



# 2022-2023 Undergraduate Student Handbook

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## A MESSAGE FROM THE PRESIDENT

Welcome to Evangel University!

We are so excited to welcome you back. So many have been working to prepare for your arrival. We want this handbook to provide direction and introduce or remind you of some of the community standards and rules 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 look forward to connecting with you this year as we get to know each other.

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.*



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## A MESSAGE FROM THE VICE PRESIDENT FOR STUDENT DEVELOPMENT

***For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them. <sup>1</sup>***

Before you were born God set into motion all that would be required to bring you into right relationship with Him through Jesus Christ. But that is only the beginning! He not only created the plan rescued you, but has prepared in advance, everything you need to fulfill His purpose in your life. It is no accident you are at Evangel University! The social, spiritual, intellectual, and emotional growth that will take place during your time on campus will forever impact your future. EU is not just a stop on a way to a preferred future, it is a place where the Holy Spirit shapes you more into the image of Christ.

The environment at EU is spiritual at its core. It is from this foundation all other aspects of the university build. To be fully prepared for the future God designed for you, take advantage of every opportunity to engage the Bible, participate in chapel and small group devotions, talk about the things of God with your classmates, pray, worship, and respond to the leading of the Holy Spirit. This is a key to the transformational aspect of EU.

In the words of my predecessor, Dr. Johns, “your preparation is more about who you are becoming (in Christ) than what you know or what you can do.” The team in Student Development joins with the President, the faculty, and staff to help you walk in the good works God has already prepared for you. It is my great pleasure to participate in your growth journey. WELCOME you to Evangel University!

Rev. Mark Entzminger

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



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<sup>1</sup> [The Holy Bible: English Standard Version](#) (Wheaton, IL: Crossway Bibles, 2016), Eph 2:10.

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**Mission Statement:** Evangel University is a comprehensive Christian university committed to excellence in educating and equipping students to become Spirit-empowered servants of God who impact the church and society globally.

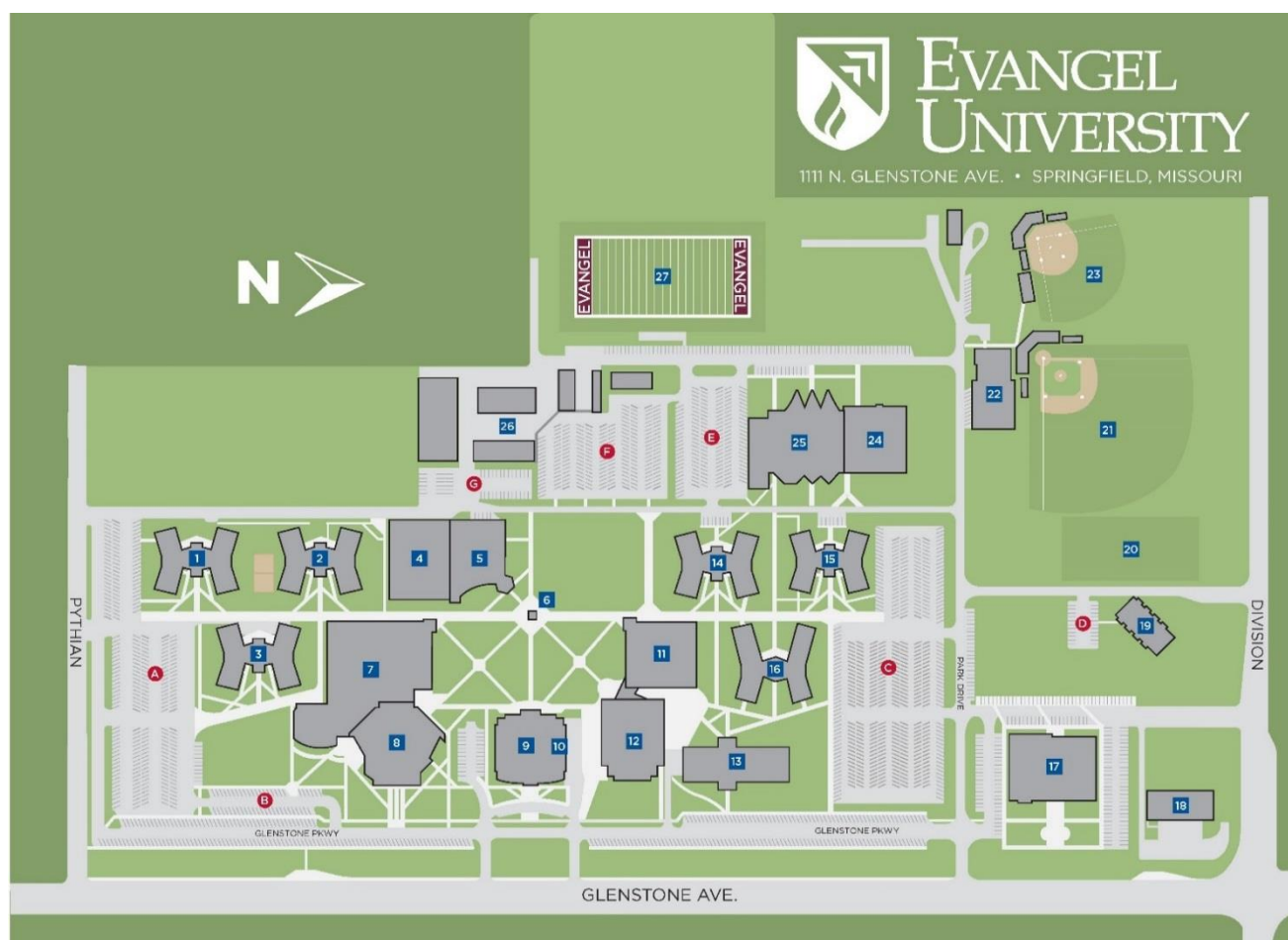
## I. WELCOME TO EVANGEL UNIVERSITY

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

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

## II. DIRECTORY OF SERVICES

### A. CAMPUS MAP



- 1 Spence Hall (res.)
- 2 Walther Hall (res.)
- 3 Scott Hall (res.)
- 4 Dining Hall
- 5 Cantrell Student Union
- 6 Clock Tower
- 7 Barnett Fine Arts Center

- 8 Spence Chapel
- 9 Riggs Administration Hall
- 10 Public Safety/Security
- 11 Trask Hall
- 12 Zimmerman Hall
- 13 Kendrick Library
- 14 Krause Hall (res.)

