



# 2018-2019 Undergraduate Student Handbook

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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

*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.*

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## A MESSAGE FROM THE VICE PRESIDENT FOR STUDENT DEVELOPMENT

Evangel is a special community that, from its start, has been a place of restoration and hope (see [Evangel History](#)). This property had its beginnings in 1941 as O'Reilly General Army Hospital. The renowned "hospital with a soul" served over 100,000 patients and was recognized by the Army Surgeon General as the best in the nation. After the war, from 1947-1952, the hospital served over 9000 veterans, before it closed permanently. This led the way for the Assemblies of God, headquartered in Springfield, to secure 58 acres in 1955 and the first A/G national liberal arts college, "the Miracle College" was birthed.



Many wounded in World War II were brought here and found healing here. It is a profound legacy and we don't take lightly that we work and study on hallowed ground. There is a different spirit at this school, an underlying spirit of love and compassion that honors our beginnings and celebrates our future. How appropriate it is that this campus continues to be a place where those in need find healing and restoration, a sense of calling, purpose, and hope.

You are now part of this community and we invite you to discover the richness of a Christ-centered life, to cultivate your callings, and to become part of the 20,000+ alumni who live out the Evangel story.

Blessings to you each student,

Dr. Sheri Phillips

*The Division of Student Development partners with students toward holistic development to engage in Christ-centered living.*

## CONTENTS

A Message from the President .....	1
A Message from the Vice President for Student Development .....	1
I. Welcome to Evangel University .....	4
II. Directory of Services .....	4
Campus Map .....	4
Service Locations .....	5
Campus Services and Helpful Information .....	6
III. Student Involvement & Leadership Opportunities .....	11
a. Extracurricular Activities .....	11
B. Departmental Clubs, Honorary Societies, and Interest Groups .....	12
Roles of Student Officers and Faculty Advisors .....	12
IV. Students Bill Of Rights .....	12
V. Community LIVING – CODE OF CONDUCT .....	13
A. Making Choices .....	13
B. Biblical Foundations .....	13
C. Community Covenant .....	14
D. Behavioral Standards and Community Ideals .....	15
VI. Safety Standards and Information .....	19
VII. Information Specifically for Residential and commuter Students .....	21
A. Residence Life .....	21
B. Commuter Students .....	27
VIII. Community Accountability Program .....	28
A. Goals .....	28
B. Types of Accountability .....	28
C. Structure of Community Accountability .....	29
Levels of Community Accountability .....	29
D. Record Keeping For Level 1 and 2 Panels .....	30
E. Accountability for Adult, Graduate, & Seminary Students .....	31
F. Community Accountability Status and Sanctions .....	31
F. Appeals .....	34
H. Parental Notification .....	35
IX. University Policies .....	36
Academic integrity .....	36

Academic Probation .....	39
Alcohol and Other Drugs Abuse Prevention .....	40
Campus Safety and Crime Statistics .....	40
Chapel Overview .....	41
Communicable Disease Policy for Athletic Training Program .....	42
Computer Network Use.....	43
Copyright Law regarding Movies.....	43
Curfew Exemptions Guidelines .....	44
Dependency Status.....	44
DIVERSITY .....	45
Drug Testing .....	45
Drug Testing Policy and Procedures For Athletes .....	45
Emergency Notifications and Response .....	47
Fasting .....	47
Family Educational Rights and Privacy Act (FERPA) .....	48
Fund Raising .....	49
Hazardous Materials .....	49
Hazing and Initiation .....	50
Health Insurance Portability and Accountability Act (HIPAA) .....	50
Housing Policy .....	50
Leave of Absence.....	52
Missing Students .....	53
Nondiscrimination .....	53
Parole or Court-Ordered Probation.....	54
Sexuality and Gender Identity .....	54
Sexual Misconduct .....	55
Social Media Policy and Internet Standards.....	62
Suicide Threat/Attempt.....	63
Withdrawal from the University.....	63
X. Student Class Attendance .....	64

**Mission Statement:** 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.

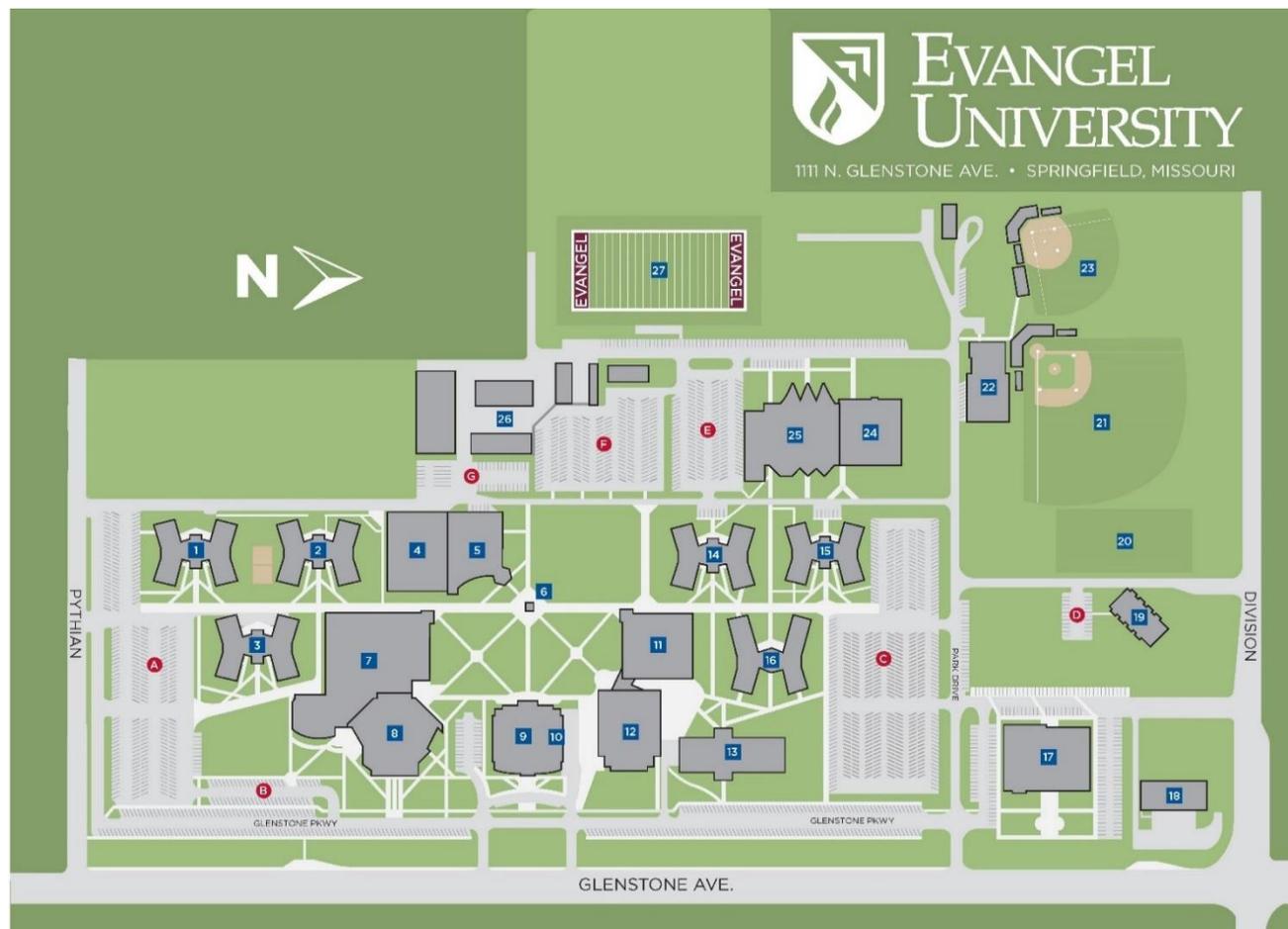
## I. WELCOME TO EVANGEL UNIVERSITY

Welcome to a place of opportunity and growth. We know you are ready to reach the world through the passions and pursuits God has put inside you. Knowing that God remains faithful to the work He has begun in you, we take our mission seriously. Your experience here will change the course of your life. You will discover professors who personally care about you, mentors who believe in you, community that nurtures your strengths, and fellow students who become lifelong friends.

