



Student Handbook

2022-2023



A MESSAGE FROM THE PRESIDENT

Welcome to Evangel University! We are so excited you are joining us this year. We want this handbook to provide direction and introduce or remind you of some of the community standards that will be of importance to you this coming year!

Spiritual journeys are both communal and individualistic! We will be doing life together this year, but the greatness of any community is built upon individuals who take personal responsibility for themselves. Boundaries mark all journeys, and this handbook provides you with the essential boundary markers to help keep your future in view while embracing and celebrating life together. Handbooks are not exciting reading but are indexed intentionally to help you get quick direction on questions that might surface. I believe this entire year will be full of “defining moments” for you personally and opportunities for us as a community.

We pledge to you that we will do what’s best for you in every situation. Darla and I are grateful you have chosen Evangel and pray God’s best for you this year.

Sincerely,

President Mike Rakes

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.



A MESSAGE FROM THE DEAN OF THE COLLEGE OF ONLINE LEARNING

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

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

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

All my best!

Dr. Lisa Tyson



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ACADEMIC CALENDAR

Fall 2022	
Fall Semester Begins—Graduate Studies	August 22
Fall Semester Begins—Online Undergraduate	August 24
DSL Residency	Week of August 24
Labor day (University Closed)	September 5
Online Undergrad & Graduate Spring Academic Registration Opens	October 4th
Online Undergraduate Thanksgiving Break (University Closed 23-25)	November 21-25
Semester Ends	December 13
Christmas Break (University Closed)	December 23-December 30

Spring 2023	
Spring Semester Begins—Graduate Studies	January 9
Spring Semester Begins—Online Undergraduate	January 11
Martin Luther King, Jr. Holiday (University Closed)	January 16
Online Undergraduate Break	March 1-7
Online Undergraduate & Graduate Summer Academic Registration	March 8
Good Friday Holiday (University Closed)	April 7
College of Online Learning Graduation Celebrations	May 3
Commencement	May 4
Semester Ends	May 5

Summer 2023	
Summer Semester Begins—Graduate Studies	May 8
Summer Semester Begins—Online Undergraduate	May 10
Memorial Day Holiday (University Closed)	May 29
Online Undergraduate & Graduate Fall Academic Registration Opens	June 7
Independence Day Holiday (University Closed)	July 4
Semester Ends	August 20

SERVICE LOCATIONS & PHONE NUMBERS

Service	Location	1-800-Evangel, Extension
College of Online Learning Office	AGTS 109	8269
Dr. Lisa Tyson - Dean of COL	AGTS Suite 109D	8260
Dr. Sarah Walters - Associate Dean, Director of Program Innovation & Development of COL	AGTS 111	7391
Mark Fabian - Exec. Dir. Strategic Partnerships and Digital Learning	AGTS Suite 112A	8512
Dee Salmon - Coordinator of Strategic Partner Relations	AGTS Suite 112	8274
Heather McGuire - Program Support Specialist	AGTS Suite 109	8269
Online & Graduate Student Services		
Andy Greene - Director of Online & Graduate Student Services	AGTS Suite 110	7576
Christine Battaglia - Online Undergraduate Advisor	AGTS Suite 109E	8268
Heidi Culbertson - Online Undergraduate Advisor	AGTS Suite 108	8267
Trina Cowan - Online Undergraduate Enrollment Coordinator	AGTS Suite 109B	8262
Graduate Studies Enrollment Coordinator	AGTS Suite 109A	8276
Academic Program Coordinators		
Dr. Christine Arnzen - CMHC/SC Coordinator	Trask 303J	8618
Leah Wilson - Behavioral Health Coordinator	AGTS Suite 109	8269
Josh Yancey - Business Management Coordinator	AGTS Suite 109	8269
Dr. Steve Smallwood - Church Ministries Coord.	AGTS 208	8820
Dr. Sarah Walters - MOL & DSL Coordinator	AGTS 111	7391
Dr. Andrea Hughes - Literacy Coordinator	Trask 201U	8558
Dr. Susan Langston - EdD Coordinator	Trask 201C	8552
Dr. Gordon Pace - School District Partner Coord.	Trask 201L	8564
Dr. Kelly Sutherland - Curriculum & Inst. Coord.	Trask 201Q	8559
Dr. Matt Stringer - EDL Coordinator	Trask 201V	8563
University Services		
Academic Support	Zimmerman 218	8273
Admissions	Riggs 203	7205
Alumni Services	Riggs 301	7333
Athletic Info/Tickets	Ashcroft Center	7282
Behavioral & Social Sciences Department	Trask 303	8610
Business & Economics Department	Zimmerman 107	8110
Bursar/Student Billing	Riggs 204	7700
Bookstore	Student Union 1 st Floor	7343
Cashier	Riggs 204	7308
Counseling Services	Student Union 106	7222
Financial Aid	Riggs 204	7205

Fitness Center	Mabee Center	7100
Food Services (Aladdin)	Student Union	7252
Health Services	Student Union 106	7280
Service	Location	1-800-Evangel, Extension
Helpdesk	Riggs 106	8368
ID/Proximity Access Cards	Riggs 208, Public Safety	7000
Mail & Print Center	Riggs 201	7240
Maintenance/Repair	Physical Plant	3497
Science & Technology Department	Zimmerman 312	8313
Seminary	AGTS	417-268-1000
Registrar's Office	Riggs 304	7460
Tutoring	Zimmerman 218	8273
Vehicle Registration	Riggs 208, Public Safety	7000
Write Place	Trask 202	8545

ABOUT THE COLLEGE OF ONLINE LEARNING (COL)

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. COL at Evangel University expands access to education for working adults by providing applied and accelerated classes so that adult learners may achieve personal, professional, and academic goals.

OUR COMMUNITY COVENANT

Who We Are

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

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

Our Community Priorities

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

Spiritual Growth

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

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

Intellectual and Academic Development

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

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

Social, Emotional and Psychological Growth

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

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

Physical Development

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

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

Vocational Development

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

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

Global and Cultural Engagement

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

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

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

LEARNING MODEL AND FORMATS

The College of Online Learning at Evangel University offers certificates, associates, bachelor's, master's, and doctoral degree programs specifically designed to meet the unique needs of adult students. Our faith-integrated coursework is offered online for the majority of our programs, making earning a degree convenient for students.

COHORTS

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

PROGRAM HANDBOOKS

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

CAMPUS SERVICES AND HELPFUL INFORMATION

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

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

ATM: We have ATMs placed around the campus. There is one located inside the southeast entrance to the Cantrell Student Union and one inside the west entrance of Riggs Hall.

Bookstore: [The Evangel University Bookstore](#) serves Evangel and upon request, the helpful folks at the bookstore will pre-package your textbooks for pick-up prior to the start of each semester (they also price match Amazon's prices—just ask them). Extra credit on your bill after completing registration can also be used to purchase your books from the EU bookstore. Click the link above for hours of operation or to shop online.

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

Churches in the area: Springfield is home to over [400 churches](#). We encourage you to find a church where [you can grow](#) and serve.

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

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

Computer Labs, Internet, and Intranet access: if you didn't bring a personal computer, we have eight main [computer labs](#). If [you](#) do have a computer, wifi is available throughout the campus

If you need help accessing your student portal or have other IT problems, you can submit a [HelpDesk](#) ticket. Students also have free access to [Microsoft Office](#).

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

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

Block Meal Plans

45-block plan: \$412

75-block plan: \$608

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

Dining Hall Meal Hours

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

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

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

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

Health Services: Enrolled graduate students, paying General Student Fees, may schedule free appointments with our licensed Family Nurse Practitioner (FNP) who can diagnose and treat most common (non-emergency) health conditions. Nominal fees are charged for immunizations, laboratory tests, medications and some procedures, which are the responsibility of the student--no billing, credit, or insurance claims are filed. The FNP may refer patients to off-campus physicians, specialists, and emergency departments as needed, at the student's (or insurance) expense. Office hours for Health Services are 8 am - 4 pm weekdays. In emergencies, students should call 911 from a campus phone (see *Emergency Medical Assistance on Campus*).

Identification Cards: ID cards are made by Public Safety after completion of the initial registration. Your ID card provides access to campus buildings, the Graduate Studies Lounge (ZM 212), athletic events, and computer labs and should be with you at all times while on campus. Replacement cost is free (one time) for a lost, stolen, or damaged ID card. After that, replacement cost is \$25. Distance students who wish to obtain an ID card may do so by contacting the COL office.

Libraries: Kendrick Library is on the northeast end of campus and the Burnett Library is located within the seminary building. You also can access [online professional databases](#). A copier and scanners are available for student use in the libraries. Standard hours are (may be adjusted during breaks, holidays): Kendrick--Mon-Thurs (7:30 a.m. to 11:45 p.m.); Fri (7:30 a.m. to 8 p.m.); Sat. (closed); Sun. (4 p.m. to 11:45 p.m.) Burnett-- Mon-Friday (8 a.m. to 9:30 p.m.); Sat. (10 a.m. to 6 p.m.); Sun. (closed)

Mail and Print Services: Our mail and print services department is located at the west entrance of Riggs Hall and is open from 9 a.m. - 4:30 p.m. weekdays. Outgoing mail is picked up at 3 p.m. Campus mail/print services are for the EU community only. We are a UPS drop-off site and ship USPS and FedEx. Feel free to purchase stamps, drop off mail, and have your projects printed for class.

