may result in you forfeiting your no-curfew privilege in addition to a \$50 fine. Students on Alert Level 2 (or higher disciplinary status) or attaining less than required semester GPA will forfeit their no-curfew privilege.

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## DEPENDENCY STATUS

It is the policy of Evangel University that traditional undergraduate students are presumed to be “dependent” students, as defined by the statutes of the United States and, specifically, the Internal Revenue Code, for all parental notification purposes, unless written proof, sufficient to rebut the presumption, is filed with and approved by the Office of the Vice President for Student Development.

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## DIVERSITY

Evangel University encourages students to understand, appreciate, and celebrate 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 and diversity (Galatians 3:28, Revelation 7:9) in which all people participate equally in the Kingdom of God.

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## DRUG TESTING POLICY AND PROCEDURES FOR ATHLETES

As representatives of Evangel, athletes must maintain a level of respect for their bodies, their fellow teammates, the Athletics Department, and the university. The use of illegal drugs and banned substances is not tolerated. The purpose of this drug testing policy and program is to discourage the use of illegal drugs and the abuse of legal drugs and dietary supplements by student-athletes through a screening program based on periodic testing designed to identify those who use any substance banned by Evangel University. The policy below will be used as a guideline when determining the status of a student-athlete refusing to adhere to Evangel University athletic department substance abuse policy.

**Purpose:** The purpose of Evangel University Athletics’ drug testing policy is to emphasize the prevention of substance abuse problems, although procedural steps are already in place when an evident problem is in need of resolution.

1. **Substance Abuse Contract:** Upon arrival, each student-athlete must submit a signed copy of the substance abuse contract. This ensures student-athletes and parents are aware of the zero-tolerance policy of substance abuse at Evangel University. By signing this contract yearly, each student and parent/guardian are made aware of the university’s policy and are agreeing to abide by its standards.
2. **Drug Testing:** All student-athletes are subject to drug testing by Evangel University Athletic Training Department at any time during the student-athlete’s eligibility.
  - a. Evangel University Athletic Training will randomly and/or selectively choose, due to reasonable cause, athletes to be tested for illegal, performance-enhancing, or street drugs.
  - b. Each student-athlete chosen to participate in a drug test will be summoned via verbal and/or written means to report to the drug test site at a specific time. The student-athlete will provide a urine sample under supervision of gender specific Athletic Training staff, EU school official, school nurse or off-site drug testing facilitator.
  - c. Student-athletes may be given a maximum of, but are not entitled to, a 24 hour notice prior to random/reasonable cause drug testing.