**Our Commitment to You:** We believe God is preparing you for more than you can imagine. You are here for a purpose, and we want to prepare you for your unique calling. We will equip you with the education, spiritual support, and necessary skills to do what you love while encountering Christ in all you do. Your call extends beyond your time at Evangel. Our alumni are creating change and hope in communities through a variety of vocations including: ministry, science, education, business, and art, among others. We produce Spirit-empowered servant-leaders who are making a difference in the church and society globally. How will you leave your mark?

## II. DIRECTORY OF SERVICES

### CAMPUS MAP



- |                            |                             |                        |                         |   |
|----------------------------|-----------------------------|------------------------|-------------------------|---|
| 1 Spence Hall (res.)       | 8 Spence Chapel             | 15 Burgess Hall (res.) | 22 Baseball fieldhouse  | <b>PARKING LOTS:</b><br>A Students<br>B Guests & Faculty/Staff<br>C Students<br>D Perkin Apt. residents<br>E Students<br>F Faculty/Staff<br>G Facilities vehicles |
| 2 Walther Hall (res.)      | 9 Riggs Administration Hall | 16 Lewis Hall (res.)   | 23 Softball field       |   |
| 3 Scott Hall (res.)        | 10 Public Safety/Security   | 17 AGTS                | 24 Mabee Fitness Center |   |
| 4 Crusader Dining Hall     | 11 Trask Hall               | 18 AGTS gym (not used) | 25 Ashcroft Center      |   |
| 5 Cantrell Student Union   | 12 Zimmerman Hall           | 19 Perkin apartments   | 26 Facilities Center    |   |
| 6 Clock Tower              | 13 Kendrick Library         | 20 Intramural field    | 27 Coryell Field        |   |
| 7 Barnett Fine Arts Center | 14 Krause Hall (res.)       | 21 Baseball field      |                         |   |

Updated July 20, 2018

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## SERVICE LOCATIONS

Here are the services located in each area, to help you find what you are looking for ☺. To call, use the University phone number (417-865-2815) and, at the prompt, say the service or faculty/staff member you would like to contact.

### ASHCROFT CENTER

Athletics and Coaches' Offices  
Athletic Court  
Kinesiology Department  
Intramural Sports Office

### ASSEMBLIES OF GOD THEOLOGICAL SEMINARY

Administrative and Academic Offices, 100-109  
Burnett Library, 117  
Clark Veterans Center, 127  
Enrollment, 111  
Khoo Kay Peng World Prayer Center, 231  
Seymour Chapel, 118  
IT Department, 113

### BARNETT FINE ARTS CENTER

Art Gallery, 1<sup>st</sup> floor NE entrance  
Art Department, 201  
Choral Hall, 123  
Instrumental Rehearsal Hall, 143  
Music Department, 104  
Recital Hall, 160  
Theatre Department, 140  
Theater, 144

### CANTRELL STUDENT UNION

Activities, CROSSwalk, ESGA leaders, 204  
ATM, 1<sup>st</sup> floor SE entrance  
Barracks Coffee Shop, 1<sup>st</sup> floor East entrance  
Bookstore, 1<sup>st</sup> floor SE entrance  
Community Life Office, 203  
Commuter Students Office, 205  
Counseling, 106  
Dining Hall, 1<sup>st</sup> floor SE entrance  
Health and Medical, 106

### MABEE STUDENT FITNESS CENTER

Aerobics Room, 104  
Indoor Running/Walking Track, 2<sup>nd</sup> floor  
Exercise/Weight Lifting Equipment  
Hammock/Equipment Checkout, front desk  
Racquetball Courts, 1<sup>st</sup> floor  
Student Basketball Court, 1<sup>st</sup> floor

### RIGGS ADMINISTRATION HALL

Admissions & Enrollment, 202  
Alumni/University Advancement, 301  
ATM, West entrance  
Business & Finance, 309  
Cashier, 204

### RIGGS ADMINISTRATION (CONT)

Class Changes (Drop/Add), 104C  
CLEP Test Information, 104D  
Event & Conference Services, 304B  
Financial Aid, 202  
Graduation Papers, 104D  
Housing Office, 302C  
Human Resources, 309E  
ID/Prox Cards, 208  
IT Help Desk, 102  
Lost and Found, 208  
Mail & Print Services, 201  
Marketing & Public Relations, 106  
Prayer Chapel, 308  
President's Office, 314  
Provost/Academic Affairs, 313  
Public Safety, 208  
Records & Registration, 104  
Sign & Poster Approvals, 304B  
Student Development & Title IX, 304D  
Vehicle Registration, 208  
Withdrawals, 304D

### SPENCE CHAPEL

Campus Pastor, NE entrance  
Chapel Auditorium  
Spiritual Life Office, NE entrance

### TRASK HALL

Behavioral & Social Sciences Department, 303  
Communications Department, 105  
Education Department, 201B  
Global Connections, 208  
Humanities Department, 312  
KECC, Campus Radio Station, 103  
Theology & Church Ministries Department, 214  
The Write Place, 202

### ZIMMERMAN HALL

Academic Tutoring, 208  
Adult & Graduate Studies Department, 201  
Business Department, 107  
Career Services, 208  
Center for Compassion, 208  
Center for Student Success, 208  
Disability Accommodations, 208  
Instructional Resource Center, 204  
Natural & Applied Science Department, 312  
Strengths & Leadership Program, 208



*Photo taken at “Good Morning Springfield” breakfast, June 2018*

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## CAMPUS SERVICES AND HELPFUL INFORMATION

**Academic Support:** For free 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!

**Assistance or Service Animals:** Assistance Animals and Service Animals may be an effective accommodation for 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. The intramural field is for scheduled intramural games and, when not in use, may be used for impromptu games.

**ATM:** For cash (if you have money in your debit account—funny how that works), just go to the ATM, provided by the Assemblies of God Credit Union, at the southeast entrance to Cantrell Student Union. You can also use the ATM from Central Bank, inside the West entrance of Riggs Hall, for a free cash withdrawal from your workstudy payroll debit card.

**Bookstore:** If you had any doubt, yes, you do need to get (and read) your textbooks! 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 about it). Location: Student Union. Regular hours: M-F: 8:30 am – 5 pm; Sat: 10 am – 2 pm.

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

**Cashier:** More chances to get money, if you like the personal touch! Of course, you can always make payments here too, and even cash checks (\$200 daily limit), if you still get those. The cashier’s window is located in Riggs Hall, 204 (which is actually on the main floor—go figure). Hours: 8:30 a.m.-3:30 p.m. weekdays except during chapel/lunch hours.

**Center for Compassion:** Collaborating with Convoy of Hope, this center (ZM 208J-L) offers students practical ways to engage with people through service, education, and research. Opportunities may be local, national, or global, through an event, practicum and/or internship, and support a lifetime calling to compassion, across all vocations.

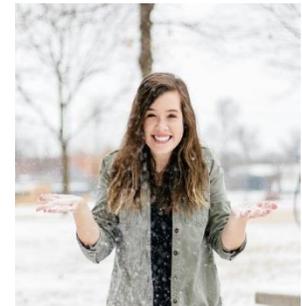
**Center for Student Success:** This one-stop office (ZM 208) can help students navigate college life. Services include assistance to help you thrive at Evangel, whether it is individualized coaching, getting a job, discovering your calling, finding your strengths, academic tutoring, disability accommodations,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

**Chapel services:** A unique value-add for Evangel students is the attention to spiritual growth. Chapel attendance is required (33 per semester) for full time, traditional, undergrad students. Services are large and small to meet your needs: University chapels are generally T, TH, and F at 10:00 am in Spence Chapel; smaller chapels, led by ministry students, are M at 10:00 am in Seymour Chapel at AGTS. Spiritual Emphasis services, along with other devotions and discipleship activities are also available. Check [The Hub](#) for opportunities and attendance tracking. See [Chapel Program](#). Students with certain conflicts can apply for partial or full [attendance exemptions](#).



**Churches in the area:** Springfield is not just the home of Springfield Cashew Chicken (sidetrack: BTW, you should try it and if you need GF options, talk to us in Student Development, we can tell you the places to try—Riggs 304D). The Springfield area has over [400 churches](#), with many denominations and [62 Assemblies of God congregations](#). Get involved with a church where you can grow and serve!

**Class Cancellation Notification:** When weather is really bad we may cancel classes and typically notify via text through our emergency alert system. To verify cancellations, you can also check the [EU website](#), the [Public Safety Facebook page](#) or call (417) 865-2815.