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

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

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

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

Spiritual Life Coordinator: Meet with our Spiritual Life Coordinator by scheduling a face-to-face or virtual appointment through the College of Online Learning office. Spiritual life activities throughout the year include Bible/book studies, relationship seminars, prayer retreats, and online devotions through our learning management system.

StrengthsQuest: Evangel University is a Strengths-based university, offering students an understanding of their unique strengths and how they can use their strengths in academics, relationships, leadership, and career. Each Online Undergraduate student takes the assessment during their introductory Seminar course. The ~~office for the coordinator~~ of the Strengths and Leadership program is located in the Center for Student Success (ZM, Suite 208)

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

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

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

Smarthinking: Students in online undergraduate programs have access to *Smarthinking* for online tutoring. Students can access Smarthinking tutors through the learning management system for a wide variety of courses, up to 24 hours per day.

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

Vending Machines: Are you hungry between classes or late at night? Vending machines are available in lobbies of each academic building.

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

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

SAFETY STANDARDS

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

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

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

Disaster Emergency Procedures: The emergency notification system will keep you informed of important things to protect your safety. A Public Safety officer will communicate information through intercom, texts, emails, phone, and/or the website. If you change phone numbers while you are a student, just go to your student portal and follow the instructions to change your number. The system is updated each semester. Students and employees are required to follow all evacuation procedures from Public Safety and/or law enforcement officers.

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

Fire Alarms and Fire Safety on Campus

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

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

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

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

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

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

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

ACADEMIC INFORMATION

ACADEMIC INTEGRITY

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

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

UNDERSTANDING AND AVOIDING ACADEMIC DISHONESTY

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

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

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

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

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

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

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

- Providing or writing/composing/drawing any portion of an assignment for someone else.
- Taking, buying, or receiving any part of a paper written by someone else and presenting it as your own.
- Using sections of (or selections from) one or more sources without quotation or citation, even if some wording has been changed.
- Rewriting paper from someone else or from another course and submitting it as your own original work for that course.

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

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

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

CONSEQUENCES OF ACADEMIC DISHONESTY

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

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

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

Level 1: Minor Incidents.

Violations may include but are not limited to:

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

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

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

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

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

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

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

Level 2: Acts of Academic Dishonesty.

Violations may include but are not limited to:

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

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

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

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

Level 3: Major Incidents and/or Repeat Offenses.

Violations may include but are not limited to:

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

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

- The petition includes a formal letter from the student that communicates remorse and reflects on his or her learning and/or growth from the experience.
- The petition is accompanied by three (3) letters of reference from individuals (not related to the student) who are in a position to evaluate the student’s personal and/or academic integrity, learning and/or personal growth from this experience, and academic performance and/or leadership potential.
- Student submits the petition to and agrees to meet with the Academic Integrity Committee,

either in person or by phone.

- No subsequent violations of academic integrity involving the student have been documented or reported.
- The opportunity to change an “XF” grade to “F” is only available one (1) time per student per program of study.

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

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

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

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

The Rights of Students Alleged of Violations of Academic Integrity

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

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

- The right to a fair and impartial hearing before the Academic Integrity Committee.
- The right to be informed of the decision of the Academic Integrity Committee in writing (or via email) within three (3) business days.

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

ACADEMIC PROBATION

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

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

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

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

ADDING/DROPPING A COURSE

Students needing to add or drop a course must notify their academic advisor and fill out an add/drop form. Students may drop a course from their schedule on or before the first week of the class. After the first week of class, a student may withdraw from a course and will receive a "W" grade. ***Online Undergrads may not withdraw after the fourth week of class.***

MODULE COURSE TUITION REFUND POLICY

REFUND	REFUND TIMELINE
100%	On or before the first day of class
75%	On or before the second week of class
50%	On or before the third week of class
0%	After the third week of class
NO DROPS AFTER FOURTH WEEK OF CLASS	

SEMESTER-LONG COURSE TUITION REFUND POLICY

REFUND	REFUND TIMELINE
100%	On or before the first day of classes
75%	First full week of classes
50%	Second full week of classes
25%	Third full week of classes
0%	After the fourth week of classes

ATTENDANCE and PARTICIPATION

Attendance is essential not only for student success, but for successful small-group interaction. Further, attendance is mandated by the Veteran's Administration and Department of Health, Education and Welfare for recipients of Veteran's Administration benefits and federally insured student loans. Failure to make academic progress may result in loss of federal financial aid and/or termination from the College of Online Learning Program.

Enrollment in a course requires regular and active participation. Active participation refers to *student-initiated actions* such as replying to a discussions, completing an online quiz, or submitting an online assignment. Simply logging into the course and/or viewing pages do not qualify as active participation and cannot be counted as meeting the active participation requirement for a course.

If there is no evidence of active participation, a student will be reported as inactive for that week. Students who are inactive for two weeks will be reported as non-attending and withdrawn from the course.

In the case of an anticipated absence that may prevent or interrupt participation (e.g., military deployment), the student should contact the instructor *in advance* and make arrangements to complete the required assignments.

In the case of an emergency (e.g., illness requiring medical attention; accident or a death in the

immediate family), the student should contact the instructor *as soon as possible* and explain in writing the cause of any delayed participation and the need for any accommodations for course assignment and/or activities.

NOTE: Financial Aid is awarded to students with the expectation that the student will regularly and actively participate in the course(s) for the period during which assistance is awarded. If a student does not regularly and actively participate, they become ineligible to receive financial aid. Non-participation will affect financial aid.

CANCELLATION OF A COURSE

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

CLASSIFICATION OF STUDENTS

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

COMMENCEMENT

All University graduates are encouraged to participate in the May commencement ceremony. Online Undergrads who are within 12 credit hours of completing degree requirements by the May commencement date may participate in the graduation ceremony but will have their degrees conferred when all requirements are met. Students with outstanding financial obligations will not be cleared for participation in commencement exercises.

COURSE LOAD

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

Graduate Classification	Credit Hours Per Semester
Full Time	9+ Counseling 8+ Education 6+ MOL & EDD

Part Time	Less than 9 credits Counseling Less than 8 credits Education Less than 6 credits MOL & EDD
Half Time	At least 4 credits At least 3 credits MOL & EDD

GRADE SCALE

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

Request for an Incomplete (I) is to be student-initiated. It is granted **ONLY** on the basis of serious illness or a similar extenuating circumstance that materially affects the student's ability to complete all course requirements. *An incomplete will not be granted solely on the basis of a student needing more time or computer issues.* The incomplete **MUST** be cleared by mid-term of the next semester.

*This policy is not applicable for graduate internships or clinical experiences.

Evangel University's College of Online Learning department allow students to request extended time to complete assignments with an Incomplete Grade if:

- Student has regular participation and significant progress in the course.
- Student has a passing grade of a C or better at the time of the request.

The form can be received from the professor or the student's advisor.

Students must attain a minimum GPA of 2.0 to remain in the Online Undergrad Program and a 3.0 to remain in the Graduate Studies program. In the event a student does not attain a minimum GPA, the student is at risk of being placed on Academic Probation (see Academic Probation p. 26).

GRADUATION HONORS

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

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

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

A student who has earned less than 60 credit hours at Evangel University and has attained a cumulative GPA of 3.6 and above will be eligible to receive an "Award of Distinction."

Adult Education Award of Excellence: Each program will grant the Award of Excellence. Criteria for the award are scholarship, leadership, and service. Recipients will be recognized during commencement week activities.

TEXTBOOKS

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

TRANSCRIPTS

Current and former students may obtain copies of their **official** transcripts, providing financial obligations to the University have been met. To better serve students, EU offers online transcript ordering. Students may order their transcript through the National Student Clearinghouse at the following website:
https://www.studentclearinghouse.org/secure_area/Transcript/login.asp?FICEcode=00246300

WITHDRAWAL

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

UNIVERSITY POLICIES

ALCOHOL AND OTHER DRUGS

Maintaining our personal health and mental well-being is an essential part of our commitment at Evangel University to serve Christ. As a demonstration of that commitment, we expect everyone in the Evangel University community (including resident students, commuter students and graduate/adult studies students), while on or off University property, to refrain from the manufacture, possession, use or distribution of illegal drugs (also includes any form of marijuana/cannabinoids containing THC*), synthetic drugs (K2 and other synthetic cannabinoids, bath salts, or products used in a similar manner), alcoholic beverages (including alcoholic vapors), e-cigarettes (and all inhaled handheld nicotine devices and any object resembling vaping pen products), and drug paraphernalia. Further, students are to avoid the misuse of prescription or nonprescription drugs. Providing, purchasing, attempting to purchase, or facilitating the purchase of alcoholic beverages/drugs 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. The University reserves the right to check for compliance with this policy by various means, including active and passive alcohol sensors.