- d. Any student-athlete **failing to provide an adequate urine sample or refusing** to take a University mandated drug test, will be considered an admission of guilt and treated as a positive drug test by the University.
  - e. Student athletes presenting with an initial non negative drug test will be allowed to continue competition until receipt of final results from the medical review officer (MRO).
  - f. The MRO will contact the student-athlete via phone upon receipt of the non-negative urine sample, if the drug in question is a prescription medication. The student-athlete will be required to follow the instructions of the medical review officer to validate their reason for taking the medication in question.
  - g. If medical clearance is given for a positive drug test, student-athlete will not be held responsible for cost of drug test.
  - h. If medical clearance is not proven for a positive drug test, student-athlete will fall under the **Positive Drug Test** guidelines below.
3. **Positive Drug Test:** If the student-athlete presents a positive drug test, the cost of the test must be reimbursed to Evangel University, and the student-athlete may be subjected to further and more extensive drug testing. The cost of this additional drug test will also be the responsibility of the student-athlete. The student-athlete will then be placed on a minimum but not limited to level of **Probation Level 2**.
- a. **Probation Level 2** is a written warning stating that further violation of any campus policies and/or community standards will result in Suspension or Dismissal from the university. **Probation Level 2** is for the duration of 15 weeks. Students on Probation have other [sanctions](#). If the student is involved in further violations of campus policies and/or community standards, he/she may face suspension/dismissal.
  - b. **Suspension** refers to involuntary, complete separation from the University, which may be immediate or delayed until the end of the semester. Suspension may be for one semester or one year depending on the severity of the misconduct.
    - i. If suspension is immediate, academic work is forfeited. The standard institutional policies will be applied for the refund of tuition, room, and board.
    - ii. Parents of dependent students will be notified by the Student Development Office.
    - iii. Suspended students are not allowed to be on University property (including the campus and Evangel-owned residential rental properties) or in attendance at University-sponsored events until the start of the semester following their readmission as students (except with special permission from the Vice President for Student Development). Those violating this provision may be charged with trespassing.
  - c. **Dismissal** means that the student is permanently separated from the university with an appropriate notation of the reasons for such termination being placed in the student's file.
    - i. If Dismissal occurs before the end of the term, academic work is forfeited. The standard institutional policies will be applied for the refund of tuition, room, and board.
    - ii. Parents of dependent students will be notified by the Student Development Office.
    - iii. Students dismissed from the University are not allowed to be on University property (including the campus and Evangel-owned residential rental properties) or in attendance at University-sponsored events. Those violating this provision may be charged with trespassing.
4. **Drug Testing Procedures:**
- a. Student-athlete provides photo ID with his/her student ID upon entrance into the drug testing facility.
  - b. Student-athlete is given a bag in which to place all of excess clothing, empty their pockets, and store personal items not needed after checking in. These items will be returned to the student-athlete upon procedural completion.
  - c. Collector ensures that the name and address of the drug testing laboratory appear on the top of the CCF and the Specimen I.D. number on the top of the CCF matches the specimen I.D. number on the labels/seals.
  - d. Collector provides the required information in Step 1 on the CCF. The collector provides the remark in STEP 2 if the donor refuses to provide his/her student I.D. number.
  - e. Collector gives a collection container to the donor for providing a specimen.
  - f. Donor washes hands before placing specimen in container.
  - g. After donor gives specimen to collector, the collector checks the temperature of the specimen within 4 minutes and marks the appropriate temperature box in STEP 2 on CCF. The collector provides a remark if the temperature is outside of the acceptable range.
  - h. Collector checks the split or single specimen collection box. If no specimen is collected, that box is checked and a remark is provided. If it is an observed collection, that box is checked and a remark is provided. If no specimen is collected COPY 1 is discarded and the remaining copies are distributed as required.

- i. Donor watches collector pouring the specimen from the collection container into the specimen bottle(s), placing the cap(s) on the specimen bottle(s), and affixing the label(s)/seal(s) on the specimen bottle(s).
  - j. Collector dates the specimen bottle label(s) after the label(s) have been placed on the specimen bottle(s).
  - k. Donor initials the specimen bottle label(s) after the label(s) have been placed on the specimen bottle(s).
  - l. Collector turns to COPY 2 (MRO COPY) and instructs donor to read the certification statement in STEP 5 and to sign, print name, date, provide phone numbers and date of birth after reading certification statement. If the donor refuses to sign the certification statement, the collector provides a remark in STEP 2 on COPY 1.
  - m. Collector completes STEP 4 (i.e. provides signature, printed name, date, time of collection, and name of delivery service), immediately places sealed specimen bottle(s) and COPY 1 of CCF in a leak-proof plastic bag, places tracking label from CCF on the specimen package, releases specimen package to the delivery service, and distributes other copies as outlined in the standard operating procedure manual as required.
5. **Reasonable Cause:** Reasonable cause is defined as behavior, conduct, or performance by student-athlete which leads the University to conclude there is the likelihood the student-athlete is taking or is under the influence of illegal drugs, banned substances, or alcohol. Among the indicators which may be used in evaluating a student-athlete's behavior, conduct, or performance are: class attendance, significant GPA changes, lack of athletic practice attendance, increased injury rate or illness, changes in physical appearance, academic/athletic motivational level, emotional condition, mood changes, and legal involvement. Reasonable cause may also be based on information received that a student-athlete is using illegal drugs or alcohol. All reasonable cause requests by head coaches will be directed to the Head Athletic Trainer. In such case, the determination that "reasonable cause" exists to require a student-athlete to submit to drug testing will be made only after a consultation between the Head Athletic Trainer and Head Coach. Should there be any disagreement as to whether the athlete should be tested; the Athletic Director will have the final decision. All must agree that the observations, behavior, conduct or performance of the student-athlete are such that testing for reasonable cause is required to protect the health of the student-athlete, the health of others, and/or to protect the integrity of the sport. In such cases, no notice of the drug test may be given to the student-athlete.
6. **Self-Report Clause:** Self-report involves a student-athlete admitting to misconduct involving substance abuse **BEFORE** being summoned by the Athletics Department for random testing. If student-athlete self-reports a behavioral misconduct with substance abuse, he or she:
- a. Immediately will be ineligible for competition and will be placed on reduced disciplinary status--**Probation Level 1** status instead of Probation Level 2, meaning that he or she will not be permitted to represent the university in any extra-curricular activities or leadership roles for **10 weeks** instead of 15 weeks as in Probation Level 2.
  - b. Will be mandated to submit to professional counseling assessment and appropriate treatment as determined.
  - c. Must consent to a drug test at the end of the six week period of Probation Level 1 status. If the student-athlete presents with a negative drug test and has completed the mandatory counseling assessment and treatment, he or she will be returned to competition, practices and student-leadership responsibilities within the university. However, if the student presents with a positive drug test, the student will be referred to the Community Life Department for further discipline and possibly dismissal from Evangel University.
  - d. Will be subject to random drug testing throughout remainder of eligibility as a student-athlete and student at EU.
7. **Trips to a Medical Doctor or Nurse Practitioner:** Each student-athlete seen by a health-care professional other than Athletic Training Department staff must report medications and reason for visit to other health-care professional to Evangel University athletic training staff. Evangel University Athletic Training Staff has a comprehensive list of medications that may not be taken while participating in athletic practice or competition.