**Class Schedules:** Your class schedules, along with other important things are located in your Student Portal (see *Computer Information*, below). Here’s an *insider’s tip*: when the course shows “TR”, that means you have class on Tuesdays AND Thursdays. You are welcome 😊

Course	Name	Days
ART 111 LEC 1	Three-Dimensional Design	TR
BIOL 101 LAB 53	Biological Science Lab	W
BIOL 101 LEC 1	Biological Science	MWF
EDUC 417 LEC 1	Educational Psychology	TR
EDUC 434 LEC 1	Tests and Measurements	TR
EDUC 451 LEC 1	Communication Arts II	TR

**Community Life:** Focusing on your experience and education outside of the classroom, the CL team consists of residence directors, resident assistants, and a commuter coordinator, with direction of Gina Rentschler (SU 203, x7317). Look for all kinds of student programming!

**Computer Information: Labs, Internet access, and Microsoft Office:** Evangel has computer labs in all of the academic buildings and the Student Union, as well as a mini lab in each residence hall. As an EU student, you can also upload [Microsoft Office on your computer FREE!](#) WIFI is available throughout the campus using your student username and password. For customer service, call x8368 or [email](#). See also [HelpDesk](#). We use three online systems (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 software to view activities and chapel. Or install the CORQ app (choose Evangel University).

**Contact Evangel Faculty or Staff via 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 during the day.

**Counseling Services:** College life can be stressful at times and we all need a little help now and then. Staffed by licensed professional counselors and graduate-level practitioners, they 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 available. Services are free to current students paying the *General Student Fee*. Counseling services are 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. Contact the Disability Services Coordinator (x8271 or ZM 208) for special needs related to academic life, or the Housing Director (x7335 or Riggs 304) for special needs related to housing and/or diet.

**E-Mail Communication System:** USE IT! Add your Evangel email to your mobile device for access to important (or not-so-important) stuff. University e-mail is the official means of daily communication between faculty, staff, administration, and students, so check it daily! Also, make sure to check the CLUTTER folder where bulk messages seem to find a home.

**Emergency Assistance on Campus:** If emergency medical or other services are needed, call Public Safety on the university line or **417-575-8911**, their direct line. They will direct EMS or other personnel to the exact location of the emergency.

**Event Services 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) may enjoy meals in the dining hall and Joust, and snacks in The Barracks Coffee Shop. Residence students have three meal plan options: 10, 15, or 20 meals weekly. A 20 meal plan automatically adds \$100 in *bonus bucks\**; 15 meal plans has \$75 *bonus bucks*. Commuter students, or those with meal plan exemptions, may buy a block of 45 or 75 meals. Students can also load *Crusader Bucks\** to their ID cards for \$50, \$100, or \$150 to satisfy those coffee or food cravings! Food service is not available during Thanksgiving, Christmas and Spring breaks.



Scan your ID card at the register to access your meal plan. ID cards and meal plans are not transferable to others but you may use *bonus bucks* or *Crusader bucks* for guests. Instead of eating in, there is also a take-out option with our *Eco-To-Go* program that utilizes sustainable containers and a nominal one-time fee to participate. For more information on how to sign up for this program, contact Dining Director, [Joey Roberts](#). 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!

Students with specific dietary needs or allergies can meet with Mrs. Joey Roberts at 417-865-2815, x7252 for a consult. If food services is unable to accommodate a disabling dietary condition, see [Meal Plan Accommodation Guidelines](#).

\* *Bonus Bucks (BBs) and Crusader Bucks (CBs) are used like cash in any dining location at any time. BBs may not be used for bottle beverage purchases or Eco-To-Go program and expire at the end of each semester. CBs are discounted dollars (with 10-15% extra) loaded onto your ID card, used for any food expense, and expire at the end of an academic year.*

Dining Hall Hours			
Meal	Monday-Friday	Saturday	Sunday
Breakfast	7:15 - 8:45 am (continental until 10 am)	Brunch hours below	8:30 - 9:30 am
Lunch	11 am - 1:30 pm.	10:30 a.m. - noon	11:45 am - 1:30 pm
Dinner	4:30 - 6:30 pm	4:45 - 6 p.m.	5 - 6 pm
General Hours			
Location	Monday-Friday	Saturday	Sunday
The Joust	10:30 am – 11 pm	Closed	6 – 10 pm
The Barracks Coffee Shop	Mon-Thurs only: 7 am - 9 pm	9 am – 12 pm	Closed

**Hammocks:** There are two seasonal hammock pods on campus for you to hang hammocks and relax. 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:** Current students who have paid the *General Student Fee* may schedule free appointments with a licensed Family Nurse Practitioner (FNP) on campus, who can diagnose and treat most non-emergency health conditions. Nominal fees occur for immunizations, laboratory tests, medications, and some procedures, paid at time of service. We do not file insurance claims. The FNP may offer referrals for off-campus physicians, specialists, etc., as needed, at the student's expense. Located in SU106, hours are 8 a.m. - 4 p.m., M-F. In an emergency, contact the Residence Director or Public Safety Officer-- 417-865-2815, x7000 (see *Emergency Assistance on Campus*).

**ID Cards:** Issued 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 section on *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--contact Admissions Director for questions (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 or renting any unit off campus, we HIGHLY recommend purchasing renter's insurance!

**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: Mon-Thurs 6am-10pm; Fri 6am-8pm; Sat 9am-5pm; Sun 1pm-5pm.



**Mail and Print Services:** Outgoing mail is picked up at 3 pm from the EU Post Office. For intra-campus mail, use the person's name and residence hall/room number or department. Resident student mailboxes are in the first floor lobby of their hall. 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. Location: west entrance of Riggs Hall. Hours: 9 am-4 pm, M-F.

**Multiculturalism & Diversity:** We value the diversity of Evangel students and encourage learning through perspective taking and care, fostered through open-dialog and student programming (i.e., Tough Talks, Courageous Conversations, and diversity/inclusion activities). MKs (missionary kids) and international students have intentional support hosted by Community Life staff (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.

**Prayer Chapels:** For prayer, the main chapel is open daily. There are also smaller prayer chapels in Riggs Hall (308) and AGTS (231). Each residence hall also has a prayer chapel for its residents.

**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:** Here to protect you and campus property, officers oversee access control and safety systems, vehicle registration, parking/restricted areas enforcement, self-defense training, investigations, and emergencies. If you need a parking decal or lose your prox card, go see them. If you observe suspicious persons on campus or have concerns, contact Public Safety or use the free Evangel University Safety app. You can request an officer to accompany students across campus (safe-walk program), jump-start your vehicles, and open your locked cars. 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 417-575-8911 (enter this number in your contacts for future use). They can also be reached at 417-865-2815, x7000, or stop by Riggs 208. Phones, cameras, and emergency systems are monitored 24/7.

**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 may contact the Title IX Coordinator ([Dr. Sheri Phillips](#)) or Deputy Coordinator ([Gina Rentschler](#)) to initiate a report. To report a crime anonymously, click [here](#). We value all reporting; however, anonymous reports may limit outcome of investigations. Our primary goal is to keep you safe!

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

**StrengthsQuest:** Do you know your strengths yet? Evangel University is committed to a strengths-based program of education, which offers 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 take this course, can go to the Center for Student Success (ZM 208) to receive an access code and learn more information.



**Vehicle Registration:** Students must register their vehicles annually with the Department of Public Safety and 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 a librarian in the Kendrick Library.

### III. STUDENT INVOLVEMENT & LEADERSHIP OPPORTUNITIES

You will find so many opportunities to get involved at Evangel. Check [the Hub](#) for information about weekly activities.



#### A. EXTRACURRICULAR ACTIVITIES

**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 Governments:** Each residence hall and the Commuter Council have elected and appointed officers, selected each spring for the following year. They work closely with their director to promote activities, socials and fund-raising projects.

**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. Tyler Henry, 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 (also an 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.