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

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

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

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

Alcohol and Other Drug Policy. “Reasonable cause” for alcohol tests may include the odor of alcohol on a person’s breath, slurred speech, glassy eyes, being unsteady or unstable on a person’s feet, and/or similar observations. Reasonable grounds for drug testing may include, but are not limited to incoherent, erratic or violent behavior; repeated tardiness and/or absenteeism; drug-related odors on person, clothing, room or vehicle; sudden unexplainable drop in academic or work performance; possession of drug paraphernalia; previous positive drug screen results; being cited for substance abuse violations by University or municipal authorities; or a report that is provided by a reliable and credible source regarding use of illegal substance.

CAMPUS SAFETY AND CRIME STATISTICS

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

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

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

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

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

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

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

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

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

COMPUTER NETWORK USE

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

FUNDRAISING

Fundraising is permitted for officially recognized student organizations but must receive prior approval from the Student Activities Office. Solicitation by non-recognized and/or off-campus groups is prohibited without prior permission from the Director of the College of Online Learning. Fundraising 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. Fundraising 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 fundraising activities must be approved by the Student Development Office prior to posting. Selling products door-to-door, conducting sales meetings inside the residence halls, or advertising products via student mailboxes is prohibited. However, Residence Directors may permit students to utilize residence hall bulletin boards to advertise products and announce meetings conducted outside the hall. To achieve maximum potential for fundraising for student organizations and the university as a whole, it is important to coordinate off-campus fundraising efforts. Before contacting any company or major corporation for donations, please contact the Senior Director of Development (ext. 7290) for prior approval.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

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

MULTICULTURALISM

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

NONDISCRIMINATION

Evangel University does not discriminate based on race, 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 nondiscrimination laws (Title IX of the Education Amendments of 1972, Title VI and Title IX of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975). As a religious institution, the university is exempted from certain provisions and retains the right to make legitimate employment, admission, and educational decisions on the basis of religious tenets, consistent with applicable laws (Title IX statute, 1st Amendment, and Religious Freedom Restoration Act).

DIVERSITY STATEMENT

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.

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](#).

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 Harassment Policy](#).

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

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

COMPLIANCE OFFICERS

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

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

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

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

Two coordinators oversee gender equity in athletics and disability accommodations:

Athletic Compliance Coordinator: Scott Metcalf, Associate Athletic Director, Office: Ashcroft Center, Phone: (417) 865-2815, ext. 7409, metcalfs@evangel.edu

Section 504 Compliance Coordinator: Sara Krueger, Disabilities Support and Accommodations, Office: Zimmerman 208, Phone: (417) 865-2815, ext. 8213, kruegers@evangel.edu

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

PAROLE OR COURT-ORDERED PROBATION

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

SEXUALITY AND GENDER IDENTITY

As a community of believers in Christ, we have faith in the redeeming and sanctifying work of God in all areas of our lives. Evangel University is affiliated with the [General Council of the Assemblies of God \(Read the AG Position Paper on this topic\)](#), rooted in Evangelical, Holiness, and Pentecostal traditions, and we align with our parent organization regarding interpretation of Scripture and doctrinal beliefs. Our goal is to recognize our 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 our resources, including sexuality.

We believe God created humans to love and worship Him above all else (Deut. 6:5) so that everything we are and everything we do falls under His Lordship. We are His people. So, as we consider our human sexuality, we strive to honor and serve Him, above our own desires. Our sex and sexuality is not an end in itself but is something God created for His purpose. We understand our beliefs may be contrary to other worldviews and we do not seek to antagonize or disrespect those whose views differ from our interpretation. Since Evangel is a Christian university, guided by the above principles, members of this community are expected to live congruently with the Scriptural teachings of our heritage. We further expect this community of believers to extend grace and care as we strive to honor God in all we do and say.

We believe God created two distinct sexes, male and female (Genesis 1:27; Matt. 19:4-5), and our sexuality is a gift from God reflecting who we are as humans, designed for His purpose to do the good work He has called us to do. We regard sex at birth as the identification of a person's biological sex and do not support attempts to alter one's birth sex in favor of an opposite psychological gender. This statement is not meant to reflect those rare situations concerning congenital disorders of sex development.

We believe God designed sexual intimacy to be expressed solely within a marriage between a male and female (I Cor. 6:9, 16-20) and sexual intimacy outside of that marital relationship, as recorded in Scripture, violates the will of God. We do not support acts of sexual behavior (opposite-sex or same-sex) outside of marriage.

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.

Sexual Harassment

The core purpose of this policy is the prohibition of sexual harassment and retaliation. Title IX applies to educational program and activities of the university, to conduct that takes place on the campus or on property owned or controlled by Evangel, at university-sponsored events, or in buildings owned or controlled by Evangel's recognized student organizations. This policy can also be applicable to off-campus misconduct that effectively deprives someone of access to Evangel's educational program. If the Respondent is a member of Evangel's community, this policy applies. In cases where Title IX does not apply, the university may adjudicate complaints based on established disciplinary procedures. This policy is applicable to all university employees, students, or visitors to the University, as well as anyone participating in a university sponsored activity.

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. In May 2020, the Department of Education updated Title IX Regulations (34 C.F.R. Part 106). The university reserves the right to make immediate modifications or revisions to the policies and procedures, based on guidance by federal courts, upon publication on our website.

The university is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, free from sexual harassment and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, Evangel has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation sexual harassment or retaliation. The university values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved. 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.

Sexual Harassment Offenses

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and State of Missouri regard Sexual Harassment as an unlawful discriminatory practice.

Sexual Harassment

Sexual harassment is unwelcome sex-based 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*.

HOSTILE ENVIRONMENT HARASSMENT

Unwelcome conduct, determined by a reasonable person, to be so severe, and pervasive, and, objectively offensive, that it effectively denies a person equal access to university education program or activity. 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

Unwelcome conduct of an employee of the university, who conditions the provision of an aid, benefit, or service of the university (implicitly or explicitly), on an individual's participation in unwelcome sexual conduct. 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.

SEXUAL ASSAULT

Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Title IX regulations have adopted the following types of sexual assault (consistent with Clery Act reporting):

- a. **Rape:** Penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. The State of Missouri classifies the crime of rape under statutes Rape in the first degree and Rape in the second degree. (RSMO 566.030 and 566.031).
- b. **Fondling:** Touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. The state of Missouri classifies fondling under the Sexual Abuse statutes (RS MO 566.100 and 566.101)
- c. **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- d. **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

DATING VIOLENCE

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

DOMESTIC VIOLENCE

A felony or misdemeanor crime of violence committed by:

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

STALKING

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (i) fear for the person's safety or the safety of others; or (ii) suffer substantial emotional distress.

B. Compliance Coordinators

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

C. Protections Associated with Title IX

Emergency Removal: The university can act to remove a Respondent entirely or partially from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Title IX Coordinator using its standard objective violence risk assessment procedures.

In all cases in which an emergency removal is imposed, the student will be given notice of the action and the option to request to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified. This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested, objections to the emergency removal will be deemed waived. A Complainant and their Advisor may be permitted to participate in this meeting if the Title IX Coordinator determines it is equitable to do so.

A Respondent may be accompanied by an Advisor of their choice when meeting with the Title IX Coordinator for the show cause meeting. The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation.

Promptness. All allegations are acted upon promptly by the university once it has received notice or a formal complaint. Complaints can take 60-90 business days to resolve, typically. There are always exceptions and extenuating circumstances that can cause a resolution to take longer, but the university will avoid all undue delays within its control.

Privacy and Exceptions. Every effort is made by the university to preserve the privacy of reports. The university will not share the identity of any individual who has made a report of harassment or

retaliation; any Complainant, any individual who has been reported to be the perpetrator of sexual harassment or retaliation, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures. The university reserves the right to determine which officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA), including Divisions of Student Development, Academic Affairs, and Office of the President. Information will be shared as necessary with Investigators, Hearing Panel members/decision-makers, witnesses, and the parties. The circle of people with this knowledge will be kept as tight as possible to preserve the parties' rights and privacy. In some cases, the university may contact parents/guardians to inform them of situations in which there is a significant health and/or safety risk but will usually consult with the student first before doing so.

Online Sexual Harassment and/or Retaliation. Policies of Evangel are written and interpreted to include online behaviors prohibited in this policy, when those behaviors occur in or have an effect on the university's education program and activities or use university networks, technology, or equipment. Although we may not control websites, social media, and other venues in which harassing communications are made, when such communications are reported, we will engage in a variety of means to address and mitigate the effects.

Amnesty for Complaints and Witnesses. To encourage reporting and participation in the process, Evangel maintains a policy of offering parties and witnesses amnesty from minor policy violations related to the incident. Amnesty does not apply to allegations such as physical/sexual abuse of another or illicit drug distribution. The decision not to offer amnesty is based on neither sex nor gender, but on the fact that collateral misconduct is typically addressed for all students within a progressive discipline system, and the rationale for amnesty – the incentive to report serious misconduct – is rarely applicable to Respondent with respect to a Complainant. 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 sexual harassment policy as if those attempts had been completed.

False Allegations and Evidence. Deliberately false and/or malicious accusations are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a policy violation determination. Additionally, witnesses and parties who knowingly provide false evidence, tamper with/destroy evidence, or deliberately misleading an official conducting an investigation can be subject to discipline under university policy.