**Banned Substances:** The NCAA has strict rules about use of supplements. Evangel University Athletic Training will use the NCAA Sports Medicine handbook as a guideline when determining safe levels of supplements and determining banned substances.

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## EMERGENCY NOTIFICATIONS AND RESPONSE

Evangel University's [Emergency Response Plan](#) is available online or at the Public Safety Office. Students are notified of emergencies through our Emergency Management System and may receive texts, emails, and/or phone calls.

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## FASTING

The practice of fasting as described in Scriptures refers to abstaining from food for spiritual purposes. Both as it is described in the Scriptures and as it has been modeled in the Christian tradition, fasting is properly differentiated from other types of activities that involve abstinence from food. For example, fasting differs in purpose from hunger strikes (which typically serve political or social

purposes) and fad diets (which may be undertaken solely to affect physical appearance). As distinct from a hunger strike or a fad diet, the forms of fasting described in Scripture are always motivated primarily by spiritual purposes. The Scriptures do not establish fasting as a required discipline for everyone. However, they do provide numerous accounts in which persons that were called by God to fast, received spiritual guidance or some other spiritual benefit through the discipline of fasting. With this in mind, Evangel University faculty, staff and administrators affirm the spiritual importance and value of fasting when undertaken in a free and informed way by persons whose energy and attention are centered on God and who seek spiritual guidance or motivated by another spiritual purpose.

The University faculty, staff and administrators recognize that the discipline of fasting can sometimes be improperly motivated, misunderstood or abused. For this reason, the University recommends the following guidelines for students who are considering undertaking a fast. Fasting is a spiritual discipline approved by God. Although the Scriptures do not establish fasting as a requirement for everyone, God does unquestionably call some individuals to fast at particular times for particular reasons. As a general point of guidance, therefore, fasting should always be entered into as a response to God's call and should always have some spiritual purpose as its primary motivation. The discipline of fasting should be entered into freely. This principle implies that externally imposed expectations (such as peer pressure) as well as self-imposed expectations are both improper motivations. The discipline of fasting should be entered into knowingly. This principle implies that anyone who feels called to fast should seek to understand what the Scriptures say about fasting. It also means that information and advice should be sought from spiritual authorities as well as health and mental wellness experts. Moreover, as a university community, we advise students who suffer from health disorders or who have other physical or psychological conditions that could limit their activity or require monitoring not to engage in fasting. These conditions include (but are not limited to) the following: any eating disorder; anemia; diabetes; hypoglycemia; any other known mental or physical condition that could be exacerbated by fasting; pregnant women and nursing mothers are also advised not to fast. For persons who have (or suspect they may have) any of the above conditions and who still feel called to fast, Evangel University recommends considering a form of fasting other than fasting from food, such as abstaining from a favorite activity or form of entertainment.

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## 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". Click on the link for a complete statement of the [FERPA policy](#).