- 15 Burgess Hall (res.)
- 16 Lewis Hall (res.)
- 17 AGTS
- 18 AGTS gym (not used)
- 19 Perkin apartments
- 20 Intramural field
- 21 Baseball field

- 22 Baseball fieldhouse
- 23 Softball field
- 24 Mabree Fitness Center
- 25 Ashcroft Center
- 26 Facilities Center
- 27 Coryell Field

- PARKING LOTS:**
- A Students
  - B General
  - C Students
  - D Perkin Apt. residents
  - E Students
  - F General
  - G Facilities vehicles



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## B. SERVICE LOCATIONS

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

### ASHCROFT CENTER

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

### ASSEMBLIES OF GOD THEOLOGICAL SEMINARY

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

### BARNETT FINE ARTS CENTER

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

### CANTRELL STUDENT UNION

Activities, CROSSwalk, ESGA leaders, 204  
ATM, 1<sup>st</sup> floor SE entrance  
Barracks Coffee Shop, 1<sup>st</sup> floor  
Bookstore, 1<sup>st</sup> floor lobby  
Community Life Office/Deans of Students, 106  
Commuter Students Office, 205  
Counseling Center, 107  
Dining Hall, 1<sup>st</sup> floor SE entrance  
Student Development & Title IX, 106  
Wellness, Health and Medical, 106

### MABEE STUDENT FITNESS CENTER

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

### RIGGS ADMINISTRATION HALL

Admissions & Enrollment, 202  
Alumni/University Advancement, 301  
ATM, West entrance

### RIGGS ADMINISTRATION (CONT)

Business & Finance, 309  
Cashier, 204  
Class Changes (Drop/Add), 304  
Chief of Staff, 313  
CLEP Test Information, 304  
Event & Conference Services, 104  
Financial Aid, 202  
Graduation Papers, 304  
Housing Office, 104  
Human Resources, 309  
ID/Prox Cards, 208  
IT Help Desk, 102  
Lost and Found, 208  
Mail & Print Services, 201  
Marketing & Public Relations, 106  
Prayer Chapel, 308  
President's Office, 313  
Chief Academic Officer/Academic Affairs, 313  
Public Safety, 208  
Records & Registration, 304  
Sign & Poster Approvals, 104  
Vehicle Registration, 208

### SPENCE CHAPEL

Chapel Auditorium

### TRASK HALL

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

### ZIMMERMAN HALL

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



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

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## C. CAMPUS SERVICES AND HELPFUL INFORMATION

**Academic Coaching:** For free help with study strategies, tutoring, academic accommodations, or time management, the Center for Student Success (ZM 208) staff will help you get on track for a successful semester! 417-865-2815, x8215

**Assistance or Service Animals:** Assistance Animals and Service Animals may be an effective accommodation for qualified students with disabilities. For detailed information, see [Assistance or Service Animal Policy](#). 417-865-2815, x8271.

**Associate Deans of Students (Also called Directors of Community Life (CL):** The Associate Deans of Students focus on the student experience outside of the classroom. This team consists of residence directors, resident assistants, and a commuter coordinator, with direction of Gina Rentschler (SU 106, 417-865-2815 x7317) and Steve Gause (SU 106, 417-865-2815 x7409). Look for all kinds of student programming!

**Athletic Fields:** Football, baseball and softball fields are for athletic team use and not for general use. The intramural field is for scheduled intramural games and, when not in use, may be used for impromptu games.

**ATM:** Automatic Teller Machines are provided by the Assemblies of God Credit Union, at the southeast entrance to Cantrell Student Union. The ATM from Central Bank, inside the West entrance of Riggs Hall, provides a free cash withdrawal from your work study payroll debit card.

**Bookstore:** Upon request, the helpful folks at the EU 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 about it). Location: Student Union. Regular hours: M-F: 8:30 a.m. – 5 p.m.; Sat: 10 a.m. – 2 p.m.. 865-2815, x7343

**Campus Shield:** The Public Safety App provides our students with information such as maps, emergency procedures, and safety regulations. It also has options to request vehicle assistance, access Residence Halls, or to submit anonymous tips. The Department of Public Safety uses this app to send emergency alerts for the campus, immediately notifying you about danger, tornado warnings, and other immediate safety hazards. Parents of students are also able to sign up. (Download for [iOS](#), [Android](#))

**Career Help:** Need a job? Located in ZM 208 (417-865-2815, x8217), students and alumni can access resources, such as: career guidance, career/strengths assessments, career fairs, on-campus recruitment, student job service, resume writing,

**Cashier:** The EU Cashier provides a personal touch for check cashing (\$200 daily limit) and school account payments. The cashier's window is located in Riggs Hall, 204. Hours: 8:30 a.m.-3:30 p.m. weekdays except during chapel/lunch hours.