D. Options for 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:

Mandated Reporters. All university employees are expected to report actual or suspected sexual harassment or retaliation to appropriate officials immediately, unless they are confidential employees (see next section). If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report crimes and/or policy violations, and these employees will immediately pass reports to the Title IX Coordinator (and/or police, if desired by the Complainant), who will take action when an incident is reported to them.

At the request of a Complainant, notice may be given by a Mandated Reporter to the Title IX Coordinator anonymously, without identifying the Complainant. The Mandated Reporter cannot remain anonymous themselves. If a Complainant has requested that a Mandated Reporter maintain the Complainant's anonymity, the Mandated Reporter may do so unless it is reasonable to believe that a compelling threat to health or safety could exist. The Mandated Reporter can consult with the Title IX Coordinator on that assessment without revealing personally identifiable information. Anonymous notice will be investigated by the university to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided. However, anonymous notice typically limits the university's ability to investigate, respond, and provide remedies, depending on what information is shared.

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- 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) 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 through the CampusShield App, 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/articles/rape-kit>)
- 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

E. Reporting a Sexual Harassment Offense

The university encourages individuals to report sexual harassment offenses to the Title IX Coordinator and/or Deputy Coordinator or appropriate law enforcement officials. The university will act on any formal or informal notice of a sexual harassment violation that is received by the Title IX Coordinator by applying the procedures outlined in the section. If it is determined that the complaint falls under Title IX jurisdiction, the coordinator will apply procedures outlined in this policy. If the alleged sexual harassment falls outside of university property or a university function, other disciplinary procedures can be implemented.

Upon receipt of a complaint or notice to the Title IX Coordinator will initiate the following:

- 1) Offer supportive measures whether or not the Complainant decides to file a formal complaint.
- 2) Engage an initial assessment to determine Title IX jurisdiction and complainant's wishes.
- 3) If appropriate to proceed, discuss Informal Resolution and/or Formal Grievance Process

Supportive Measures: A Title IX officer will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged sexual harassment and/or retaliation. Supportive measures are non-disciplinary, non-punitive services offered as appropriate, reasonably available, and without fee or charge to the parties to restore or preserve access to Evangel's education program or activity and/or deter sexual harassment and/or retaliation. These measures may include, but are not limited to:

- Referral to counseling and/or health services (students) or to HR (employee assistance program)
- Education for the campus community
- Altering housing situation (resident students)
- Altering work arrangements for students or employees (on campus)
- Providing campus escorts, increased security monitoring by the university's Public Safety Office
- Implementing contact limitations between the parties
- Offering adjustments to academic deadlines and schedules, chapel attendance, etc. (students)
- Timely warnings, if required
- Interim suspension
 - The university may interim suspend an individual pending completion of the grievance process, particularly when, in the judgment of the Title IX officer, the safety/well-being of a member of the campus community may be jeopardized by the presence on-campus of the respondent or the ongoing activity of a student organization whose behavior is in question.

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

The university will keep supportive measures as private as possible, provided it does not impair the institution's ability to provide those accommodations. We will implement measures in a way that does not reasonably burden the other party, unless an emergency removal is advised

F. Initial Assessment

Following receipt of notice or a complaint of an alleged violation of this Policy, the Title IX Coordinator engages in an initial assessment, typically within one to five business days. The steps in an initial assessment can include:

- The Title IX Coordinator seeks to determine if the person affected wishes to make a formal complaint and will assist them to do so. If they do not wish to do so, the Title IX Coordinator determines whether to initiate a complaint based on whether a violence risk indicates a compelling threat to health and/or safety.
- If a formal complaint is received, the Title IX Coordinator assesses its sufficiency, works with the Complainant to make sure it is correctly completed, and to ensure they are aware of the right to have an Advisor.
- The Title IX Coordinator works with the Complainant to determine whether the Complainant prefers a supportive/remedial response, an informal resolution, or a formal investigation/grievance process.
 - If a supportive/remedial response is preferred, the Title IX Coordinator works with Complainant to identify their wishes, assesses the request, and implements accordingly. No Formal Grievance Process is initiated, though the Complainant can elect to initiate one later, if desired.
 - If an informal resolution option is preferred, the Title IX Coordinator assesses whether the complaint is suitable for informal resolution and may seek to determine if the Respondent is also willing to engage in informal resolution (both parties must agree).
 - If a Formal Grievance Process is preferred, the Title IX Coordinator determines if the misconduct alleged falls within the scope of Title IX:
 - If it does, the Title IX Coordinator will initiate the formal investigation and grievance process, directing the investigation to address: an incident, pattern of alleged misconduct, and/or a culture/climate concern, based on the nature of the complaint.
 - If it does not, the Title IX Coordinator determines that Title IX does not apply (and must "dismiss" that aspect of the complaint, if any), assesses which university policies may apply, and refers the matter for resolution under other disciplinary protocol. Dismissing a complaint under Title IX is solely a procedural requirement under Title IX and does not limit authority to address a complaint with an appropriate process and remedies.

Violence Risk Assessment. In many cases, the Title IX Coordinator may determine that a Violence Risk Assessment (VRA) should be conducted as part of the initial assessment. A VRA can aid in critical and/or required determination:

- Emergency removal of a Respondent on the basis of immediate threat to physical health/safety.
- Whether a Title IX Coordinator should pursue a formal complaint absent a willing Complainant.
- Whether to put the investigation on the footing of incident and/or pattern and/or climate.
- To help identify potential predatory conduct.
- To help assess/identify possible grooming behaviors.
- Whether it is reasonable to consider informal resolution, and what may be most successful.
- Whether to permit a voluntary withdrawal by the Respondent.
- Assessment of appropriate sanctions/remedies (to be applied post-hearing); and/or
- Whether a Clery Act Timely Warning/No Contact Directive is needed.

A VRA is used to assess any potential violence or danger, regardless of the presence of a vague, conditional, or direct threat. Where a VRA is required by the Title IX Coordinator, a Respondent refusing to cooperate may result in a charge of failure to comply within the appropriate student or employee conduct process.

Dismissing a Complaint. The university is required (2020 Title IX Regulations, 34 CFR §106.45) to dismiss a formal complaint or any allegations, at any time during the investigation or hearing, if it is determined that:

- 1) The conduct alleged in the formal complaint would not constitute sexual harassment as defined above, even if proved; and/or
- 2) The conduct did not occur in an educational program or activity controlled by the university, and/or the university does not have control of the Respondent; and/or
- 3) The conduct did not occur against a person in the United States; and/or
- 4) At the time of filing a formal complaint, a complainant is not participating in or attempting to participate in the education program or activity of the recipient.

The university may dismiss a formal complaint or allegations if:

- 1) A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein: or
- 2) The Respondent is no longer enrolled in or employed by the recipient; or
- 3) Specific circumstances prevent the university from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal, the university will send written notice and the rationale for doing so simultaneously to the parties. A decision to dismiss/not dismiss is appealable by any party under procedures for appeal.

Counterclaims. The university is obligated to ensure that the grievance process is not abused for retaliatory purposes. It permits the filing of counterclaims but uses an initial assessment to assess whether the allegations in a counterclaim are made in good faith. Counterclaims by a Respondent may be made in good faith, but are, on occasion, also made for purposes of retaliation. Counterclaims made with retaliatory intent will not be permitted. Counterclaims determined to be reported in good faith will be processed using the grievance procedures below. Investigation of such claims may take place after resolution of the underlying initial allegation, in which case a delay may occur. Counterclaims may also be resolved through the same investigation as the underlying allegation, at the discretion of the Title IX Coordinator. When counterclaims are not made in good faith, they will be considered retaliatory and may constitute a violation of this policy.

G. Right to an Advisor

Each party may have an Advisor of their choice present with them for all meetings, interviews, and hearings within the resolution process. Parties may select whomever they wish as their Advisor as long as the Advisor is eligible (no conflicting roles) and available (able to be present during scheduled times). The law permits one advisor for a complainant and one for the respondent only. 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 an attorney.

Who Can Serve as an Advisor? The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose Advisors from inside or outside of the Evangel community. If a party choose an Advisor from outside the pool of those identified by the university, the Advisor may not have been trained by the university and may not be familiar with policies and procedures. The Title IX Coordinator can also offer to assign a trained Advisor for any party if the party so chooses. If the parties choose an Advisor from the pool available from the university, the Advisor will be trained by the university and be familiar with the resolution process. Parties also have the right to choose not to have an Advisor in the initial stages of the resolution process, prior to a hearing; however, they will need an advisor for the hearing for cross-examination.

The Advisor's Role in Meetings and Interviews. Parties may be accompanied by their Advisor in all meetings/interviews at which the party is entitled to be present, including intake and interviews. Advisors may not address university Title IX officials or answer questions in a meeting/interview unless invited to by the official. Advisors may not make a presentation or represent their advisee during any meeting or proceeding and may not speak on behalf of the advisee to the Investigator(s) or other Decision-maker(s) except during a hearing proceeding, during cross-examination. Advisors are expected to advise ethically, with integrity, and in good faith.

All Advisors are subject to the same university policies and procedures, whether they are attorneys or not. Advisors are expected to advise their advisees without disrupting proceedings. The parties are expected to ask and respond to questions on their own behalf throughout the investigation phase of the resolution process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any resolution process meeting or interview. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for private consultation.