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## 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 Vice President for Student Development. 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 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. Fundraising within a student's own residence hall is permitted for approved missions/service trips only. To achieve maximum potential for fund raising for student organizations and the University as a whole, it is important to coordinate off-campus fund raising efforts. Before contacting any company or major corporation for donations, please contact the Vice President for Institutional Advancement (ext. 7290) for prior approval. The University does not share its donor list.

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## HAZARDOUS MATERIALS

- **Ceilings and pipe insulation materials** may contain asbestos, a naturally occurring fibrous mineral that was used extensively for insulation, fire protection, and acoustical applications in buildings constructed before 1980. Examples of materials that may contain asbestos include pipe insulation, vinyl floor tiles, thermal system insulation, and ceilings, most of which are inaccessible to students. These materials do not pose a health risk when they're intact and well-maintained. Do not disturb ceiling material or pipe insulation materials. Specifically, DO NOT use hot glue guns, glue, nails, screws, or any other materials to attach objects to the ceiling. As long as the present seal is not broken, there is little possibility of exposure to airborne asbestos fibers. If a change in the condition of the material is noticed (i.e., damage resulting from water, vibration, physical impact, etc.), notify the Facilities Staff immediately (see below) and the break will be inspected and sealed as soon as possible after notification.



- **Flammable items** such as paint thinner, spray paint, thinner, fuel, fertilizer, insecticide, herbicide, and other volatile materials must not be stored in the residence hall. Students needing to store/dispose of materials should contact the Facilities office.
- **Hair perms/acrylic nail application** may not be given in the halls due to the smell that causes problems for people with allergies/asthma.
- **Open flames/smoke:** Objects producing or are capable of producing flames are prohibited, including burning/ burnt candles, incense, oil lamps, matches, and cigarette lighters are prohibited in the residence halls.

**Contact the Facilities Department:** 1) using the [Maintenance Request link](#) to report problems; 2) in the office at 417-865-2815, ext. 7216.; or 3) for emergencies after business hours, call Public Safety (417-865-2815, ext. 7000).

## HAZING AND INITIATION

Hazing, defined as 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, is prohibited. Violators are subject to criminal prosecution in addition to university accountability. **Hazing:** In Missouri (§578.360), hazing is a “Class A Misdemeanor”. A person commits the crime of hazing if he/she knowingly participates in or causes hazing (a willful act, occurring on or off the campus of an educational institution, directed against a student or a prospective member of an organization operating under the sanction of an educational institution, that recklessly endangers the mental or physical health or safety of a student or prospective member for the purpose of initiation or admission into or continued membership in any such organization to the extent that such person is knowingly placed at substantial risk of the loss of life or substantial bodily or psychological harm). If you become aware of any activity that might be interpreted as hazing, report it to the Student Development Office immediately. **Initiation:** Forcing a student to participate, against his or her will, in an initiation-type ritual that might cause harm is prohibited. **Initiation** activities such as sleep deprivation, physical confinement and/or forced consumption of food, liquor or drugs are considered hazing and will not be tolerated. Initiation activities that include hazing are illegal in Missouri and are explicitly prohibited at Evangel University.

## 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 will be supplied with this policy upon receiving his/her confidential Student Information Form.

## HOUSING POLICY

### 1. ON-CAMPUS HOUSING CRITERIA

#### **Eligibility (must meet ALL of the following):**

- Single students
- Full-time (12 hours or more, students who drop below 12 hours may gain permission from Housing Director)

**Withdrawal or cancelation of room contract during semester:** While housing contracts are for the duration of the semester, as a courtesy to students who withdraw from the university or cancel during the semester, the university pro-rates room and board charges according to length of stay. Charges are calculated as of the day the student completes the official check-out process and returns the room key. Students who cancel contract after the semester begins forfeit their \$200 enrollment deposit.

**Withdrawal or cancelation of room contract during winter break:** Students leaving during winter break must make an appointment with their Residence Director to remove their belongings and check out between noon on the Friday preceding move-in day for the spring semester and 5:00 p.m. Saturday, the following day. Spring semester room charges begin accruing on move-in day and continue until student completes check-out process and returns keys. Students who cancel contract during winter break, forfeit their \$200 enrollment deposit. Students who fail to return for their belongings by the end of the first full week of classes, are charged a \$100 fee for failure to check out properly and their belongings are donated to charity.