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

### Departmental & Interest Groups

Accounting Club	ENACTUS-Business	National Association for Music Educ.
Apologia –Christian Faith	Evangel Student Gov’t Assoc.	Political Club (Republican & Democrat)
Art Club	EU Assoc. of Computing Machinery	Psychology Club
Chemistry Club	EU Nursing Society	Pre-Law Society
Christians for Biblical Equality	EU TESOL	Social Work Club
Cinema Club	Evangel Outdoor Club	Student Investment Group
Club de Español	French Club	Student Veteran’s Association
Criminal Justice Association	Healthcare Society	Student Mo State Teacher’s Assoc.
CROSSwalk Student Ministries	Intercollegiate Forensics	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	Sigma Alpha Sigma - honor floors	Society for Collegiate Journalists
Phi Epsilon Kappa -- kinesiology		

### Student Media

Crusadermedia.com	EU Films	KECC - radio
EUTV – 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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## ROLES OF STUDENT OFFICERS AND FACULTY ADVISORS

Student officers and faculty advisors provide leadership within University policy. The [Student Activities Director](#) (SU 204A, 417-865-2815, x7318) assists student leaders, faculty advisors, as well as students or faculty interested in forming new clubs/organizations. **Student officers** are responsible for supporting their organization’s vision and programs, planning events, managing finances responsibly using University accounting procedures, and contacting the Student Activities Director regarding any questions about organization activities. **Faculty/Staff advisors** serve on every recognized Evangel club/organization/interest group. They mentor officers and provide oversight for an 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

Much like any community, Evangel supports particular policies, procedures, and actions to 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 in all that we do. The code of conduct guides in helping students avoid destructive behaviors and embrace positive behaviors within the context of our community.

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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 move us either 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 the stated policies of student conduct or 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/vaping 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, including cohabitation, same-sex sexual relationships, genital contact, intercourse, sexting (chats or video), sexually explicit dancing, pornography, etc.
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.

These responsibilities are further defined in Section Five, Part D of the Student Handbook. 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; 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 it 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, 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 and truthful. Purposefully misrepresenting information, withholding requested information and/or filing false information undermines your integrity and may result in suspension or dismissal, 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, including 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/vaping. 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. Evangel supports students in recovery to live a drug and alcohol free lifestyle. See also [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 school administrators-- 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:** As representatives of the university and future leaders, student are to wear age, gender, and setting appropriate clothing, evaluating what they wear in terms of modesty and neatness/hygiene. **Modesty** involves not bringing undue attention to the body and **neatness/hygiene** includes daily grooming and

cleanliness. Since this a subjective area, here are some guidelines: Wear appropriate tops, bottoms, and shoes in all public places including athletic activities. Avoid wearing clothing that is too tight, too short, or provocative (e.g., tops to cover midriff/torso and have at least 1" straps; bottoms to cover mid-upper leg; clothing to not expose posterior and/or front cleavage, nor show undergarments—boxers, sports bras, etc.). If wearing form-fitting bottoms (e.g., fitness/active wear, leggings, etc.), shirts to reach top of leg. Display no large ear spacers/gauges, body mutilation, or visible body piercings (except for appropriate earrings; a tiny facial piercing). In addition, students are to avoid clothes and tattoos with slogans, logos, or pictures that contradict Evangel community values. Since we have no pool, swimsuits should not be worn on campus.

- Women: During formal occasions, modest strapless or spaghetti-strap gowns may be worn.
- Men: In chapel, head coverings (hats, caps, etc.) should be removed during times of prayer.

*Note: Individual departments, faculty, or sponsors may have additional standards that apply to students' appearance while participating in class, practicums, internships and/or representing the University. Faculty may require students 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:** Avoid possession, distribution, viewing, or use of material that encourages sexually immoral thoughts or presents the body in a degrading or compromising manner. Students struggling with pornography may access confidential University resources including a campus pastor or counselor.
- **Pregnancy:** We believe in the sanctity of life and support a student's 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 campus Wellness Center and the Pregnancy Care Center (417-877-0800).
- **Sexual behavior:** We believe sexual intimacy was created by God as an expression of love between a woman and a man in a life-long marriage commitment. Students are expected to abstain from premarital or extramarital sexual behavior, including, but not limited to cohabitation, same-sex sexual relationships, genital contact, oral sex, sexting (or sharing provocative electronic images via cell phones, computers, or webcams), intercourse, etc. Confidential University resources are available through a campus counselor or a campus pastor.
- **Sexual violence:** Evangel University does not tolerate [sexual violence](#) or retaliation (threatened, attempted, or actual) against any individual for making a complaint. Evangel encourages students who have experienced sexual violence to obtain emergency medical attention immediately, if needed. Students are encouraged to talk with a campus [Title IX officer](#), Public Safety officer, counselor, nurse, or campus pastor for assistance.

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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](#) or [Pastor Starla](#) are available for personal prayer.
- **Chapel attendance:** With our commitment to Christian higher education and our Assemblies of God heritage, chapel attendance is required for all full time, traditional, undergraduate students. See [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, for athletic teams, for commuters, 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 most like Jesus as we serve the needs of others. Evangel, as a community, encourages students to be involved outreach, missions, and service through CROSSwalk, Global Connections, Center for Compassion, departmental service trips and volunteering, music performance groups, and other ministry involvements. In the community, we partner with many 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 volunteer service that provide incredible opportunities for our students to literally be the hands and feet of Christ.

## VI. SAFETY STANDARDS AND INFORMATION

The Department of Public Safety, Riggs Hall, 208, Open 24/7  
Phone 417-865-575-8911 or 417-865-2815, x7000

**Access Control and Camera Systems:** Evangel's buildings are access-controlled and we use camera surveillance to promote a safe community. The residence halls (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. Do not tamper with, prop doors, or try to bypass access system or cameras.



**Alcohol or other drugs on campus:** EU officers follow campus, local, and state regulations. In suspected alcohol use, an officer may administer a Personal Breathalyzer Test (PBT) to determine if alcohol is in the system. Refusal to take a field sobriety test, Breathalyzer test, or drug test, shall be considered to be in violation of the University's policy. State law requires police to be notified for minors in possession or under the influence of alcohol, or for any student in possession or under the influence of illegal drugs (including possession/use of marijuana, as it is illegal in the state of Missouri). The officer will document indicators of intoxication or usage in a report, confiscate evidence, notify police if needed, and contact Community Life staff for follow-up. See also *Room or Vehicle Search*.

**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, library books, activities, etc.). Damaged, lost or stolen cards 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 card 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. on 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 faculty member is given to Public Safety.

**Drones:** Drones are banned from all campus property and airspace for safety concerns and to prevent privacy intrusion. Permission to use a drone for a specific project/event must be obtained in advance from the Public Safety Director.

**Emergency Procedures:** We will keep you informed using an emergency notification system (intercom, texts, emails, phone, and/or 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 or Bomb Threat:** Armed Public Safety officers will respond and law enforcement are summoned. The emergency notification system is activated as soon as practical alerting the community of a threat. View this video as a refresher to your training: <http://web.evangel.edu/community/?p=PublicSafety&i=1477&t>
- **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. See [designated shelter](#) areas.

**Fire Alarms/Fire Safety on Campus:** City code requires that when a fire alarm sounds, the fire department be alerted. A public safety officer ensures evacuation of a building and investigates cause, if fire is not evident. Students MUST leave a building immediately when a fire alarm sounds, gather at a site designated by officers, and remain there until risk is gone.

- **Fire Doors:** According to the City Fire Marshal, stairwell doors in a building must not be left open.
- **Fire 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. As a violation of Springfield City Ordinances, penalty is up to six months in jail and/or a \$500 fine. The Fire Marshal states that pulling a fire alarm as a prank causing evacuation of 10+ persons from a building can be considered a “terrorist threat”, Class “C” Felony.
- **Fireworks (Possession or Use) or Setting Fires:** Students may not possess, use, or store fireworks, snaps, poppers, and/or smoke bombs on Evangel’s property, including in automobiles. City ordinance states it is illegal in the city to “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”.

**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.

**No Contact Order:** A *no contact* order may be issued by Public Safety between two or more students in response to alleged disruptive, violent, aggressive, threatening, harassing and/or discriminatory contact. This order prohibits any contact, whether in-person, electronically (e.g. e-mails, phone calls, text messages, social networking site messages, blog comments, etc.), indirectly (e.g. leaving a note), and/or others acting on behalf of the student to initiate contact.

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

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

**Room or Vehicle Search:** Student rooms and vehicles 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. Items in violation of university standards/policies may be confiscated. If item is illegal, city law requires notifying Springfield Police to remove. Subsequent police investigations are subject to city and state laws.