Advisors in Hearings. Under US Department of Education Title IX regulations, a form of indirect questioning is required during the hearing, and must be conducted by the parties' Advisors, as parties are not permitted to directly question each other or witnesses. If a party does not have an Advisor for a hearing, the university will appoint a trained Advisor for the limited purpose of conducting any questioning of the other party and witnesses during the hearing. A party may reject this appointment and choose their own Advisor, but they may not proceed in the hearing without an Advisor. Extensive questioning of the parties and witnesses will also be conducted by the Decision-maker(s) during the hearing.

Pre-Interview Meetings. Advisors may request to meet with the administrative officials conducting interviews/meetings in advance of these interviews or meetings. This pre-meeting allows Advisors to clarify and understand their role and university policies and procedures.

Advisor Violations of University Policy. Any Advisor who oversteps their role as defined by this policy will be warned only once. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting will be ended, or other appropriate measures implemented. Subsequently, the Title IX Coordinator will determine how to address the Advisor's non-compliance and future role.

Sharing Information with the Advisor. Parties may wish to have the university share documentation and evidence directly related to the allegations with their Advisors. The parties must complete, sign, and submit the consent form to the Title IX Coordinator demonstrating consent to a release of information to the Advisor before university is able to share any records with an Advisor.

Privacy of Records Shared with Advisor. Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by the university. Evangel may seek to restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by the privacy expectations.

Expectations of the Parties with Respect to Advisors. A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. The parties are expected to inform the Investigator(s) of the identity of their Advisor at least two (2) business days before the date of their first meeting with Investigators (or as soon as possible if a more expeditious meeting is necessary or desired). The parties are expected to provide timely notice to the Title IX Coordinator if they change Advisors at any time. It is assumed that if a party changes Advisors, consent to share information with the previous Advisor is terminated, and a release for the new Advisor must be secured. Parties are expected to inform the Title IX Coordinator of the identity of their hearing Advisor at least two (2) business days before a hearing.

Outside Assistance in Securing an Advisor. The university can provide a pool of trained advisor or parties may seek outside assistance. Complainants may wish to contact organizations such as: The Victim Center (<http://www.thevictimcenter.org>); The Greene County Prosecuting Attorney's Office/ Victim Witness Program https://greenecountymo.gov/prosecuting_attorney/victim_witness/); The National Center for Victims of Crime (<http://www.victimsofcrime.org>), which maintains the Crime Victim's Bar Association. Respondents 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>).

H. Informal and Alternate Resolution Processes

Resolution proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accordance with this policy. Although there is an expectation of privacy around what Investigators share with parties during interviews, parties have discretion to share their own knowledge and evidence with others if they choose, with the exception of information the parties agree not to disclose related to Informal Resolution. Parties should discuss any sharing of information with their Advisors before doing so.

Informal Resolution. Informal Resolution can include three different approaches:

- When the Title IX Coordinator can resolve the matter informally by providing supportive measures (only) to remedy the situation.
- When the parties agree to resolve the matter through an alternate resolution mechanism as described below, [including mediation, restorative practices, etc.], usually before a formal investigation takes place.
- When the Respondent accepts responsibility for violating policy, and desires to accept a sanction and end the resolution process (similar to above, but usually occurs post-investigation); see below.

To initiate Informal Resolution, a Complainant needs to submit a formal complaint, as defined above. A Respondent who wishes to initiate Informal Resolution should contact the Title IX Coordinator. It is not necessary to pursue Informal Resolution first in order to pursue a Formal Grievance Process, and any party participating in Informal Resolution can stop the process at any time and begin or resume the Formal Grievance Process.

Prior to implementing Informal Resolution, the Title IX Coordinator, or designee, will provide the parties with written notice of the reported misconduct and any sanctions or measures that may result from participating in such a process, including information regarding any records that will be maintained or shared by the university. The Title IX Coordinator, or designee, will obtain voluntary, written confirmation that all parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the parties to participate in Informal Resolution.

Alternate Resolution Mechanism. Alternate Resolution is an informal mechanism (including mediation or restorative practices, etc.) by which the parties reach a mutually agreed upon resolution of an allegation. All parties must consent to the use of an Alternate Resolution mechanism.

The ultimate determination of whether Alternate Resolution is available or successful is to be made by the Title IX Coordinator. The Title IX Coordinator maintains records of any resolution that is reached, and failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions. Results of complaints resolved by Informal Resolution or Alternate Resolution are not appealable.

Respondent Accepts Responsibility for Alleged Violations. The Respondent may accept responsibility for all or part of the alleged policy violations at any point during the resolution process. If the Respondent indicates an intent to accept responsibility for all the alleged misconduct, the formal process will be paused, and the Title IX Coordinator will determine whether Informal Resolution can be used according to the criteria above.

If Informal Resolution is applicable, the Title IX Coordinator will determine whether all parties and the university are able to agree on responsibility, sanctions, and/or remedies. If so, the Title IX Coordinator implements the accepted finding that the Respondent is in violation of university policy and implements agreed-upon sanctions and/or remedies.

This result is not subject to appeal once all parties indicate their written assent to all agreed upon terms of resolution. When the parties cannot agree on all terms of resolution, the Formal Grievance Process will resume at the same point where it was paused.

When a resolution is accomplished, the appropriate sanction or responsive actions are promptly implemented in order to effectively stop the sexual harassment or retaliation, prevent its recurrence, and remedy the effects of the discriminatory conduct, on both the Complainant and the community.

Negotiated Resolution. The Title IX Coordinator, with consent of parties, may negotiate and implement an agreement to resolve the allegations that satisfies all parties and the university. Negotiated Resolutions are not appealable.

I. Formal Grievance Process

Grievance Process Pool. The Formal Grievance Process relies on a pool of Title IX administrators to carry out the process, including the Title IX Coordinators, Investigator/s, Advisors, and Hearing Panel members/Decision makers. The Title IX Coordinator, in consultation with the President’s Cabinet, appoints the pool, which acts with independence and impartiality. This process of role assignment may be the result of particular skills, aptitudes, or talents identified in members of the pool that make them best suited to particular roles. The pool members receive annual training based on their roles. The pool includes representatives from Human Resources, Academics, Athletics, and Student Development. The university will designate a three-member panel from the Pool, at the discretion of the Title IX Coordinator. One of the three members will be appointed as Chair by the Title IX Coordinator. The Decision-makers will not have had any previous involvement with the investigation. Those who are serving as Advisors for any party may not serve as Decision-makers in that matter. The Title IX Coordinator may not serve as a Decision-maker or Chair in the matter but may serve as an administrative facilitator of the hearing if their previous role(s) in the matter do not create a conflict of interest. Otherwise, a designee may fulfill this role. The hearing will convene at a time determined by the Chair or designee.

Notice of Investigation and Allegations. The Title IX Coordinator will provide written *Notice of the Investigation and Allegations* (the “NOIA”) to the Respondent upon commencement of the Formal Grievance Process. This facilitates a Respondent’s ability to prepare for the interview and to identify and choose an Advisor to accompany them. The complainant receives a copy of the NOIA and is given advance notice of delivery. The NOIA includes:

- A meaningful summary of all of allegations,
- The identity of the involved parties (if known),
- The precise misconduct being alleged,
- The date and location of the alleged incident(s) (if known),
- The specific policies implicated,
- A description of the applicable procedures,
- A statement of the potential sanctions/responsive actions that could result,
- A statement that the university presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination,
- A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be given an opportunity to inspect and review all directly related and/or relevant evidence obtained during the review and comment period,
- A statement about the university’s policy on retaliation,
- Information about the privacy of the process,
- Information on the need for each party to have an Advisor of their choosing and suggestions for ways to identify an Advisor,
- A statement informing the parties that university policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process,
- Detail on how the party may request disability accommodations during the interview process,
- A link to the university’s VAWA Brochure,

- The name(s) of the Investigator(s), along with a process to identify, in advance of the interview process, to the Title IX Coordinator any conflict of interest that the Investigator(s) may have, &
- An instruction to preserve any evidence that is directly related to the allegations.

Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges. Notice will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local addresses of the parties, or emailed to the parties' university-issued email. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

Resolution Timeline. The university will make a good faith effort to complete the resolution process within a 60-90 business daytime period, including appeal. This may be extended as necessary for appropriate cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties, as well as an estimate of how much additional time will be needed to complete the process.

Ensuring Impartiality. Any individual materially involved in the administration of the resolution process (including the Title IX Coordinator, Investigator(s), and Decision-maker(s)) may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent. The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and respond accordingly. The university operates with the presumption that the Respondent is not responsible for the reported misconduct unless and until the Respondent is determined to be responsible for a policy violation by the preponderance of evidence standard of proof.

Investigation Timeline and Process. Investigations are completed normally within 30 business days, though some investigations may take longer, depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc. These include but are not limited to a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions. The university will communicate in writing the anticipated duration of the delay and reason to the parties and provide the parties with status updates if necessary. The university will promptly resume its investigation and resolution process as soon as feasible. University action(s) or processes are not typically altered or precluded when civil or criminal charges involving the underlying incident(s) have been filed or criminal charges have been dismissed or reduced.