**Housing during breaks:** Students may live in residence halls during fall, spring and summer, but the halls are closed during Christmas break. Students who wish to remain during Christmas break may make arrangements with the Housing Office for an additional fee and must receive Community Life approval. No student services are available during Christmas break except Public Safety and only students occupying their rooms during that time will have access to their rooms.

**Choosing a roommate:** Students are given opportunity each spring to request room and roommate assignments for the next fall term. Room reservations, submitted by the deadline, will be given priority consideration. Freshmen students will be assigned a roommate if not otherwise selected.

**Enrollment deposit refunds for current students:** The enrollment deposit is refundable to current students who the Housing Office that they are not returning, according to the following: 1) Spring students not returning for the following fall semester, who cancel by-- May 1 will receive 100% refund; June 1 will receive 75% refund; July 1 will receive 50% refund; August 1 will receive 33% refund; August 15 will receive 25% refund.

Fall students who cancel for spring semester must do so by the fall move-out date in order to receive a full enrollment deposit refund.

**Enrollment deposit refunds for prospective students:** The housing cancellation deadline for the fall semester is May 1. Additionally, the enrollment deposit is non-refundable after May 1.

## 2. OFF-CAMPUS HOUSING CRITERIA:

**Eligibility** (must meet at least ONE of the following AND complete Off-Campus Housing Form and parental endorsement (if applicable):

- Living with a parent, grandparent or court-approved legal guardian
- Married (Engaged students may be tentatively approved)
- Part-time (maintain PT status throughout the entire semester; includes courses taken concurrently at another institution)
- Age 23 or older prior to the official, published semester move-in day
- Completed eight full-time semesters of course work
- Completed a previous baccalaureate degree
- Fulfilled a minimum of two years active duty military service
- Participating in the student teaching semester
- Nursing student upperclassman with classes at Cox School of Nursing
- Age 22 criterion: student must meet ALL criteria:
  - senior status (88+ credits), and
  - cumulative GPA 3.0 or higher, and
  - age 22 by move-in day at the beginning of the semester, and
  - not on a disciplinary status higher than Alert Level 1

**Note: Unmarried student athletes on scholarship are further subject to guidelines of NAIA, scholarship provisions, and endorsement from the athletic director and respective coach.**

All students living off-campus must have an approved application on file in the Housing Office. Students interested in applying to live off-campus should refer to the section below, "Off-Campus Housing," for criteria and procedures. Students who violate the off-campus housing policy will be subject to a \$200 fine per semester and a housing review.

## 3. MARRIED STUDENT ATHLETES

Married student-athletes must be living with his or her spouse in order to be eligible for any institutional aid. Married students may not live or stay as overnight guests in the residence halls.

## 4. OFF CAMPUS APPEAL AND VIOLATIONS

Students who do not meet any of the criteria but who believe they have extenuating circumstances that merit consideration for off-campus housing may submit an appeal to the Director of Housing with a detailed explanation of the reason for their request at least 30 days in advance of the semester, keeping in mind that approvals are rare and are not granted on the basis of financial need or exemplary performance as a student. Additional information about off-campus housing requirements is provided on the off-campus form. Approval of the application is at the discretion of University administration. Students found to be in violation of off-campus housing policy will be subject to disciplinary action, a \$200 fine, and will be immediately required to move on campus.

## 5. UNIVERSITY HOUSING OPTIONS FOR MARRIED AND OTHER QUALIFIED OFF-CAMPUS STUDENTS:

**Perkin Hall Apartments:** One-bedroom, one-bath, unfurnished efficiency apartments for qualified students without children located on the main Evangel campus. Units have central heat and air and include a stove, refrigerator utilities, internet and cable. There is a laundry room in the building.

**Evangel Court Duplexes:** Two-bedroom, unfurnished apartments for qualified students with/without children. Kitchens include a stove, refrigerator and washer/dryer hookups. Units have central heat and air. Utilities, internet and cable are not included in rent. A trash bin is available for tenant's use.

**One, Two and Three-Bedroom units:** Unfurnished 1-3 bedroom rental houses (located north and south of main campus) and 1-2 bedroom gated apartments with garages (located approximately 5 miles from campus) are available for qualified students with or without children. Utilities and other services are not included in rental houses. Tenant is responsible for electric and gas in apartments.