**Center for Compassion:** Collaborating with Convoy of Hope, this center (ZM 208) offers students practical ways to engage with people through service, education, and research. Opportunities may be local, national, or global, through an event, practicum and/or internship, and support a lifetime calling to compassion. 417-865-2815, x8210

**Center for Student Success:** This one-stop office (ZM 208) can help students navigate college life. Services include assistance to help you thrive at Evangel, through individualized coaching, getting a job, discovering your calling, finding your strengths, academic coaching, disability accommodations, and/or learning about leadership. 417-865-2815, x8213

**Chapel services:** A unique value-add for Evangel students is the attention to spiritual growth, particularly through chapel services. Attendance is required for full time, traditional, undergrad students. University chapels are held W,TH, and F at 9:45 am in Spence Chapel. Spiritual Emphasis services, along with floor or commuter devotions are also available. For complete information see [Chapel Program](#). Students with certain conflicts can apply for partial or full attendance exemptions.



**Churches in the area:** Springfield is not just the home of Springfield Cashew Chicken (sidetrack: BTW, you should try it and if you need GF options, talk to us in Student Development, we can tell you the places to try—SU 106). The Springfield area has over [400 churches](#), with many denominations and [62 Assemblies of God congregations](#). Get involved with a church where you can grow and serve!

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

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



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

**Computer Information: Labs, Internet access, and Microsoft Office:**

Evangel has computer labs in all the academic buildings and the Student Union, as well as a mini lab in each residence hall. As an EU student, you can also upload Microsoft Office on your computer FREE! Wireless internet is available throughout the campus using your student username and password. For support issues, call 417-865-2815, x4357 or email [help@evangel.edu](mailto:help@evangel.edu). See also [Help Desk](#). We use three online systems (sign in using your EU email and password):

- [Student Portal](#)—Evangel's customized intranet that has all of your academic, financial, and service information.
- [Course Commons](#): Used for academic coursework. Access through your student portal or install the Canvas app.
- *Evangel Connect App: See below*

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



**Contact Evangel Faculty or Staff via Office Phone:** Call the Evangel number, 417-865-2815. You will be prompted to search by name of the individual or department, or connect with the operator during the day.

**Counseling Services:** The Counseling Center (SU 107) is open from 8 a.m.- 4:30 p.m., M-F and is staffed by licensed professional counselors and graduate-level practitioners to provide confidential Christ-centered counseling in individual and group settings. Call 417-865-2815, x7222 to schedule an appointment. Services are free to current students paying the *General Student Fee* and are offered on campus. Sessions are limited and intended only for short-term care. Evening appointments available upon request.

**Disability Services:** The Center for Student Success (ZM 208) assists students with documented disabilities. Contact the Disability Services Coordinator (417-865-2815 x8271) for special needs related to academic life, or the Housing Director (x7335 or Riggs 103) for special needs related to housing and/or meals.

**E-Mail Communication System:** Add your Evangel email to your mobile device for access to important (and sometimes not-so-important) stuff. Since University e-mail system is the official means of daily communication between faculty, staff, administration, and students, check your email daily! Also, make sure to check the Junk mail folder.

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

**Evangel Connect (Online & Mobile App):** *Evangel Connect* is our online home for involvement. Features include groups, campus events, chapel schedules, attendance tracking, forms/applications, polls, service hours tracking, etc. Download *Evangel Connect* to your mobile device for access on the go (iOS, Android). Access it online at [connect.evangel.edu](https://connect.evangel.edu) for more features. Simply log-in with your campus credentials to get further connected.

**Event Services and Facility Reservations:** Club advisors will help you with the online system to reserve rooms and determine any logistical and/or food charges. **Note:** If you plan to have food, work with Aladdin Food Services (417-865-2815, x7425), as the University contracts with them for food service. Any exceptions must have formal approval from the Food Services Director. Contact staff in Event & Conference Services (x7955 or Riggs 104) for more information.

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

Scan your ID card at the register to access your meal plan. ID cards and meal plans are not transferable to others but you may use *bonus bucks* or *EU Bucks* for guests. There is also a take-out option. Our Eco-To-Go program uses sustainable containers for a nominal one-time fee to participate. For more information on how to sign up for this program, contact Dining Director. Meal trays for ill students are available per request of the Health Center, Residence Hall, or Discipleship staff. Remember: only take ice cream you are eating out of the dining hall; wear shoes & shirts in all facilities; be respectful and courteous; throw trash in receptacles; please clean up after yourself!

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

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



Dining Hall Hours			
Meal	Monday-Friday	Saturday	Sunday
Breakfast	7:15 – 8:45 a.m. (continental until 10 a.m.)	10:30 a.m. – 12:00 p.m.	8:00 – 9:30 a.m.
Lunch	11 am – 1:30 pm.	10:30 a.m. – 12:00 p.m.	11:30 a.m. - 1:30 p.m.
Dinner	4:30 – 6:30 p.m.	4:30 – 6:30 p.m.	4:30 – 6:30 p.m.
General Hours			
Location	Monday-Friday	Saturday	Sunday
The Joust	10:30 a.m. – 9:00 p.m.	Closed	Closed
The Barracks Coffee Shop	Mon-Thurs: 7:30 a.m. - 9 p.m.; Fri: 7:30 - 5 p.m.	Closed	Closed

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

**Health Services:** Current students who have paid the *General Student Fee* may schedule free appointments with the on campus licensed Family Nurse Practitioner (FNP) who can diagnose and treat most non-emergency health conditions. EU charges nominal fees for immunizations, laboratory tests, medications, and some procedures which are paid at time of service. We do not file insurance claims. The FNP may offer referrals for off-campus physicians, specialists, etc., as needed, at the student's expense. Located in SU 106, hours are 8 a.m. – 4:30 p.m. (Last patient taken at 3:45 p.m.), M-F. Call 417-865-2815, x7280 for an appointment. For a campus emergency, contact a Residence Director or Public Safety Officer-- 417-865-2815, x7000.