**See Something, Say Something:** To keep Evangel community members safe, we rely on you to alert Public Safety staff if there are concerns or things that just don’t look right on campus. In addition to contacting officers at the above number, you may also use the Evangel University Safety app (further info is sent via email), or make an [anonymous report](#).

**Theft/Vandalism:** Taking, assisting in removing, 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.

**Vehicles and Parking:** All vehicles on campus must be registered during the first week of school or within three days of arriving on campus. Student parking is limited to Lots A, C, and E. Restricted areas behind the residence halls should be clear at all times for emergency vehicles and Facilities staff. See complete guidelines for [Motor Vehicle Regulations](#).

**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].

## VII. INFORMATION SPECIFICALLY FOR RESIDENTIAL AND COMMUTER STUDENTS

Life at Evangel is more than classes and chapel, 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.

### A. RESIDENCE LIFE

This information is specific to resident students to 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](#) for responsibilities regarding Service Animals or Emotional Support Animals in residence halls.
- **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 in the hall. 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. Remember to check out, as violations will result in a fine, generally \$10\*.
- **Bicycle storage** (See also [Bicycles](#)). Bikes/scooters may only be stored in a student's room or locked to a bike rack outside. The University is not responsible for security of bikes and scooters. Improper storage will result in an RH fine\*.
- **Candles and/or Incense:** Candles may not be burned due to the fire hazard in community living. Due to allergic responses, burning incense is also prohibited.
- **Ceiling Surfaces:** Do not attach anything to or scrape material from ceilings (See [Hazardous/Noxious Materials](#)).
- **Check out:** 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 with a same sex friend on campus must also sign in properly on the guest registry by 2 am.
- **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 in the glass entrance of 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:** Curfew exempt students may exit/enter their respective residence halls after curfew by calling Public Safety (see Curfew above) but, if spending the night elsewhere, must still properly sign out/in prior to curfew. See also [Curfew Exemption Guidelines](#) for eligibility.
- **Damage or Repairs:** 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).
- **Decorating 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;
  - 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.
- **Devos:** Your floor discipleship leader will host weekly devotions so check the schedule and make plans to attend. These are incredible opportunities to grow spiritually, build relationships, and pray for each other.
- **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.
- **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:** You can 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 to bring 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.°



- 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.
  - Guests (including EU commuters, EU residents of another hall, non-students) staying more than two consecutive nights incur a \$10/night charges (payable to 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 hall visitation hours. PLEASE clean up; no one wants someone else's hair in their clothes, yuk! Violators 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.
    - Leave lights 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 against the law 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, according to university standards. A Housing Form must be completed in the fall semester by the deadline, whether or not you are returning in the spring. Failure to submit the housing form will result in a \$10 per day fine, up to \$50, payable to the RD within 7-days, and potential loss of current room assignment, if returning. See also *Room Changes*.
- **Ice Machines:** Ice machines are in the second floor lobbies and most halls have water bottle filling stations.
- **Insurance: *Personal Property Liability* - Personal property damage is not covered by Evangel University insurance. 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. It is the best-kept secret ever! For further information, contact the Student Development Office.
- **Internet Access:** Wireless internet is available on campus. Students do not have to bring any special equipment to connect to Evangel's internet network (and should not use personal WiFi routers as it interferes with service) as each room is equipped with two network ports and one phone jack. The top port is for gaming; the other is for general Internet. See also [IT Information](#) & [Computer Network Use Policy](#).



- **Keys:** Room and mailbox keys are issued at hall check-in and should not be duplicated. For lost keys, notify Public Safety immediately and contact your Residence Director to order a replacement. For safety, the entire lock is changed when keys are lost. 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:** Free laundry machines are available off first floor lobbies for exclusive use of its residents. To maintain a clean/facility (and prevent theft), promptly remove your clothes when machine stops. Sorry, but no one will be folding and returning your clothes to you; this is totally do-it-yourself—you can do it! After 24 hours, unclaimed items may be donated. Liquid bleach is not allowed, except as designated by your RD.
- **Lobbies:** These are like living rooms in your home. 1st floor lobbies are more formal and it is not appropriate to lie or sleep on the couches. 2nd floor lobbies are more casual, open only to residents, except for scheduled hall visitation times. Generally, musical instruments and sports-type activities are prohibited in both lobbies.
  - 1st floor lobbies: Open to residents and their guests from 6 a.m. to curfew.
  - 2nd floor lobbies: In Burgess, Krause, Scott, Spence, and Walther: open 24 hours per day to residents of the respective halls. Lewis closes at 11 p.m. to non-residents and at 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 (EU’s community standard is: PG and under) may be viewed in private living spaces, 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 (e.g., study rooms, TV rooms, or Scott Hall basement). Inappropriate viewing and /or Internet downloading of movies is prohibited. Violations may be treated as theft. See also [Copyright Laws](#).
- **Musical Instruments and Vocals:** Except in floor devotions/hall chapels, only acoustic guitars and electronic instruments with headphones may be played in the halls. Music should be EU appropriate and only be played when the resident is in his or her room. Vocal and/or instrumental rehearsing or performing (individual or band) is not permitted in the hall. Students may schedule practice rooms in the Fine Arts Center.
- **Phones:** For a landline connection (you supply the phone) in your room, complete a [request](#) form.
- **Power Failure:** In the event of power failure, use flashlights or phones, not candles or lighters (no open flames).
- **Recycling:** Each room has a small recycling bin for paper and plastics. Use it to help reduce waste.
- **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/buildings. During quiet hours, 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 (President, VP, Secretary, Treasurer, PR Rep, etc). Each floor has a Resident Assistant (RA), Discipleship Leader (DL), and floor officers. 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, during which time students leaving/entering the halls must call Public Safety from the phone in the lobby (or glass entry, if entering), scan their CrusaderCard, and wait for officer approval. Don’t touch metal bar on door prior to approval as it will trigger alarm. Improper exit and unauthorized entry/exit are prohibited:



- **Improper Exit:** Setting off an alarm after curfew without following proper exiting procedures.
- **Unauthorized Entry/Exit:** Bypassing the security access system includes, but not limited to: coming in or going out through a window; letting someone in or going out after curfew; any entry/exit not through an unlocked door; any entry/exit after curfew not through the main front entrance (“fishbowl”); entering a room suite via the bathroom, without permission of resident; propping doors/granting access to anyone other than a guest you are hosting; and/or using someone’s CrusaderCard or permitting another to use yours to access hall.

*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 in Halls (out of bounds):** Generally includes all roofs and walls (no climbing or skateboarding); as well as opposite-sex residence hall stairwells, lobbies, basements, hallways, floors, and rooms (except for scheduled hall visitation times). See also *Hall Visitation* and *Guests*, above. Violators will receive an RH fine\*.
  - **Note:** 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 and proceed according to policy. If an illegal substance is found or if a minor is found to consume/possess alcohol, university policy is to call Springfield Police, in accordance with [Missouri statute 311.325](#). Any subsequent police investigations are subject to city and state laws. See also, Section V.E. *Safety Standards, Right to Search*.
- **Room Changes & Consolidations:** Room changes are made with written approval from the RD during the first full week of classes or at semester. To encourage community, freshmen students have a roommate. A student 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 (see *Room Occupancy Agreement* form). When moving, follow checkout procedures for the old room and check-in procedures for the new room. RH changes may occur at semester, 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. To request a residence hall change for the next school year, submit *Fall Room Reservation Application*. See also *Housing Selection*
- **Room Inspections:** Since residence hall living involves sharing facilities with others, 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 (e.g. alcohol, tobacco; illegal drugs/paraphernalia; pornography; fireworks; weapons; paraphernalia; inappropriate movies, music and video games; burned candles; etc. that violates Evangel’s standards) seen in plain view during routine room inspections or visits. Springfield law enforcement confiscates illegal 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 all suitemates, unless RA can verify that one specific occupant was assigned to clean the object in question.
- **Roommate Conflict:** When two people room together, it is inevitable to experience conflict at some point. Respectful communication can usually build positive relationships but if you need help, talk to your RA and/or RD. They have tools and resources to help! You don't have to manage this alone!
- **Selling/Fund Raising:** Selling products door-to-door, conducting sales meetings inside the 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 the 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 the items. Fire code requires a clear path to a breaker box at all times. On-campus storage is not 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. There are no personal assistants around, so don't put personal trash items 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:** Unapproved water activities on campus are prohibited; damage is considered vandalism. Activities Board may sponsor events using water balloons/guns, approved by the Student Activities Director, that don't cause damage to EU property, affect unwilling participants, or violate quiet hours.
- **Vacant Residence Hall Rooms:** Other than to adjust the thermostat, students may not enter and/or use an empty room, and may be subject to disciplinary consequences, including but not limited to a fine.
- **Vending Machines:** All RHs have vending machines in the 1st or 2nd floor lobby. Report problems to RH staff.
- **Windows (Throwing items):** No items are to be thrown from, or moved in/out through a window. Let's be safe In the past, people have been injured and property damaged as a result.!
- **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 typically \$25 and payable to the RD within 7 days of notification. Repeat or multiple violations of 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?! 😊