Evangel tenants must be full-time students. The rental contract is month-to-month but students who are ending their contract must vacate (with prior 30 day notice) between semesters or during the summer, or receive a \$200 fine. Students/couples may rent from Evangel for a maximum of 4 years total. Contact the rental property manager in the Housing Office (Riggs 302C) for an application and additional information about renting from Evangel. Students are encouraged to apply early for the waiting list.

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### LEAVE OF ABSENCE

**Eligibility:** The Leave of Absence Policy applies to students who sit out for a semester, or need to leave during the semester, due to:

1. Extreme or life-threatening medical situations (personal or immediate family member)\*;
2. Compassionate reasons affecting immediate family;
3. Reserve military training; or
4. Students who are seniors and need only specific classes to graduate that are not offered until a future term.

To be eligible, students must be in good academic standing. Students on academic probation are not eligible. Students who are studying abroad do not need to apply for a leave of absence as they will work directly with the registrar for ongoing coursework. Students who desire to attend another school, simply want to take a semester off, or are gone for reasons other than stated above are not eligible for a leave of absence (see *Withdrawal* in Section VIII, *University Policies*).

**Length of Leave:** Typically approved for one semester but may be extended for up to one year in extenuating circumstances.

**Applications:** May be obtained in the Office of Student Development or downloaded from the Student Portal. All requests, and appropriate documentation must be submitted to the Office of Student Development in Riggs 304.

**\* For Medical situations during the semester:** Requests, based on Criteria 1 (above) must be submitted during the semester for which the student is withdrawing, they cannot be granted retroactively. The student must provide Evangel University with a:

- Completed withdrawal form, along with a written request for medical withdrawal that describes the reason for withdrawal and a detailed explanation of how the illness or condition affects ability to maintain status as a student at the university.
- Letter from the treating doctor, recommending a withdrawal for medical reasons. This letter must state the specific rationale for the recommendation, including why the illness or condition prevents the student from maintaining status as a student. The letter must be on the physician's letterhead, and include the date of the onset of the illness or condition, along with supporting documentation that shows the long-term nature of the medical emergency.

If a medical leave during the semester (withdrawal) is approved, all grades for that semester are converted to W's and those grades will appear on the student's transcript. Additionally, any personal out-of-pocket tuition payments made (excluding federal financial aid, institutional grants, scholarships) will be credited to the following semester. A medical withdrawal does not dismiss the student from the entire financial obligation to the university. The student will still be responsible for university fees, housing/board costs, any outstanding fines, and repayment for financial aid if mandated by the Federal Government.

The U.S. Department of Education does not recognize a "Medical Leave/Withdrawal" any different from a regular withdrawal. If a student who has received financial aid withdraws before completing 60% of the semester (whether for health reasons or not), the Department requires the financial aid office to perform a "Return to Title IV" calculation to determine what financial aid needs to be returned to the Federal Government. To register for future semesters, the student may be asked provide the university with a letter from his or her physician releasing the student to return to the College.

**For all other approved leave of absences during the semester:** For students approved to take a leave of absence during their current semester, the following applies:

- During the first eight weeks of the semester, students are dropped from their enrolled classes
- After week eight, if majority of coursework is completed, students may receive an Incomplete (I) with faculty approval. Students are responsible to work with the faculty member to complete coursework and exams within the next semester by faculty-specified date.
- If an Incomplete is not appropriate, student will be withdrawn from the class and issued a “W”. No credit is issued for a W.

**Student Status and Readmission:** Students who are granted a leave of absence will continue to have access to their student portal and Evangel access information; however, they will not be considered current students for federal purposes. They will not need to apply for readmission through the Admissions Office. However, students who are granted a leave of absence due to personal medical situations will need to submit a supporting letter from their doctor indicating ability to return as a student. Students are responsible for contacting their academic advisor to schedule courses for the next semester.

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## MISSING STUDENTS

Every Evangel University employee and student has a duty to report a person believed to be missing to the Evangel University Department of Public Safety at (417) 865-2815 ext. 7000. The Department of Public Safety immediately investigates any report of an individual missing from campus.