**ID Cards (AKA "Prox Cards"):** Issued by Public Safety staff after completion of initial registration and used for the duration as a student. You must have your card with you at all times when on campus. It provides access to campus buildings, athletic events, computer labs, and your residence hall by swiping the proximity sensors near the doors. You will also use it to scan for food service for checking out resources in the Library. See also section on *SAFETY STANDARDS*.

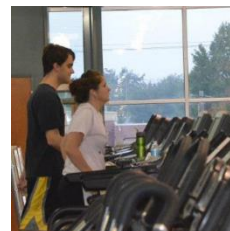
**Insurance:** We want you to be protected! There are two types of insurance you should have at Evangel:

- **Medical/Hospitalization** - All students should have medical insurance. It is required for international students and intercollegiate athletes--contact Admissions Director for questions (417-865-2815, x7432; Riggs Hall 203).
- **Personal Property Liability** - Personal property damage is not covered by Evangel University insurance. If you are a residence student or renting any unit off campus, we HIGHLY recommend purchasing renter's insurance!

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

- **Kendrick**--Mon-Thurs (7:30 a.m. to 11:45 p.m.); Fri (7:30 a.m. to 4 p.m.); Sat. (closed); Sun. (4 p.m. to 11:45 p.m.)
- **Burnett**-- Mon-Friday (9 a.m. to 9:30 p.m.); Sat. (10 a.m. to 6 p.m.); Sun. (closed)

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



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

**Multiculturalism & Diversity:** Evangel values the diversity of students and encourages learning through perspective taking, respect, and care, fostered through open-dialog and student programming (i.e., Tough Talks, Courageous Conversations, and diversity/inclusion activities (CROSSwalk student ministries). MKs (missionary kids) and international students also have intentional support, hosted by Community Life staff (SU203).

**Parking:** Students with vehicles should take care to lock their vehicle and take all valuable items with them to reduce the risk of theft. Parking in spaces reserved for faculty, staff, or other restricted spaces may result in a fine.

**Posters and Publicity:** Signs/fliers/posters must be approved by Event & Conference Services (Riggs Hall, 104) and can be posted only in designated areas (not on windows, glass doors or painted surfaces). Exceptions are made for Homecoming, Harvest Fest, Spring Fling and officially designated ESGA election campaign periods.

**Prayer Chapels:** There are prayer chapels in Riggs Hall (308), AGTS (231) and each residence.

**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:** 24/7 protection for you and campus property. Officers oversee access control and safety systems, vehicle registration, parking/restricted areas enforcement, self-defense training, investigations, and emergencies. If you need a parking decal or lose your Prox Card, go see them. If you observe suspicious persons on campus or have concerns, contact Public Safety or use the free Campus Shield Public Safety app (Download for [iOS](#), [Android](#)). You can request an officer to accompany you across campus (safe-walk program), jump-start your vehicles, and open your locked cars. The office publishes the *Annual Security Report* on the EU Website, as required by federal law. Emergency calls requiring response by Springfield authorities (fire, police or ambulance) should be made directly to Public Safety by calling 417-575-8911 (save in your contacts). They can also be reached through the CampusShield App, at 417-865-2815, x7000, or in-person at Riggs 208.

**Reporting Assault or Other Crimes:** If you have witnessed or been subject to a crime, the Department of Public Safety can assist in providing campus support personnel or local law enforcement responses, 24/7. Immediately report all thefts or burglaries to Public Safety. For [sex-based offenses](#), students may contact the Title IX Coordinator ([Mark Entzminger](#)) or Deputy Coordinator's ([Gina Rentschler](#) or [Steve Gause](#)) to initiate a report. To report a crime anonymously, click [here](#). We value all reporting; however, anonymous reports may limit outcome of investigations. Our primary goal is to keep you safe!

**Vehicle Registration:** Students must register their vehicles annually with the Department of Public Safety and correctly display the registration decal on the driver's side rear window (please use the windshield, driver's side, if there is heavy tinting in the rear). See the [Motor Vehicle Regulations](#) on your Student Portal for full information.

**Vehicle Safety:** See *Parking* above.

**Veterans Center:** The Vern Clark Center, located inside the west door of AGTS, provides a full service, one-stop entry point. Veterans can get information regarding GI benefits, billing/financial aid, university and/or government service agencies, as well as enjoy a cup of coffee and snacks. A military Chaplain is able to minister to individual and family needs of veterans. Call 417-268-1041 for information.

**Voter Registration:** Students desiring to register to vote in the State of Missouri, Greene County and the City of Springfield may register to vote online at <https://www.sos.mo.gov/elections/goVoteMissouri/register>.

### III. STUDENT INVOLVEMENT & LEADERSHIP OPPORTUNITIES

Evangel has many opportunities to get involved. Check *Evangel Connect* for more information.

#### A. EXTRACURRICULAR ACTIVITIES



**Club Sports:** A club sport is an organization whose sole purpose is to serve as an alternative to varsity and intramural sports. A club is a group of students who share a love for a particular sport but want to be more competitive than intramurals. Learn more at [Evangel Athletics](#).

**CROSSwalk Student Ministries:** CROSSwalk is a student-led organization with two branches Campus Discipleship and Outward Facing Ministries including impact teams, public relations & media, diversity & inclusion, and community engagement. The CROSSwalk (SU 204A) advisor is Cecilia Corbin. Each ministry has a student leader who would love to help you get involved. Follow @EUCrosswalk on Twitter.

**ESGA:** All undergrad students are members of the Evangel Student Government Association. Two branches represent student interests; student leadership offices are in the Student Union (suite 204):

- **Activities Board (AB):** AB creates campus-wide activities to build school spirit, unity, and community. AB is comprised of members at-large, and their advisor is Christy Rowden. Follow @EU\_AB on Twitter.
- **Senate:** Student senators (i.e., residence hall/commuter/class presidents, departmental and at-large representatives, and executive officers) write and vote on bills from policy recommendations to campus improvements. They represent student needs and concerns to the VP for Student Development and the President's Cabinet. Advisors are Eugene Arnold. Follow @ESGAsenate on Twitter.