## 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 a commuter coordinator (865-2815, x7938; office- Cantrell Student Union 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 Tues., Thurs., and Fri. mornings at 10:00 in Spence Chapel and smaller chapels, led by ministry students, 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 notify you about these. 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 full or partial [attendance exemptions](#). For prayer, contact a [campus pastor](#).
- **Commuter Lunches:** Once a month, the CAC hosts a complimentary lunch for you to meet other commuter students and become acquainted with services and resources. Be watching for these times.
- **Food Service for Commuters:** For meals, snacks, and/or coffee on campus, you may pay cash as you go or purchase discounted block meal plans or CrusaderBucks. See *Food Services* in Section II C for details. For more information, go to your [Student Portal](#) or contact the [Housing Director](#). Food is served in the dining hall (Cantrell Student Union, southeast entrance), Joust (SU, 2nd floor), and The Barracks Coffee Shop (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 have an emergency that will keep you out of classes, call the Student Development Office 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.

Note: All clip art used in these sections are copyright-free so no plagiarism occurred in the writing of this handbook ☺

### A. GOALS

**Mission:** The Community Accountability Program (CAP) provides 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.

Consistent with the biblical model found in Matthew 18:15-17, the following is a practical expression of our philosophy:

- **Christian:** We are Christian in character, redemptive in nature, and biblical in approach. The University is concerned with a student's inner spiritual walk and helping each to make wise decision. Genuine concern and love serve as the motivation for maintaining an accountability process.
- **Developmental:** Our purpose is to develop people. Whether making decisions on appropriate consequences or setting parameters to encourage growth, a primary goal is to make the discipline process a learning experience.
- **Redemptive and Restorative:** Our desire is for the student to find redemption and restoration through Christ and in the Evangel community. The disciplinary process focuses on these aspects—that may require confrontation with consequences—but ultimately graciously offers healthy living within community.
- **Confidential:** We guard students' confidences to the best of our ability, within the context of the law. While students have a right to share their personal experience outside of the discipline process, they may not malign, slander, or retaliate against another.
- **A Just Process:** Our intent is to follow established procedures applying to student accountability and discipline. Exceptions to these procedures may be made in cases where students knowingly and freely waive their right to them, or where minor deviations do not disadvantage students. **Note:** We are not a formal court and state or federal legal rules of procedure do not apply. CAP panels are used for most complaints and students may not have legal counsel at any of the proceedings. For complaints involving sexual violence, the Formal Resolution process is utilized, in accordance with federal standards of Title IX and VAWA -- See [Sexual Misconduct Policy](#).

DO JUSTICE  
LOVE MERCY  
WALK HUMBLY  
WITH YOUR GOD  
--MICAH 6:8

### 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 want 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/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. For this reason, students who self-report a conduct violation prior to a complaint against them may merit consideration for reduced discipline or support outside of the discipline system.

**Peer, Faculty, and/or Staff Accountability:** We, as individuals, are responsible to care for one another, and when necessary, to confront one another lovingly. If you observe (or have first-hand knowledge about) another student violating Evangel's community standards, confront privately that student 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 an EU community member (other than a peer directly involved in the incident), is repentant, makes restitution (as necessary), and does not repeat the offense, then no further accountability is necessary.
- If, however, a community 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) 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 do not change inappropriate behavior with self-discipline or faculty/staff/peer accountability, or when students are reported for alleged violations, community accountability is implemented. In general, the Director of Community Life (or designee) will review the allegation and recommend the appropriate process.

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### C. STRUCTURE OF COMMUNITY ACCOUNTABILITY

Accountability is designed to acquire truth and achieve a just outcome, congruent with University and Biblical principles. Because cases are often complex due to unique circumstances of individuals involved, the process attempts to be redemptive, within the structure of the University. Thus, disciplinary decisions may not always appear “fair” or “consistent” to those outside of the process. Development of students’ personal integrity is the primary goal and corrective measures are intended to help students be responsible and contributing community members.

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#### Levels of Community Accountability

In general, violations of community *code of conduct* standards begin with the Director of Community Life (DCL) who reviews an Incident Report (including Public Safety Department Official Reports) and determines a course of action. Students who confirm the alleged violation, take responsibility, and agree to typically imposed disciplinary status and sanctions may choose to meet directly with the DCL or (designee), 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. Alleged violations at all levels are resolved using the standard of proof, *preponderance of the evidence*, more likely than not the student committed the violation.

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

This panel convenes for 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 similar repeated violations) when typical consequences would be up to an Alert level status. The panel consists of a Chairperson (student’s Residence Director (RD) or Commuter Coordinator (CC) - a non-voting member, except in cases of a tie), two student leaders (appointed by the RD/CC), and the student’s RA (or a Commuter Council member, if a commuter student). They review the case, hear the student(s), and decide appropriate response, with status and sanctions if necessary. If it becomes evident the violation could result in a status higher than Alert Level 2, this panel refers the case back to the DCL. The RD/CC and RA/Commuter Council member informs the student, documents the panel outcome, and assures follow up. Decisions made at this level are binding and there is no appeal process.

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##### LEVEL 2: COMMUNITY LIFE ACCOUNTABILITY PANEL

This panel convenes for alleged violations in which the typical consequences would be Probation level status, up to and including Suspension. The panel consists of a Chairperson (the DCL – a non-voting member, except in cases of a

tie), 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 for support, if desired. The panel reviews evidence, hears the student(s) and witnesses, and decides appropriate response. If supported, the panel outlines conduct status and sanctions, based on consistency of previous case results and guidelines from the Student Handbook. The DCL (or designee) documents the panel outcome, and assures follows up. If supported, the DCL issues the discipline letter, with status and sanctions. Students may appeal decision using the standards in Section G.

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### LEVEL 3: FORMAL RESOLUTION

This process convenes for most cases involving alleged sexual violence\* for which typical consequences would be Probation, up to Dismissal, as well as some alleged illegal violations that, if supported, could result in Suspension or 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. Students are encouraged to invite a support person, who will only act in support 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 support person (if desired) to review the evidence and determine outcomes. See also [Sexual Misconduct Policy](#) for specific guidelines, procedures, and record keeping. Students may appeal decision using the standards in Section G.

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

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## D. RECORD KEEPING

### 1. Terms:

**Incident/Damage Report:** Provides a snapshot of what occurred; form is available from RA, RD or CC. If possible, all persons involved fill out a report. Anyone 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, and notify the student.

**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.

**Notice 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, conduct status, and sanctions.

### 2. Informational Items:

**Confidentiality:** To protect privacy, parties are expected to remain confidential during discipline proceedings. To the extent possible, efforts will be made to protect a student's identity, if requested. However, that may hinder the University's ability to investigate a report. Students responding to a violation report have a right to know who is making a report and what was said. The University will take measures to protect witnesses through the Department of Public Safety and has zero tolerance for intimidation/retaliation.

**Consideration of Past Community Standards Violations:** As a private university, Evangel takes a holistic approach and may consider past disciplinary records in decision-making.

**Due Process:** At each level, our goal is to care well for students while being just to all involved. 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/her own defense, hear the evidence against him/her, and present witnesses;
- impartial determination of facts of the case; and
- written statement of the findings of fact and decision.

**Outcomes:** Discipline 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 determination of consequences is sent to the student via University email. Alleged violations brought to the University's attention between semesters are reviewed by the Director of Community Life and, if appropriate, determination of consequences is sent to the student via mail and University email.

**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:** The function of the RD/CC is to serve as an advocate for the student and a resource.