All investigations are to be thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary. All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record. The Investigator typically takes the following steps, if not already completed (not necessarily in this order):

- Determine the identity and contact information of the Complainant
- In coordination with the Title IX Coordinator, initiate/assist with any supportive measures
- Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all of the specific policies implicated
- Assist the Title IX Coordinator with conducting a prompt initial assessment to determine if the allegations indicate a potential policy violation

- Identify issues and develop a strategic investigation plan, includes a witness list, evidence list, intended investigation timeframe, and order of interviews for all parties and witnesses
- Meet with the Complainant to finalize their interview/statement, if necessary
- Prepare the initial Notice of Investigation and Allegation (NOIA). The NOIA may be amended with any additional or dismissed allegations
- Provide each interviewed party and witness an opportunity to review and verify the Investigator's summary notes of the relevant evidence/testimony from their respective interviews and meetings
- Make good faith efforts to notify the parties of any meeting or interview involving the other party, in advance when possible
- When participation of a party is expected, provide that party with written notice of the date, time, and location of the meeting, as well as the expected participants and purpose
- Interview all available, relevant witnesses and conduct follow-up interviews as necessary
- Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of the other party and witnesses, and document in the report which questions were asked, with a rationale for any changes or omissions
- Complete the investigation promptly and without unreasonable deviation from the timeline
- Provide regular status updates to the parties throughout the investigation
- Prior the conclusion of the investigation, provide parties and respective Advisors (if desired by the parties) with a list of witnesses whose information will be used to render a finding
- Write a comprehensive investigation report to fully summarize the investigation, all witness interviews, and all relevant evidence. Appendices including relevant physical or documentary evidence will be included
- The Investigator will gather, assess, and synthesize evidence, but make no conclusions and render no recommendations as part of their report
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if desired by the parties) a secured electronic or hard copy of the draft investigation report. They will have an opportunity to inspect and review all of the evidence obtained as part of the investigation directly related to the reported misconduct, for a ten (10) business day review and comment period so that each party may meaningfully respond to the evidence. The parties may elect to waive the full ten days. Each copy of the materials shared will be watermarked on each page with the role of the person receiving it (e.g., Complainant, Respondent, Complainant's Advisor, Respondent's Advisor).
- Investigator may elect to respond in writing to the parties' submitted responses and/or to share the responses between the parties for additional responses
- The Investigator will incorporate relevant elements of the parties' written responses into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report. The Investigator(s) should document all rationales for any changes made after the review and comment period
- The Investigator will incorporate any relevant feedback, and the final report is then shared with all parties, their Advisors, and appropriate Pool members, through secure electronic transmission or hard copy at least ten (10) business days prior to a hearing. The parties are also provided with a file of any directly related evidence that was not included in the report

Role and Participation of Witnesses in the Investigation. Witnesses in the Evangel community are expected to cooperate with and participate in the university's investigation and resolution process. Although in-person interviews for parties and all potential witnesses are ideal, circumstances (e.g., study abroad, summer break) may require individuals to be interviewed remotely. Skype, Zoom, FaceTime, WebEx, or similar technologies may be used for interviews if the Investigator determines that timeliness or efficiency dictate a need for remote interviewing. The university will take appropriate steps to reasonably ensure the security/privacy of remote interviews. Witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator. If a witness submits a written statement but does not intend to be and is not present for cross examination at a hearing, their written statement may not be used as evidence.

Recording of Interviews. No unauthorized audio or video recording of any kind is permitted during investigation meetings. If the Investigator elects to audio and/or video record interviews, all involved parties must be made aware of, and consent to, audio and/or video recording.

Referral for Hearing. Provided that the complaint is not resolved through Informal Resolution, once the final investigation report is shared with the parties, the Title IX Coordinator will refer the matter for a hearing. The hearing cannot be less than ten (10) business days from the conclusion of the investigation – when the final investigation report is transmitted to the parties and the Decision-makers—unless all parties and the Decision-maker agree to an expedited timeline. The Title IX Coordinator will select appropriate Decision-makers from the pool depending on whether the Respondent is an employee or a student.

Evidentiary Considerations in the Hearing. Any evidence that the Decision-makers determine is relevant and credible may be considered. The hearing does not consider:

- 1) incidents not directly related to the possible violation, unless they evidence a pattern.
- 2) the character of the parties; or
- 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior; unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Previous disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility; however, this information is only considered at the sanction stage of the process and is not shared until then.

The parties may each submit a written impact statement, prior to the hearing, for consideration by the Decision-makers at the sanction stage of the process when a determination of responsibility is reached. After post-hearing deliberation, the Decision-makers render a determination based on the preponderance of the evidence; whether it is more likely than not that the Respondent violated the Policy as alleged.

Notice of Hearing. No less than ten (10) business days prior to the hearing, the Title IX Coordinator or the Chair will send notice of the hearing to the parties. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered. The notice will contain:

- A description of alleged violation(s), list of policies allegedly violated, description of applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
- The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities.

- Information about technology that will be used to facilitate the hearing and the option for the live hearing to occur with the parties located in separate rooms using technology that enables the Decision-makers and parties to see and hear a party or witness answering questions. Request by either the Chair or one of the parties must be made at least 5 days prior to hearing
- A list of all those who will attend the hearing, along with an invitation to object to any Decision-maker on the basis of demonstrated bias. Objections must be raised with the Title IX Coordinator at least 5 business days prior to hearing.
- Information how hearing will be recorded and access to recording for parties after the hearing.
- A statement that if a party or witness does not appear at the scheduled hearing, the hearing may be held in their absence. The party's or witness's testimony and any statements given prior to the hearing will not be considered by the Decision-makers. For compelling reasons, the Chair may reschedule the hearing.
- Notification that the parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask. The party must notify the Title IX Coordinator if they do not have an Advisor, and the university will appoint one. Each party must have an Advisor present. There are no exceptions.
- A copy of all materials provided to Decision-makers about the matter, unless they have been provided already.
- An invitation to each party to submit to the Chair an impact statement pre-hearing that the Decision-makers will review during any sanction determination.
- An invitation to contact Title IX Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at hearing, at least seven (7) business days prior to hearing.
- Notice that parties cannot bring mobile phones/devices into the hearing.

Hearings for alleged violations that occur near or after the end of an academic term but are unable to be resolved prior to the end of term, will typically be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by the university and remain within the 60-90 business day goal for resolution. In these cases, if Respondent is a graduating student, a hold may be placed on graduation and/or official transcripts until matter is fully resolved (including any appeal). A student facing charges under this Policy is not in good standing to graduate.

Alternate Hearing Participation Options. If a party or parties prefer not to attend or cannot attend the hearing in person, the party should request alternative arrangements from the Title IX Coordinator at least five (5) business days prior to the hearing. The Title IX Coordinator can arrange to use technology to allow remote testimony without compromising the fairness of the hearing. Remote options may also be needed for witnesses who cannot appear in person. Any witness who cannot attend in person should let the Title IX Coordinator know at least five (5) business days prior to the hearing so that appropriate arrangements can be made.

Pre-Hearing Preparation. The Chair or hearing facilitator, after any necessary consultation with the parties, Investigator(s) and/or Title IX Coordinator, will provide the names of persons who will be participating in the hearing, all pertinent documentary evidence, and the final investigation report to the parties at least ten (10) business days prior to the hearing. Any witness scheduled to participate in the hearing must have been first interviewed by the Investigator (either personally or in writing), unless all parties and the Chair assent to the witness's participation in the hearing. The same holds for any evidence that is first offered at the hearing. If the parties and Chair do not assent to the admission of evidence newly offered at the

hearing, the Chair may delay the hearing and instruct that the investigation needs to be re-opened to consider that evidence.

The parties will be given a list of the names of the Decision-maker(s) at least five (5) business days in advance of the hearing. All objections to any Decision-maker must be raised in writing, detailing the rationale for the objection, and must be submitted to the Title IX Coordinator as soon as possible and no later than two days prior to the hearing. Decision-makers will only be removed if the Title IX Coordinator concludes that their bias or conflict of interest precludes an impartial hearing of the allegation(s). The Title IX Coordinator will give Decision-maker(s) a list of the names of all parties, witnesses, and Advisors at least five (5) business days in advance of the hearing. Any Decision-maker who cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the parties, witnesses, and Advisors in advance of the hearing. If a Decision-maker is unsure of whether a bias or conflict of interest exists, they must raise the concern to the Title IX Coordinator.

During the ten (10) business day period prior to the hearing, the parties have the opportunity for continued review and comment on the final investigation report and available evidence. That review and comment can be shared with the Chair at the pre-hearing meeting or at the hearing and will be exchanged between each party by the Chair.

HEARING PROCEDURES

At the hearing, the Decision-makers have the authority to hear and make determinations on all allegations of sexual harassment and/or retaliation and may also hear and make determinations on any additional alleged policy violations that have occurred in concert with the sexual harassment and/or retaliation, even though those collateral allegations may not specifically fall within the policy.

Participants at the hearing will include the Chair, any additional panelists, the hearing facilitator, the Investigator(s) who conducted the investigation, the parties, Advisors to the parties, any called witnesses, the Title IX Coordinator, and anyone providing authorized accommodations or assistive services. The Chair will answer all questions of procedure. Anyone appearing at the hearing to provide information will respond to questions on their own behalf. The Chair will allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the Decision-makers and the parties and will then be excused.