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

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

**Intramural Sports:** Intramurals, open to all current EU students, offers voluntary sports competition. Contact the Campus Recreation Coordinator, 417-865-2815, x7745, or your Residence Hall/Commuter Sports Rep for information.

**Leadership Program:** Evangel is committed to developing leaders to positively impact this world for the cause of Christ. The Leadership Program (also an academic minor) is facilitated in the Center for Student Success (ZM 208).



**Music:** Students may participate in a variety of instrumental and vocal ensembles, including Marching Band, University Band, University Chorus, University Orchestra, University Chorale, Concert Orchestra, Concert Choir, Jazz Ensemble, worship teams, and other ensembles. Contact the Music Department.

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

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

### Departmental Groups

Art Group	National Association for Music Educ.	Social Work Club
Cinema Club	Non-Profit & Social Enterprise Club	Spanish Club
Criminal Justice Club	Phi Beta Lambda	Student Mo State Teacher's Assoc.
EU Nursing Society	Pre-Law Society	World Changers Mission Fellowship
EU TESOL	Healthcare Society	

### Honor Societies

Alpha Psi Omega	Psi Chi- psychology	Society for Collegiate Journalists
Kappa Mu Epsilon – mathematics	Sigma Alpha Sigma - honor floors	Theta Alpha
Phi Alpha-Social Work	Sigma Zeta-science/mathematics	Alpha Epsilon

### Interest Groups

Christians for Biblical Equality	Senate	Students for Sustainability
CROSSwalk Student Ministries		Evangel Chapter of Turning Point USA
Evangel Student Gov't Assoc.	Evangel Student Veteran's Association	
Activities Board	For the Culture	
Class Councils	Student African American Brotherhood	

### Student Media

EvangelValorMedia.com	EU Films	KECC - radio
EUTV – television station	Excalibur - yearbook	Lance - newspaper
Epiphany – fine arts magazine	Intercollegiate Forensics	

Officially recognized student groups are listed if they meet the annual renewal criteria of the Student Activities Office. Only officially recognized student groups are eligible for ESGA Senate funding. See: <https://www.evangel.edu/student-life/activities/>

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## C. ROLES OF STUDENT OFFICERS AND FACULTY ADVISORS

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

#### IV. STUDENTS BILL OF RIGHTS

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

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

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

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

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

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

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

#### V. COMMUNITY LIVING – CODE OF CONDUCT

Much like any community, Evangel supports policies, procedures, and actions to facilitate healthy living among its members. These boundaries are guided by our commitment to uphold biblical principles of conduct, our [Assemblies of God](#) denominational perspective, and practices that promote considerate community interaction. As such, EU students are responsible for knowing and abiding by the standards; however, if that is your only guide, you will have missed the point. We seek to nurture an environment where our lives reflect Christ in all that we do. The code of conduct guides in helping students avoid destructive behaviors and embrace positive behaviors within the context of our community.

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##### A. MAKING CHOICES

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

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##### B. BIBLICAL FOUNDATIONS

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

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

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

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

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

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

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

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

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

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

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

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### **C. COMMUNITY COVENANT**

#### **Responsibilities of Membership in the Evangel Community:**

As the Assemblies of God (AG) national university of arts, sciences and professions, Evangel's commitment to the integration of faith, learning and life attracts students from a wide variety of Christian religious backgrounds. We treasure this diversity as we educate and equip students to become Spirit-empowered servants of God who impact the church and society globally. Joining together, we build on our common belief in the Lordship of Christ and in our desire to holistically serve Him mind, body, and soul. Further, we support the distinctive mission of our heritage to proclaim the good news of Christ, worship God, disciple believers, and show compassion. These beliefs, alignment with our parent organization regarding interpretation of Scripture, as well as a focus on healthy and safe living, provide a framework for the spiritual and behavioral expectations at Evangel University. All members willingly choose to become a part of this community, and upon making that choice, commit to growth as they purposefully and intentionally live to love God and serve others. Additionally, for the duration of their tenure at Evangel, students pledge to abide by the following community standards:

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

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

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

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## D. BEHAVIORAL STANDARDS AND COMMUNITY IDEALS:

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

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

- **Academic Integrity:** Students are expected to maintain high levels of academic honesty as people of Christ. Submitting someone else's work as your own (without proper citations, identifying particular research, copying, etc.), or otherwise cheating is dishonest and is not congruent with a Christian life.
- **Conflict Resolution:** We believe in following Biblical direction as found in Matthew 18; if you have concern about the behavior of another member of the Evangel community, ideally you will be able to go to that person for resolution. If that is not possible or it has not resolved the situation, then we encourage you to talk with your Resident Assistant, Resident Director, or Commuter Coordinator. If the matter is not resolved satisfactorily within a reasonable period, then contact the Director of Community Life.
- **Conduct Unbecoming of an Evangel Student:** We have high expectations for our students and believe that you have high expectations for yourselves. Students involved in behavior that reflects negatively on their Christian character or on the university are subject to accountability that guides towards redemption and reconciliation, whenever possible.
- **Complying with Sanctions or a Directive:** Students are expected to immediately and fully comply with a legitimate directive from an EU official (including administrators, faculty, staff and RAs), as well as community/state law enforcement personnel.
- **Gambling:** Students are not to participate in any activity in which money or other consideration is required for participation, with the prize acquired mainly on the basis of chance and with risk to the gambler.
- **Harassment, Intimidation, or Bullying\*:** The University prohibits any gesture, image, written, verbal or physical act (including social media and texting) that (a) is motivated by any actual/perceived characteristic such as race, color, ethnicity, religion, sex, gender, and mental or physical disability; and that (b) is understood by a reasonable person to have the effect of mentally or physically harming a student, damaging the student's property, or placing the student in reasonable fear of harm to his person or damage to his property; or that (c) has the effect of insulting or demeaning any student or group of students. \*See also [Sexual Misconduct Policy](#).
- **Hazing/Initiations\*:** Hazing and initiation are not tolerated at the University. Violators are subject to criminal prosecution in addition to university accountability. \*See also [Hazing and Initiation Policy](#)
- **Inappropriate Language, Pictures, or Media\*:** Inappropriate written, spoken, or posted words (including pictures, photos, clothing, or language) are not acceptable. This includes, but is not limited to, possession or display of pornographic and/or sexually suggestive material, derogatory racial/ethnic material on university property. \*See also [Social Media and Internet Standards Policy](#).
- **Lying/Withholding Information/Fraud:** We expect students to be honest and truthful. Purposefully misrepresenting information, withholding requested information and/or filing false information undermines your integrity and may result in suspension or dismissal, depending on the severity of the lie.