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

Any alleged violations of standards by AGS students shall be reviewed by the Director of Adult & Graduate Studies or Assistant Dean at the Seminary, according to the terms of their handbooks.

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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 have consideration for a lower disciplinary status. However, status may be escalated in the case of repeat or multiple violations.*

**Conduct Sanctions** - Corrective and restorative measures.

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 statuses; 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 or written and 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 the residence hall or commuter office but does not part of a student's discipline file.

**Alert Level 1** may include, but not limited to, repeated official warnings; as well as minor violations of: 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, removing screens\*, unintentional exit procedures, unauthorized entry; and quiet hours. Student is on Alert Level 1 for six (6) weeks from date of decision. \*A \$25 fine and additional charges may be assessed for damages. A record is kept in the student's discipline file.

**Alert Level 2** may include, but not limited to repeated or intensified issues from (a) or (b); as well as violations for: computer network use, tamper/misuse of 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: open flames (burning candles), 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. Alert Level 2 is for six (6) weeks from date of decision and will receive a \$25 RH fine\* (RH violations- pay to RD within 7 days; non-RH violations- on student's account). A record is kept in the student's discipline file.

**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/use; fireworks; misrepresenting off-campus housing eligibility\*\*, some forms of discrimination and/or harassment, physical aggression; consensual sexual activity outside of marriage; and theft. A record is kept in the student's discipline file.

Students on Probation Level 1 remain on status for four (4) to 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). A record is kept in the student's discipline file.

Students on Probation Level 2 remain on status for 12 to 16 weeks, 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.
- May be required to attend an educational support group in Counseling Services

*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 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, 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.*

**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 devises,

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. A record is kept in the student's discipline file.

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.

**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. A record of the alleged violation is kept in the student's discipline file and would need to be addressed prior to consideration for return.

- Parents of dependent students may 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 student withdraws prior to an accountability proceeding, 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 (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.

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## 2. CONDUCT SANCTIONS *(Representative, but not exhaustive list of types of sanctions used with a Conduct Status):*

**Alcohol/Drug Psycho-Educational Group.** Students who violate the alcohol and/or drug policy and do not appear to be consistent users or addicted to substances are required to attend a four-session psycho-educational group, led by a counselor on campus. This group enables students to process feelings, understand the biological and social components of alcohol and/or drug use, as well as live a healthy lifestyle.

**Alcohol and/or Drug Treatment Programs.** Mandatory participation in programs for assessment, treatment and rehabilitation. A report from licensed professional needs to be provided to the Student Development Office. The cost of an off-campus assessment and/or treatment is the responsibility of the student. Student must agree to comply with recommended treatment plan to continue at Evangel.

**Behavioral Requirement.** 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.** 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 that violate university policy are confiscated and become property of the university. Prohibited items may be returned to the owner at the discretion of the Office of Student Development.

**Drug Screens.** Students violating university standards related to illegal or abuse of substances may be subject to supervised, random drug test using a hair sample at a medical facility over a given period, at the student's expense.

**Early Curfew.** Resident students who violate curfew protocols, check out, or entry/exit procedures, and students who are on a probation or higher status may be required to be in their 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; \$25 for an Alert 2 violations; \$100 for Probation Level 1 violations; \$250 for Probation Level 2 violations.

**Housing Review.** Formal review of a student's room assignment or off-campus status, in consultation with Director of Community Life. A student may be reassigned to a different room/floor/hall or may be required to move on campus. If reassigned, student must have permission from former RD to access the former hall for visits, including hall visitation.

**Research and Writing Assignments.** Read and give report (written or oral) on relevant books or conduct research into relevant literature and/or the potential legal, spiritual and ethical consequences of the violation.

**Loss of Privileges.** Lose 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.** Participate in mentoring with a faculty or staff member. Typically involves meeting hourly, at least once a week during the semester, with progress 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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## F. APPEALS

Students may seek review of a 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 Student Development office during regular business hours (Riggs 304D, M-F 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 the 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.

### 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. 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.

- 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.
- 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.
- 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* and *Honorlock*, which support academic integrity and critical thinking by encouraging original work among students. *Turnitin* creates an originality report for submissions, which allows professors to easily identify sources used in the composition of a paper to verify that student work is not plagiarized from the Internet or previously submitted papers of other students. *Honorlock* is used for online courses and enables remote proctoring of exams.

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

## CONSEQUENCES OF ACADEMIC DISHONESTY

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

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

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

### Level 1: Minor Incidents.

Violations may include but are not limited to:

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

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

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

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

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

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

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

## Level 2: Acts of Academic Dishonesty.

Violations may include but are not limited to:

- Repeated Level 1 violations.
- Any form of falsification.
- Cheating or colluding on any assignment, quiz or project.
- Incidents of blatant plagiarism on any assignment, paper, or project (including oral reports, presentations, and online discussions).

Level 2 violations are adjudicated by The Academic Integrity Committee. For all Level 2 violations, a grade of "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. Students on academic probation may be subject to loss of scholarship and/or financial aid.

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## ALCOHOL AND OTHER DRUGS ABUSE PREVENTION

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 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 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 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 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, ranging from probation to 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/education (on or off campus), periodic inspections and/or supervised, random drug tests using a hair sample 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.

If reasonable cause exists, the University may also require a student to be tested to determine any use or abuse of drugs. The university works with a local lab, who conducts drug testing using hair samples, to assure trustworthy technology and accurate test results. A small sample of hair is required for the test and collection. Results are available within 2-3 days, with negatives typically identified within 24 hours. The university pays for the cost if a student tests negative. Students, whose tests come back with non-negative results, will be face consequences within the community accountability program. Failure to participate in a required drug test will result in disciplinary action, up to and including dismissal from the university.

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, he/she 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" heightens awareness and provides 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 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, Riggs 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, thank you for being 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 attend at 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 prior to end of service.
- 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 are consistently unable to attend the primary weekly services at **Spence Chapel (Tuesday, Thursday, and Friday)** will be considered for adjustments in the attendance requirement. Exemptions are primarily made for on-going conflicts, not for general illness, out-of-town activities, etc. Students can apply for partial to full exemptions, based on their situations.

**Partial exemptions** are offered for: working 20-34 hours/week; certain practicum conflicts; or commuter students with no classes before noon on a T, TH, or F.

**Full exemptions** are offered for: student teaching, upper-level nursing students whose coursework is primarily at Cox, studying abroad, working full-time, commuter students taking less than 12 credits, commuter students with no classes before noon, or certain senior-level professional practicums.

To request exemptions, go to your [Student Portal](#), then **Chapel**. Click on the **Forms** tab. Complete the form/s required based on the reason for request. Contact the [Chapel Office](#) for additional questions or requests.

### Remedying Non-Attendance\*\*

Students who are 1 to 10 short in their 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 are typically 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 Accommodations for Students with Disabilities

The university assists students who may need particular accommodations. Contact the Coordinator for Disabilities Services in the Center for Student Success or the Office of Student Development for assistance. 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), 2) 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 are 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.

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## CURFEW EXEMPTIONS GUIDELINES

Eligibility for curfew exemption requires that a resident student not be on any disciplinary status higher than Alert Level 1 and meet 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 are 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 is a community where we seek to understand, appreciate, and celebrate ethnic and cultural differences. In all areas, we strive to be the people of God so that we may do the work of God. This resonates throughout the University mission and guides our thinking toward pursuing and practicing reconciliation.

We believe that Scripture, from beginning to end, teaches that humanity is created in the image of God (Genesis 1) and that the Kingdom of Heaven is portrayed as a global kingdom, including people from every tribe, language, and ethnic group (Revelation 7:9), diverse in its makeup, and unified in submission to Christ. We embrace the beauty of this diversity and this unity as a way to honor the God who fashioned both. The University is committed to nurturing a community where all members have value, where all members have opportunity to develop their callings, and where all members practice respect and mutual regard for differences. Together, we better represent Christ's kingdom here on earth and together we grow our capacity to become more of who God created us to be.

We are committed to representing the good news of Christ in all that we do, whether it is at Evangel University, or in local, regional, national, and global communities. Effective representation happens as we unite with one another in: devotion to Jesus Christ, obedience to His Word, and service to one another. As we foster a community of diversity and inclusion, we begin to better understand our differences and our bonds, allowing us to build transformational relationships that impact this world for Christ.