It is the policy of Evangel University to provide each student residing in student housing facilities the option of identifying an individual to be contacted by the University in the event that the student is determined to be missing for a period of more than 24 hours. The students will provide this information during the registration process or throughout the semester on the student portal <https://web.evangel.edu/portal/student/>. The student will be advised that his or her “missing student” contact information will be registered confidentially, will be accessible only to authorized university officials, and may not be disclosed except to those officials and enforcement personnel engaged in a missing person investigation.

After investigating a missing person report, should Public Safety determine that the student has been missing for 24 hours, we will notify law enforcement and the student’s designated *missing student contact person* no later than 24 hours after the student is determined to be missing. Students under the age of 18, who are not emancipated individuals, shall be advised that the University is required to notify the student’s custodial parent or legal guardian within 24 hours after Public Safety or another law enforcement agency determines that the student has been missing for more than 24 hours, in addition to notifying any contact person designated by the student.

**Process.** When students, employees or family members are concerned that a student may be missing, follow the following procedure:

- 1) Contact Public Safety and report that the student might be missing.
- 2) Public Safety will then:
  - a. Initiate an investigation to determine the validity of the missing person report.
  - b. Contact the Director of Community Life to make a determination as to the status of the missing student.
- 3) If the student is determined to be missing, Public Safety will, within 24 hours, notify:
  - a. The person designated by the missing student as the missing student contact, OR
  - b. If the missing student is under 18, the student’s custodial parent or guardian as contained in the records of the University
  - c. Springfield Police department
  - d. VP for Student Development, who will initiate appropriate action in the best interest of missing student.

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## NONDISCRIMINATION

Evangel University does not discriminate based on race, ethnicity, 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 non-discrimination 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).

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## SECTION 504 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). See the [Disabilities Handbook/](#)

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## TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

Evangel University operates 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](#).

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## 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 Center for Student Success provides services for students with documented disabilities. See the [Disabilities Handbook](#).

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## COMPLIANCE OFFICERS

The university's Title IX Coordinator oversees compliance of [the sexual misconduct 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 sexual misconduct 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](mailto: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](mailto: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](mailto: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](mailto:gauses@evangel.edu)

Section 504 Compliance Coordinator: Stephen Houseknecht, Disabilities Services Coordinator, Office: Zimmerman 208, Phone: (417) 865-2815, ext. 8271, [houseknechts@evangel.edu](mailto: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).

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## 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.

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## 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 (1 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 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.

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## 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 sexual violence and will not tolerate retaliation (threatened, attempted, or actual) against any individual for making a complaint under this policy. When an allegation of sexual misconduct 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. In this handbook, the policy is presented in a limited form. The [full policy](#) is housed on the [Student Portal](#) for easy access to our community members. 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.

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### 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:
  - epithets, slurs, denigrating jokes or negative stereotyping;
  - threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers health or safety;
  - written or graphic material that degrades or shows hostility or aversion;



- pranks or horseplay intended to embarrass or humiliate;
- 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.

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## 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 a 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.*

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## C. COMPLIANCE COORDINATORS

See [compliance coordinators](#), under *University Policies: Nondiscrimination*

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## 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 sexual 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 and no report made, 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 trainers (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. They may 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, does not want an investigation to take place, does not want a formal 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 circumstances allow the University do so, 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, individual/s are given opportunity to meet with a Title IX officer prior to imposition, or as soon 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)/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.

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## 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](#). 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 officer reviews the report and determines if there is reasonable cause to proceed (typically 1-3 days in duration). Based on the preliminary finding, Title IX officer 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 successfully concludes, the matter resolved and no appeal is available. If informal resolution fails or is not appropriate, 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 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 seven (7) days.
8. **Appeal,** if desired. Appeals may be requested, within a three-day window to file once a formal determination is reached, another three-day window for an appeals officer to grant or deny the request, and a final 7-10 days for a final resolution to be reached.

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## 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.

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## G. REQUESTING AN APPEAL

Sanctions imposed from the formal resolution process, for any status of Probation or higher, can be appealed by any party. 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. See the University's [appeals procedures and guidelines](#).

All parties may seek review of a decision in a sexual misconduct 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.

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## H. RIGHTS OF THE STUDENTS INVOLVED

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

- Investigation & 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 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 investigative summary regarding allegation, subject to privacy limitations from state/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 & 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 investigative summary regarding allegation, subject to privacy limitations from state/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.