- **Nondiscrimination\***: Evangel strives to maintain a God-honoring environment, which promotes care for the community, is committed to diversity, and respects the dignity and concerns of others. Violations include but are not limited to: any conduct that discriminates on the basis of, race, ethnicity, national origin, sex, disability, age, veteran status, or any other protected legal status in matters of admissions, employment, housing, educational programs or activities. \*See also [Nondiscrimination Policy](#)
- **Physical Aggression/Assault**: Pushing, striking, or physically assaulting another person is prohibited. The University reserves the right to review alleged incidents of self-defense, in light of physical aggression.
- **Pranks**: Activities that could be interpreted as degrading to others or potentially endanger individuals, animals or property are prohibited.
- **Respectful Behavior**: We expect all community members to show respect to each other. Conduct that is disrespectful or intentionally disruptive is unacceptable. When a student or guest exhibits behaviors that cause concern or could be considered a threat to others or to University property, Evangel reserves the right to restrict access to the campus. Students have a right to ask questions, seek information and assistance, or to express dissent in a respectful way that maintains dignity and rights of others in the educational community.
- **Unauthorized Recording**. No student may make an audio or video recording of any person(s) on University premises in bathrooms, showers, bedrooms, or other premises where there is an expectation of privacy with respect to nudity and/or sexual activity. Students are also expected to respect the reasonable expectations of privacy of other individuals within the University community. Accordingly, students are not permitted to make an audio or video recording of private, nonpublic conversations and/or meetings on University premises, without the knowledge or consent of all persons in the recordings.

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## 2. MAINTAIN A HEALTHY LIFESTYLE

- **Alcohol and Other Drugs**: Maintaining our personal health and mental well-being is an essential part of our commitment at Evangel University to serve Christ. Students, while on or off University property, are not to manufacture, possess, use, or distribute: (a) illegal drugs, including marijuana; (b) synthetic drugs, including K2 and other synthetic cannabinoids, bath salts, or products used in a similar manner; (c) alcoholic beverages; (d) cigarettes or tobacco products; (e) hookah; and/or (f) e-cigarettes, inhaled handheld nicotine devices, and any object resembling vaping pen products. Providing or purchasing (as well as facilitating or attempting acquisition) of alcoholic beverages or attending house parties where alcohol/drugs are being used is likewise prohibited. Students are considered “in possession” and responsible for alcohol/drugs that have been determined to be on their person or in their residence or vehicle. Evangel supports students in recovery to live a drug and alcohol-free lifestyle. See also [Alcohol and Other Drugs Policy](#).
- **Bar/Lounge/Club (Attendance or Participation)**: Attending a place, even for concerts, where alcohol or hookah is the primary purpose of the establishment is prohibited. A business may be a bar/lounge/club if it: (a) requires an ID for admission and (b) advertises alcohol prominently.
- **Dancing**: We want you to have fun and we want you to be safe (and yes, you really can do both)! Sexually-provocative dancing and dancing in settings in which alcohol is a primary influence of the overall atmosphere is prohibited. While co-ed dancing is not permitted on campus or at University events (unless it is a choreographed performance within an approved and supervised University program), you may participate in modest dancing at church, formal, cultural, family, and/or other off-campus celebratory events.
- **Movies and Music**: R-rated movies and explicit music is not permitted in public areas on campus. In determining appropriateness or inappropriateness of movies, music, video games, and internet, consider appropriate content (no nudity, vulgar language, sexual content and/or gratuitous violence). See also [Copyright Law and Network Use Policy](#) for federal guidelines regarding public and private showings.
- **Students struggling with lifestyle behaviors and want help**: Evangel seeks to be a redemptive community that assists students who are struggling with difficult issues or addictions in their personal lives and want help. We encourage students to talk with a Community Life staff member (such as an RD, Director of Community Life, or Vice President for Student Development). Students who come to a professional staff member for help related to lifestyle

behaviors prior to staff becoming aware of a conduct violation (except in situations where: the university is required by law to take appropriate disciplinary action; or behaviors could endanger others) may be offered support and help outside of the regular student conduct process.

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### 3. UPHOLD STANDARDS OF SEXUAL PURITY

- **Appearance standards:** As representatives of the university and future leaders, students are to wear age, gender, and setting appropriate clothing, evaluating what they wear in terms of modesty and neatness/hygiene. **Modesty** involves not bringing undue attention to the body and **neatness/hygiene** includes daily grooming and cleanliness. Since this a subjective area, here are some guidelines: Wear appropriate tops, bottoms, and shoes in all public places including athletic activities. Avoid wearing clothing that is too tight, too short, or provocative (e.g., tops to cover midriff/torso and straps to cover undergarments; bottoms to cover mid-upper leg; clothing to not expose posterior and/or front cleavage, nor show undergarments—boxers, sports bras, etc.). In addition, students are to avoid clothes and tattoos with slogans, logos, or pictures that contradict Evangel community values. Since we have no pool, swimsuits should not be worn on campus.