In hearings involving more than one Respondent, or in which two (2) or more Complainants, have accused the same individual of substantially similar conduct, the default procedure will be to hear the allegations jointly. However, the Title IX Coordinator may permit the investigation and/or hearings pertinent to each Respondent to be conducted separately if there is a compelling reason to do so. In joint hearings, separate determinations of responsibility will be made for each Respondent with respect to each alleged policy violation.

Recording Hearings. Hearings (not deliberations) are recorded by the university for purposes of review in the event of an appeal. Parties may not record the proceedings and no unauthorized recordings are permitted. The Decision-makers, parties, Advisors, and appropriate university administrators will be permitted to listen to the recording in a controlled environment determined by the Title IX Coordinator. No person will be given or be allowed to make a copy of the recording without permission of the Title IX Coordinator.

Order of the Hearing

Introductions and Explanation of Procedure. The Chair explains the procedures and introduces the participants. The Chair then conducts the hearing according to the hearing script. At the hearing, recording, witness logistics, party logistics, curation of documents, separation of the parties, and other administrative elements of the hearing process may be managed by a non-voting hearing facilitator appointed by the Title IX Coordinator. The hearing facilitator may attend to logistics of rooms for various parties/witnesses as they wait; flow of parties/witnesses in and out of the hearing space; ensuring recording and/or virtual conferencing technology is working as intended; copying and distributing materials to participants, as appropriate, etc.

Investigator Presents the Final Investigation Report. The Investigator presents a summary of the final investigation report, including items that are contested and those that are not, and will be subject to questioning by the Decision-makers and the parties (through their Advisors). The Investigator will be present during the entire hearing process, but not during deliberations. Neither the parties nor Decision-makers should ask the Investigator their opinions on credibility, recommended findings, or determinations, and the Investigators, Advisors, and parties will refrain from discussion of or questions about these assessments. If such information is introduced, the Chair will direct that it be disregarded.

Testimony and Questioning. Once the Investigator presents the report and is questioned, the parties and witnesses provide relevant information in turn, beginning with the Complainant, and then in the order determined by the Chair. The parties/witnesses will submit to questioning by the Decision-makers and then by the parties through their Advisors (“cross-examination”).

All questions are subject to a relevance determination by the Chair. The Advisor, who will remain seated during questioning, will pose the proposed question orally, electronically, or in writing (orally is the default, but other means of submission may be permitted by the Chair upon request if agreed to by all parties and the Chair), the proceeding will pause to allow the Chair to consider it (and state it if it has not been stated aloud), and the Chair will determine whether the question will be permitted, disallowed, or rephrased. The Chair may invite explanations or persuasive statements regarding relevance with the Advisors, if the Chair so chooses. The Chair will then state their decision on the question for the record and advise the party/witness to whom the question was directed, accordingly. The Chair will explain any decision to exclude a question as not relevant, or to reframe it for relevance. The Chair will limit or disallow questions on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), or abusive. The Chair has final say on all questions and determinations of relevance. The Chair may consult with legal counsel on any questions of admissibility. The Chair may ask Advisors to frame why a question is or is not relevant from their perspective but will not entertain argument from the Advisors on relevance once the Chair has ruled on a question. If the parties raise an issue of bias or conflict of interest of an Investigator or Decision-maker at the hearing, the Chair may elect to address those issues, consult with legal counsel, and/or refer them to the Title IX Coordinator, and/or preserve them for appeal. If bias is not in issue at the hearing, the Chair should not permit irrelevant questions that probe for bias.

Deliberation, Decision-Making, and Standard of Proof. The Decision-makers will deliberate in closed session to determine whether the Respondent is responsible or not responsible for the policy violation(s) in question. A simple majority vote is required to determine the finding. The preponderance of the evidence standard of proof is used. The hearing facilitator may be invited to attend the deliberation by the Chair, but is there only to facilitate procedurally, not to address the substance of the allegations.

When there is a finding of responsibility on one or more of the allegations, the Decision-makers may then consider the previously submitted party impact statements in determining appropriate sanction(s). The Chair will ensure that each of the parties has an opportunity to review any impact statement submitted by the other party(ies). The Decision-makers may, at their discretion, consider the statements, but they are not binding.

The Decision-makers will review the statements and any pertinent conduct history provided by the university and will determine appropriate sanction(s). The Chair will then prepare a written deliberation statement and deliver it to the Title IX Coordinator, detailing the determination, rationale, evidence used in support of its determination, evidence not relied upon in its determination, credibility assessments, and any sanctions. This report is typically three (3) to five (5) pages and must be submitted to the Title IX Coordinator within two (2) business days of the end of deliberations, unless the Title IX Coordinator grants an extension. If extension is granted, the Title IX Coordinator will notify the parties.

Notice of Outcome. Using the deliberation statement, the Title IX Coordinator will work with the Chair to prepare a Notice of Outcome. The Notice of Outcome will be reviewed by appropriate administrators. The Title IX Coordinator will then share the letter, including the final determination, rationale, and any applicable sanction(s) with the parties and their Advisors within 5 business days of receiving the Decision-makers' deliberation statement. The Notice of Outcome will then be shared with the parties simultaneously. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local address of the parties as indicated in official university records, or emailed to the parties' university-issued email account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The Notice of Outcome will articulate:

- the specific policy(ies) reported to have been violated, including the relevant policy section.
- a description of the procedural steps taken by the university from the receipt of the misconduct report to the determination, including any and all notifications to the parties, interviews with parties and witnesses, site visits, methods used to obtain evidence, and hearings held.
- the finding on each alleged policy violation.
- the findings of fact that support the determination.
- conclusions regarding the application of the relevant policy to the facts at issue.
- a statement of, and rationale for, the result of each allegation to the extent the Recipient is permitted to share such information under state or federal law.
- any sanctions issued which the university is permitted to share according to state or federal law.
- any remedies provided to the Complainant designed to ensure access to the university's educational or employment program or activity, to the extent the university is permitted to share such information under state or federal law (this detail is not typically shared with the Respondent unless the remedy directly relates to the Respondent).
- information on when results are considered by the university to be final, any changes that occur prior to finalization; and
- the relevant procedures and bases for any available appeal options.

Sanctions. Factors considered when determining a sanction/responsive action may include, but are not limited to:

- Nature, severity of, and circumstances surrounding the violation(s)
- Respondent's disciplinary history
- Previous allegations or allegations involving similar conduct
- Sanctions/responsive actions to bring an end to sexual harassment and/or retaliation
- Sanctions/responsive actions to prevent future recurrence of sexual harassment/retaliation
- Remedy effects of sexual harassment/retaliation on Complainant and the community
- Impact on the parties
- Any other information deemed relevant by the Decision-maker(s)

The sanctions will be implemented as soon as is feasible, either at outcome of any appeal or expiration of the window to appeal when appeal is not requested. The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by external authorities. The following are the usual sanctions that may be imposed upon students singly or in combination:

- *Warning:* A formal statement that the conduct was unacceptable and a warning that further violation of any university policy, procedure, or directive will result in more severe actions.
- *Probation:* A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student is found in violation of any institutional policy, procedure, or directive within a specified time. Terms of the probation may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- *Suspension:* Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. During a suspension, respondent is not authorized to attend university-sponsored events.
- *Dismissal:* Permanent termination of student status and revocation of rights to be on campus for any reason or to attend university-sponsored events. This status may be noted permanently as a Conduct Dismissal on the student's official transcript.
- *Withholding Diploma:* The university may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has an allegation pending or as a sanction if the student is found responsible for an alleged violation.
- *Revocation of Degree:* The university reserves the right to revoke a degree previously awarded for fraud, misrepresentation, and/or other violation of Evangel's policies, procedures, or directives in obtaining the degree, or for other serious violations committed prior to graduation.
- *Other Actions:* In addition to or in place of the above sanctions, other actions may be assigned.

In addition to any sanctions implemented, the Title IX Coordinator or Decision-makers may implement additional long-term remedies or actions with respect to the parties and/or the campus community that are intended to stop the sexual harassment and/or retaliation, remedy the effects, and prevent reoccurrence. These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Education to the individual and/or the community

- Permanent alteration of housing assignments
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification and/or training
- Provision of transportation accommodations
- Implementation of long-term contact limitations between the parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, certain long-term support or measures may also be provided to the parties even if no policy violation is found. When no policy violation is found, the Title IX Coordinator will address any remedies owed by the Recipient to the Respondent to ensure no effective denial of educational access. The university will maintain the privacy of any long-term remedies, actions, or measures, provided privacy does not impair the university ability to provide these services.

Failure to Comply. All Respondents are expected to comply with the assigned sanctions, responsive actions, and/or corrective actions within the timeframe specified by the final Decision-makers, including the Appeal Chair/Panel. Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from the university and may be noted on a student's official transcript or an employee's file.