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## 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.** 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.

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## J. 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 to promote awareness of sexual violence (including rape, acquaintance rape, domestic violence, dating violence, sexual assault, sexual harassment, and stalking). Ongoing annual training is also presented and monitored to encourage participation. The programs include:

- Annual review of the Evangel University Sexual Misconduct Policy which prohibits all forms of sexual violence and harassment, as stated in the student and employee handbooks;
- Title IX compliance training
- Green Dot bystander intervention training
- Sexual Harassment and Rape Prevention (SHARP) training
- One Love program--Understanding healthy relationships and relationship violence
- Alcohol and drug abuse prevention program

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## SOCIAL MEDIA POLICY AND INTERNET STANDARDS

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.

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## SUICIDE THREAT/ATTEMPT

Evangel wants 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. 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 the parents (or 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. See also *Withdrawal* (below).

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.

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## WITHDRAWAL FROM THE UNIVERSITY

**For withdrawals initiated by the student (voluntary):** A student who desires to withdraw from classes at the University should go to the Office of the Vice President for Student Development (Riggs 304) and make written application for official withdrawal (some students may be eligible for a medical or other leave of absence. See [Leave of Absence](#) policy. All credits will be computed as of the date when application is made to the Office of Student Development. The student must follow the withdrawal procedures. Simply not attending classes does not withdraw the student from school. The complete statement of the Withdrawal Policy, including the refund policy, is published in the Evangel University Vision Catalog. See full [Withdrawal Policy](#).

**For withdrawals initiated by the University (involuntary):** The University reserves the right to take immediate, necessary, and appropriate action to protect the health and safety of students and/or members of the community. A student whose conduct unreasonably interferes with or disrupts an orderly and safe environment is subject to the student conduct process. In unusual cases where a student engages in one or more of the behaviors listed below or exhibits a pattern of such behaviors, the University reserves the right to require an involuntary withdrawal. These behaviors include:

1. Engaging in or threatening to engage in behavior which poses a danger of causing physical harm (to life, health, welfare, safety, or property) to self or to others;
2. Demonstrating an inability to satisfy personal needs, including nourishment, shelter, personal safety and well-being such that a reasonable possibility of serious physical harm or death may occur in a short period of time;

3. Unreasonably interfering with activities of others (including those resulting in a significant and unreasonable impact on the personnel resources necessary to manage the behaviors described); and
4. Conduct that dangerously interferes with the mission of the community and/or violates community standards (may include, but not limited to physical/sexual violence, illegal/misuse of drugs).

For details on the complete Involuntary Administrative Withdrawal policy, contact the Student Development Office.

## IX. STUDENT CLASS ATTENDANCE

Evangel's faculty members seek to build a community of Christian scholars dedicated to pursuing truth. At the University level, that pursuit clearly involves more than merely gaining information; it also requires strong commitment to the process of inquiry and to one's colleagues. Class attendance alone cannot ensure that students and professors will become partners in scholarship; however, the prospects for that ideal are dimmed when students miss class. Therefore, professors expect regular attendance.

Course content and teaching styles will vary across the University. Such diversity enriches the educational process and provides a sound basis for developing community, which does not imply rigid uniformity. Therefore, the University does not prescribe a campus wide attendance policy, but rather each professor may set his or her own attendance policy in order to achieve course goals and objectives. Faculty have responsibilities to:

- 1) The course attendance policy should be clearly stated in the course syllabus and given to the student. Students should be made aware of the importance of attendance in relationship to being able to successfully meet the course requirements.
- 2) Students who miss class because of illness, participation in authorized co-curricular activities, or for other unavoidable reasons will be given the opportunity to complete missed assignments or the equivalent. Students who miss class for other reasons may only make up work at the discretion of the individual instructor as stated in the course syllabus.
- 3) Course attendance policies should observe the following:
  - a. Sound pedagogical principles should be observed.
  - b. The attendance policy, in effect, provides a contract between the professor and the student. As such the student should have a reasonable expectation of being able to satisfy the contract.
  - c. Policies that directly affect the student's grade (ex., adding or subtracting points) should be carefully devised so as not to be viewed as arbitrary or punitive.
  - d. The administration of attendance policies should be done in a consistent and professional manner with compassion and concern for the student.