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

***Note:** Individual departments, faculty, or sponsors may have additional standards that apply to students' appearance while participating in class, practicums, internships and/or representing the University. Faculty may require students to leave class and to return in appropriate attire. In such cases a tardy or absence may be assessed, at the sole discretion of the faculty.*

- **Displays of affection:** Excessive displays of affection public (i.e. making out, lying against or on one another, etc.) are prohibited.
- **Gender identity:** 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. *See also [Sexuality and Gender Identity](#).* Students experiencing gender identity issues may access confidential university resources within the Counseling Department.
- **Overnight in mixed company:** To maintain the highest standards, students should not be overnight in mixed company in private settings (including but not limited to camping, tents, homes, apartments, cars, hotel rooms, residence hall rooms) without advisors (e.g., adult relatives, church leaders, EU faculty or staff, including a male and female RA—with prior RD approval).
- **Pornography:** Avoid possession, distribution, viewing, or use of material that encourages sexually immoral thoughts or presents the body in a degrading or compromising manner. Students viewing pornography may access confidential University resources including a campus pastor or counselor.
- **Pregnancy:** We believe in the sanctity of life and support a student's decision to carry her unborn child to birth. We strongly oppose elective abortion. If unmarried, a student is encouraged to talk with a Residence Director or trusted faculty/staff member for help in navigating the complex emotional, physical, and environmental needs that a pregnancy presents. Confidential counseling and health support is available through the campus Wellness Center and the Pregnancy Care Center (417-877-0800).
- **Sexual behavior:** We believe that sexual intimacy was created by God as an expression of love between a woman and a man in a life-long marriage commitment. Students are expected to abstain from premarital or extramarital sexual behavior, including, but not limited to cohabitation, same-sex sexual relationships, genital contact, oral sex, sexting (or sharing provocative electronic images via cell phones, computers, or webcams), and/or intercourse. Confidential University resources are available through a campus counselor or a campus pastor.
- **Sexual violence:** Evangel University does not tolerate [sexual violence](#) or retaliation (threatened, attempted, or actual) against any individual for making a complaint. Evangel encourages students who have experienced sexual violence to obtain emergency medical attention immediately, if needed. Students are encouraged to talk with a campus [Title IX Officer](#), Public Safety officer, counselor, nurse, or campus pastor for assistance.

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

- **Spiritual life:** “Be still and know that I am God.” The words of the Psalmist remind us of the importance of taking time to reflect upon the person of God. At Evangel, we are committed to offering space for spiritual growth. We know that in a Christian university, with the pressures and demands of academics and community living, the danger is to study about God without really knowing Him. All members of the community are encouraged to grow in seven dimensions of spiritual discipline including daily Bible engagement, surrender to the Holy Spirit, living on mission, daily communication with God, expressing adoration and worship, serving others, and generosity.
- **Chapel attendance:** In addition to personal spiritual disciplines, EU students participate in community growth as well. EU’s commitment to Christian higher education and our Assemblies of God heritage prioritizes chapel attendance. These services are required for all full-time, traditional, undergraduate students. See [Chapel Program for more details](#).
- **Church attendance:** Whether you are more comfortable attending and serving in a casual or formal, small or large, traditional or contemporary setting, we strongly encourage you to find a church home in the area and engage in lay leadership service. Since Evangel is a faith community, we expect that students attend church services and set that pattern in their lives. For assistance finding a church home, reach out to faculty, staff or student leaders.
- **Discipleship:** Discipleship revolves around building relationships that support and encourage each other as followers of Christ in loving God and serving others. Together, we learn about God, learn to know God, to pray for one another and to serve others. Student CROSSwalk discipleship administrators and leaders facilitate devotional opportunities in the residence halls and for commuters. Discipleship leaders offer prayer, spiritual support, and weekly “devos” to students throughout the school year.
- **Mentors/Biblical Studies coursework:** Evangel seeks to help students integrate every aspect of their lives in order to serve God holistically. You will find faculty and staff who deeply care about students and are committed to mentoring students as they connect their callings with education in pursuit of a life well lived.
- **Outreach and Service:** We are most like Jesus as we serve the needs of others. Evangel, as a community, encourages students to be involved in outreach, missions, and service through CROSSwalk, Global Connections, Center for Compassion, departmental service trips and volunteering, music performance groups, and other ministry involvements. We partner with many local and national nonprofit groups, such as Convoy of Hope, Habitat for Humanity, I Pour Life, and the city of Springfield, to care for needs of those in our community and beyond. Individually, students are involved in church ministries and other volunteer service that provide incredible opportunities for our students to literally be the hands and feet of Christ.

#### VI. SAFETY STANDARDS AND INFORMATION

The Department of Public Safety, Riggs Hall, 208, Open 24/7

Phone 417-865-575-8911 or 417-865-2815, x7000

**Access Control and Camera Systems:** Evangel’s buildings are access-controlled, and we use camera surveillance to promote a safe community. The residence halls (students’ Prox Cards open their hall only) and Mabee Fitness Center are secured 24/7; Dining Hall, Cantrell Student Union, and academic buildings are secured after 5 p.m. Do not tamper with, prop doors, or try to bypass access system or cameras.

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



**Access/Identification Cards (AKA Prox Cards):** Keep your ID Card with you at all times on campus. The Department of Public Safety issues your ID card (also an access card to campus buildings, food services, check cashing, athletic games, library books, activities, etc.). Damaged, lost or stolen cards should be reported to Public Safety immediately. If you find a card belonging to someone else, please bring it to Public Safety Office. If you lose your card, you can get one free card per semester; additional replacement cards are \$25 each. Once you have a new card made, only that card is activated, so use the new one only.