Withdrawal While Charges Pending. If a student has an allegation pending for violation of the Policy, the university may place a hold on a student's ability to graduate and/or to receive an official transcript/diploma. Should a student decide to not participate in the resolution process, the process proceeds absent their participation to a reasonable resolution. Should a student Respondent permanently withdraw from Evangel, the resolution process ends, as the university no longer has disciplinary jurisdiction over a withdrawn student. However, the university will continue to address and remedy any systemic issues, variables that may have contributed to the alleged violation(s), and any ongoing effects of the alleged sexual harassment and/or retaliation. The student who withdraws or leaves while the process is pending may not return to Evangel. Such exclusion applies to all campuses of the university. A hold will be placed on their ability to be readmitted. They may also be barred from Recipient property and/or events.

If the student Respondent only withdraws or takes a leave for a specified period of time (e.g., one semester or term), the resolution process may continue remotely and that student is not permitted to return to the university unless and until all sanctions have been satisfied.

J. Requesting an Appeal

Any party may file a *Request for Appeal* but it must be submitted in writing to the Title IX Coordinator within 5 business days of the delivery of the *Notice of Outcome*. The Request for Appeal will be forwarded to the Appeal Chair for consideration to determine if the request meets the grounds for appeal (a Review for Standing). This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets the grounds and is timely filed.

Grounds for Appeal. Appeals are limited to the following grounds:

- (A) Procedural irregularity that affected the outcome of the matter.

- (B) New evidence that was not reasonably available at the time of determination regarding responsibility that could affect the outcome of the matter; and
- (C) The Title IX Coordinator, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.

If any of the grounds in the *Request for Appeal* do not meet the grounds in this Policy, that request will be denied by the Appeal Chair and the parties and their Advisors will be notified in writing of the denial and the rationale.

If any of the grounds in the Request for Appeal meet the grounds in this Policy, then the Appeal Chair will notify the other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decision-maker(s).

The other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decision-maker(s) will be mailed, emailed, and/or provided a hard copy of the request with the approved grounds and then be given five business days to submit a response to the portion of the appeal that was approved and involves them. All responses will be forwarded by the Chair to all parties for review and comment.

The non-appealing party (if any) may also choose to raise a new ground for appeal at this time. If so, that will be reviewed to determine if it meets the grounds in this Policy by the Appeal Chair and either denied or approved. If approved, it will be forwarded to the party who initially requested an appeal, the Investigator(s) and/or original Decision-maker(s), as necessary, who will submit their responses in five business days, which will be circulated for review and comment by all parties.

Neither party may submit any new requests for appeal after this time period. The Appeal Chair will collect any additional information needed and all documentation regarding the approved grounds and the subsequent responses will be shared with the Appeal Panel, and the Chair/Panel will render a decision in no more than five business days, barring exigent circumstances.

A *Notice of Appeal Outcome* will be sent to all parties simultaneously including the decision on each approved ground and rationale for each decision. The Notice of Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanctions that may result which the university is permitted to share according to state or federal law, and the rationale supporting essential findings to the extent the university is permitted to share under state/federal law. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local address of the parties as indicated in official institutional records, or emailed to the parties' university-issued email account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

Sanctions Status During the Appeal. Any sanctions imposed as a result of the hearing are stayed during the appeal process. Supportive measures may be reinstated, subject to the same supportive measure procedures above. If any of the sanctions are to be implemented immediately post-hearing, but pre-appeal, then emergency removal procedures (detailed above) for a hearing on the justification for doing so must be permitted within 48 hours of implementation. Evangel may still place holds on official

transcripts, diplomas, graduations, and course registration pending the outcome of an appeal when the original sanctions included separation.

Appeal Considerations

- Decisions on appeal are to be deferential to the original decision, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so.
- Appeals are not intended to provide for a full re-hearing (de novo) of the allegation(s). In most cases, appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the specific grounds for appeal.
- Appeals are not an opportunity for Appeal Decision-makers to substitute their judgment for that of the original Decision-makers merely because they disagree with a finding and/or sanction(s).
- The Appeal Chair/Decision-makers may consult with the Title IX Coordinator on questions of procedure/rationale, for clarification. Documentation of all such consults will be maintained.
- Appeals granted based on new evidence should normally be remanded to the original Investigator(s) and/or Decision-maker(s) for reconsideration. Other appeals may be remanded at the discretion of the Title IX Coordinator or, in limited circumstances, decided on appeal.
- Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new hearing).
- In rare cases where a procedural or substantive error cannot be cured by the original Decision-makers (as in cases of bias), the appeal may order a new hearing with a new Decision-maker(s).
- Results of a new hearing can be appealed, once, on any of the three available appeal grounds.
- In cases in which the appeal results in reinstatement to the university or resumption of privileges, all reasonable attempts will be made to restore the Respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

K. Rights of the PARTIES

Each party has the right to:

- An equitable investigation and resolution of all credible allegations of prohibited harassment or retaliation made in good faith to Title IX officials.
- Timely written notice of all alleged violations (including the identity of the parties involved (if known), the precise misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures, and possible sanctions.
- Timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional Complainants, unsubstantiated allegations) and any attendant adjustments needed to clarify potentially implicated policy violations.
- Be informed in advance of any public release of information regarding the allegation(s) or underlying incident(s), whenever possible.
- Not have any personally identifiable information released to the public without consent provided, except to the extent permitted by law.
- Be treated with respect by university officials.
- Have university policies and procedures followed without material deviation.
- Not be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence.
- Not be discouraged by university officials from reporting sexual harassment and/or retaliation to both on-campus and off-campus authorities.

- Be informed by university officials of options to notify law enforcement, including on-campus and local police, and the option(s) to be assisted by university authorities in notifying such authorities, if the party so chooses. This also includes the right not to be pressured to report, as well.
- Be informed of available interim actions and supportive measures, such as counseling; advocacy; health care; etc. both on campus and in the community.
- A university-implemented No-Contact Directive when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct.
- Be informed of available assistance in changing academic, campus living/working situations after an alleged incident of sexual harassment and/or retaliation, if such changes are reasonably available.
- Have the university maintain supportive measures actions for as long as necessary, and to remain private, provided it does not impair the university's ability to provide the supportive measures.
- Receive advanced, written notice of any meeting/interview involving the other party, when possible.
- Ask the Investigator and Decision-makers to identify/question relevant witnesses.
- Provide the Investigator/Decision-maker(s) with a list of questions that, if deemed relevant by the Investigator/Chair, may be asked of any party or witness.
- Not have irrelevant prior sexual history or character admitted as evidence.
- Know the relevant and directly related evidence obtained and to respond to that evidence.
- Fair opportunity to provide the Investigator with their account of the alleged misconduct and have that account be on the record.
- Receive a copy of the investigation report, including all factual, policy, and/or credibility analyses performed, and all relevant and directly related evidence available and used to produce the investigation report, subject to privacy limitations imposed by state and federal law, prior to the hearing, with at least ten (10) business days to review the report prior to the hearing.
- Respond to the investigation report, including comments providing any additional relevant evidence after the opportunity to review the investigation report, and to have that response on the record.
- Be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant.
- Regular updates on the status of the investigation and/or resolution.
- Have reports of alleged Policy violations addressed by Investigators, Title IX Coordinators, and Decision-maker(s) who have received relevant annual training.
- A Hearing Panel that is not single-sex in its composition, if a panel is used.
- Preservation of privacy, to the extent possible and permitted by law.
- Meetings, interviews, and/or hearings that are closed to the public.
- Petition that any university representative in the process be recused on the basis of a disqualifying bias and/or conflict of interest.
- Have an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the resolution process.
- Use of the appropriate standard of evidence, preponderance of the evidence, to make a finding after an objective evaluation of all relevant evidence.
- Be present, including presence via remote technology, during all testimony given and evidence presented during any formal grievance hearing.
- Have an impact statement considered by the Decision-maker(s) following a determination of responsibility for any allegation, but prior to sanctioning.
- Be promptly informed in a written Notice of Outcome letter of the finding(s) and sanction(s) of the resolution process and a detailed rationale of the decision (including an explanation of how credibility was assessed), delivered simultaneously (without undue delay) to the parties.

- Be informed in writing when a decision by the university is considered final, with any changes to the sanction(s) that occur before the decision is finalized.
- Be informed of the opportunity to appeal the finding(s) and sanction(s) of the resolution process, and the procedures for doing so, with the standards for appeal established by the university.
- A fundamentally fair resolution as defined in these procedures.

L. 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
- 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

SOCIAL MEDIA AND INTERNET STANDARDS POLICY

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

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

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

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

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

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

SUICIDE THREAT/ATTEMPT

Evangel 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. Please know that there is help available! If the university knows of a student in danger, we will take steps to care for the student's health and life. This may include contacting a local medical center for professional mental health evaluation and/or treatment and notifying a spouse, parent, or other designated contact as soon as possible. Students who are a danger to themselves or others may need to consider withdrawing from the university in order to focus on their health and treatment. Students who need to withdraw should contact their advisor immediately.

Evangel University participates in the [Ask Listen Refer](#) Suicide Prevention Training Program, designed to help faculty, staff, and students prevent suicide by teaching you to: 1) identify people at risk for suicide; 2) recognize the risk factors, protective factors, and warning signs of suicide; and 3) respond to and get help for people at risk. Suicide threats or attempts should always be taken seriously. Do not leave suicidal person unattended or allow him or her to leave the building. Call Campus Public Safety (417-865-2815, ext. 7000) who will notify appropriate emergency personnel to assist.



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COLLEGE OF ONLINE LEARNING

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