At Evangel University, there is no place for racism, bias, or discrimination based on race. We boldly proclaim that all men and all women bear the image of God – the imago Dei – and thus are worthy of dignity, respect, and love. We stand as men and women who proclaim the Good News of Christ. The Bible says that Christ is the light of the world and, as His sons and daughters, we bear His image, His light, and the hope of salvation and life.

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## DRUG TESTING

If reasonable cause exists, the University may require a student to participate in testing to determine the use or abuse of drugs. The university works with a local lab, who conducts drug testing using hair samples, to assure trustworthy technology and accurate test results. A small sample of hair is required for the test and collection will be from the head unless there is no hair, then face, arms, legs, chest, etc. Results are available within 2-3 days, with negatives typically identified within 24 hours. The university pays for the cost if a student tests negative. Students, whose tests come back with non-negative results, will be disciplined within the community accountability program. Failure to participate in a required drug test will result in disciplinary action, up to and including dismissal from the university. See also [Alcohol and Other Drugs Policy](#)

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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 aware of the university's policy and agree 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 using a hair sample.
  - 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 hair 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 drug testing.

- d. Any student-athlete **failing to provide an adequate hair 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 hair 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 non-negative drug test, student-athlete will not be held responsible for cost of drug test.
  - h. If medical clearance is not proven for a non-negative drug test, student-athlete will fall under the **Positive Drug Test** guidelines below.
3. **Positive Drug Test:** If the student-athlete presents a non-negative 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 and the name of the university requesting the test upon entrance into the drug testing facility.
  - b. A minimum of 50 mg of hair is need for the collection. Head hair is the preferred source for the collection; however, body hair can also be used. A sample of head hair is approximately 1-2 strands deep and  $\frac{3}{4}$ " by  $1\frac{1}{2}$ " long.
  - c. The hair collection itself typically takes less than 10 minutes to complete. The collector will explain the collection process, begin filling out the Chain of Custody Form and will prepare for the student's hair collection. Scissors will be used to collect head hair, and either scissors or a single-use disposable razor will be used to collect body hair.
  - d. After the hair sample collection is finished, the paperwork is completed and authorized by both student and the collector, sealed in tamper evident packaging, and shipped to the laboratory for testing.
  - e. A copy of the Chain of Custody Form will be supplied to the donor.
  - f. Once received at the lab, the sample is tested and results are reported back to the University. Negative samples are typically identified within 24 hours with all results typically available within 2-3 days.
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). 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; 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, 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)

- A. The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) A Student educational record is any record that is directly related to a student and maintained by the university, with the exception of personal records. Student rights include:
1. The right to **inspect and review** the student's education records within 45 days after the day the Evangel University receives a request for access.
    - a. A student must submit to the registrar, head of the academic department, vice president, or other appropriate official, a written, signed request that identifies the record(s) the student wishes to inspect.
    - b. The school official will make arrangements for access and notify the student of the time and place where records may be inspected. If records are not maintained by the school official to whom the request was submitted, official shall advise the student of the correct official to whom the request should be addressed.
  2. The right to **request the amendment** of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
    - a. A student who wishes to ask the University to amend a record should write the appropriate official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
    - b. If the University decides not to amend a record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
  3. The right to **provide written consent** before the University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Students may provide written consent for a parent, guardian, spouse, or another person by notifying the university through their online student portal during registration or anytime throughout the semester (go to My Info, then Records Portal; click on Edit to update disclosure preferences). FERPA authorizes disclosure without consent for the following **general exceptions**:
    - a. **School officials with legitimate educational interests.** A school official is a person employed by Evangel University in an administrative, supervisory, academic, research, or support staff position (including, but not limited to, Public Safety and Wellness Center staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary committee or grievance committee. A school official also may include a volunteer or contractor outside of Evangel University who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent; or a student employed or volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Evangel University.
    - b. **Officials at another school where the student seeks to transfer.** Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
    - c. **Financial aid.** The university may disclose personally identifiable information from education records without consent when the disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to: determine the eligibility for the aid; determine the amount of the aid; determine the conditions for the aid; and/or enforce the terms and conditions of the aid.
    - d. **To Parents: of a “dependent student”, in an emergency, and/or violation of laws concerning minors with regard to alcohol or controlled substances.** Generally, if either parent identifies that the student is a dependent on the most recent year's income tax statement, the university may disclose the eligible student's education records. The university may also notify parents when there is a health or safety emergency, or when the student has committed a disciplinary violation with respect to use or possession of alcohol/controlled substance if the student is under 21 years old.
    - e. **Directory information**, which is information generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations, as permitted by law. The primary purpose of directory information is to allow the university to include this type of information from a student's educational records in certain publications. The university may release the following information without authorization from the student unless the student specifically requests that directory information be withheld. However, FERPA does not require that directory information be released to third parties—it is at the discretion of the University if and when directory information is released.
      - i. Evangel University has designated the following information as directory information: student's name; address; telephone number; university email address; electronic images/photographs; major field of study; enrollment status; participation in officially recognized activities; dates of attendance; degrees, honors and awards received; previous educational institution(s) attended; and press releases for various athletic (including hometown, weight and height of team members), music, theater, and/or similar public activities.

- ii. Students have the right to withhold the disclosure of any or all of the categories of Directory Information. To withhold disclosure, students must notify the university through their online student portal during registration or anytime throughout the semester (On the *Student Portal*, go to *My Info*, then *Consent* and check the appropriate boxes to update disclosure preferences).
  4. The right to **file a complaint** with the U.S. Department of Education concerning alleged failures by the University to comply with requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SW; Washington, DC 20202
- B. FERPA also permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations:
- to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education, and State and local educational authorities for audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs;
  - to organizations conducting studies for or on behalf of the school making the disclosure for the purposes of administering predictive tests, administering student aid programs, or improving instruction;
  - to comply with a judicial order or a lawfully issued subpoena;
  - to a victim of an alleged perpetrator of a violent crime or non-forcible sex offense concerning final results of a disciplinary hearing with respect to the alleged crime; and
  - to any third party the final results of a disciplinary proceeding related to a violent crime or non-forcible sex offense if the student who is the alleged perpetrator is found to have violated the school's rules or policies. The disclosure of the final results only includes: the name of the alleged perpetrator, the violation committed, and any sanction imposed against the alleged perpetrator. The disclosure must not include the name of any other student, including a victim or witness, without the written consent of that other student.

As stated above, conditions specified in the FERPA regulations at 34 CFR § 99.31 have to be met before a school may non-consensually disclose personally identifiable information from education records in connection with any of the exceptions mentioned above.

Information updated on February 15, 2018, from: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

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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).

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## 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.

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## 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. This policy protects the security of health information, as well as protects 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.

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## 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 notify 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 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. Generally, approval of appeals are rare and are not granted solely based on 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

Admitted and current students on probation, parole, or suspended imposition of sentence from a federal, state or municipal court or correctional system, for the commission of a felony, shall be placed on Probation Level 2 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 attempt), non-consensual sexual intercourse (or attempts), 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: 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;
- 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;
  - threaten/cause physical harm, extreme verbal abuse, other conduct that threatens/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 **sexual discrimination**, **sexual harassment**, or **sexual exploitation** 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 **non-consensual sexual contact**, or **interpersonal violence** 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 **non-consensual sexual intercourse** 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, university employees who are told of sexual misconduct 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 violations and 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, and/or Title IX Coordinator, as well as reporting to local law enforcement (if desired).

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. The request will be evaluated 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
  - o 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.
  - o 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).
  - o 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 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 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 appropriate party (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 (See Requesting an Appeal in Section G of the policy). 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, summary, 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 and/or formal resolution 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, 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. Students, 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 Vice President for Student Development.

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

For **faculty**: the Vice President for Academic Affairs, unless otherwise noted in the Faculty Handbook.

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## H. RIGHTS OF THE REPORTING AND RESPONDING PARTIES

- 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, with no personally identifiable information released to the public, without consent, to the extent possible and permitted by law;
- 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 throughout the process;
- 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);
- Regular updates on the status of the investigation and/or resolution;
- Review investigative summary regarding allegation, subject to privacy limitations from state/federal law, prior to findings;
- Provide amended statements to clarify investigative summary;
- 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;
- Have report heard by Title IX officers who have received annual sex-based offenses training;
- 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;
- 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.

**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.

## X. 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.