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

**Closed Campus/Curfew:** The campus closes at curfew (1:00 a.m. nightly; 2:00 a.m. on Friday nights and during student breaks and summer school). All non-resident students or guests must leave campus by curfew. After curfew, students may work on academic projects in campus buildings, when prior approval from their faculty member is given to Public Safety. Students who meet specific requirements have additional curfew privileges (See *Curfew Exemptions Guidelines*).

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

**Emergency Procedures:** We will keep you informed using an emergency notification system (intercom, texts, emails, phone, and/or website). If you change phone numbers while you are a student, just go to your student portal (click on *My Info*) and follow the instructions to change your number. The system is updated each semester. Students and employees are required to follow all evacuation procedures from Public Safety and/or law enforcement officers.

- **Active Shooter or Bomb Threat:** Armed Public Safety officers will respond, and law enforcement are summoned. The emergency notification system is activated as soon as practical alerting the community of a threat.
- **Tornado Warning/Watch:** A tornado watch means that conditions are favorable for a tornado. A tornado warning means that a tornado has been sighted in the area. In the event of a tornado warning, the Springfield warning alarms will sound, and Public Safety will send a notification alert. Students in campus buildings should follow instructions of a faculty/staff member. See [designated shelter areas](#).

**Fire Alarms and Fire Safety on Campus:** City code requires that anytime a fire alarm sounds, the fire department must be alerted. A public safety officer will ensure a building has been evacuated and investigate reason for the fire alarm, if a fire is not evident. All students MUST leave a campus building immediately when a fire alarm sounds. Students should gather at a site designated by Public Safety officers and remain there until further notice.

- **Fire Doors:** According to the City Fire Marshal stairwell, doors in a building must not be propped open.
- **Fire Systems:** Misusing or committing pranks involving fire safety systems (e.g., building or floor fire/ smoke alarms, fire extinguishers and electrical panels) is prohibited and typically results in suspension. A violation of Springfield city ordinances, penalty is up to six months in jail and/or a \$500 fine. The Fire Marshal states that pulling a fire alarm as a prank causing evacuation of 10+ persons from a building can be considered a “terrorist threat”, Class “C” Felony.
- **Fireworks (Possession or Use) or Setting Fires:** Students may not possess, use, or store fireworks, snaps, poppers, and/or smoke bombs on Evangel’s property, including in automobiles. It is illegal in the city to “store, offer for sale, expose for sale, sell, use or explode any fireworks, except as provided in the rules and regulations issued by the code official for the granting of permits for supervised public displays of fireworks by the City, fair associations, amusement parks and other organizations”.

**Firearms/Explosive Devices (Possession or Use):** Evangel University has a zero-tolerance policy regarding the use or possession of firearms or other explosive devices on campus, including in automobiles. Carrying concealed weapons on campus is prohibited. Upon verification that an individual is storing or possessing a firearm or other explosive device, they will be removed immediately from campus and subject to interim suspension pending review.



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

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

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

**Room or Vehicle Search:** Student rooms and vehicles on EU property may be searched with cause. Searches are typically conducted by a public safety officer, with authorization from the Director of Community Life or VP for Student Development. Items in violation of university standards/policies may be confiscated. If item is illegal, city law requires notifying Springfield Police to remove. Subsequent police investigations are subject to city and state laws.

**See Something, Say Something:** With the goal of keeping all Evangel community members safe, we rely on you to alert the Public Safety staff if there are any concerns or things that just don't look right on campus. In addition to contacting officers at the above number, you may also make an [anonymous report](#) but investigation may be limited.

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

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

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

## VII. INFORMATION SPECIFICALLY FOR RESIDENTIAL AND COMMUTER STUDENTS

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

### A. RESIDENCE LIFE

This information is specific to resident students who will help you align with residence hall (RH) living:

- **Animals:** Only fish, confined in small aquariums with proper cleaning, and approved by the Residence Director, are permitted. Aquariums will be part of regular room inspections. See also [Assistance or Service Animal Policy](#).
- **Appliances:** Refrigerators, and appliances without an open heating surface are the only acceptable room appliances. With several appliances, use a UL approved power strip attached directly to wall outlet, as multiple extension cords are fire hazards. Appliances must be cleaned and subject to room inspection standards.
- **Babysitting:** Childcare (caring for a child without presence of a legal guardian) is not permitted in the hall. Children under the age of 12 are not permitted past *Quiet Hours*. **Due to COVID, no children should be in the hall.**
- **Bicycle storage:** Bikes/scooters may only be stored in a student's room or locked to a bike rack outside. The University is not responsible for security of bikes/scooters. RH fines are issued for improper storage.
- **Candles and/or Incense:** No burning in community living, due to the fire hazard and/or allergic responses
- **Ceiling Surfaces:** Do not attach anything to or scrape material from ceilings (See [Hazardous/Noxious Materials](#)).
- **Check out:** All non-curfew exempt (see [Curfew Exemptions Guidelines](#)) students must properly check out of RH when staying out of the hall past curfew. The *Overnight Checkout Procedures* are at the front desk in each RH.
- **Contacting Parents:** Evangel reserves the right to call parents/or designated contact if their student's whereabouts are unknown, within 24-hours. See also [Missing Persons Policy](#).
- **Cooking:** The halls do not have wiring or drainage capacities for full meal preparation. See *Appliances* (above).
- **Curfew:** 1:00 a.m. nightly; 2:00 a.m. Friday nights, student breaks, and summer school. During curfew (until 4:45 a.m.), door alarms are activated. **To access RH after curfew**, contact Public Safety from the courtesy phone in the glass entrance of each RH or by calling 417-575-8911, ext. 3 from a cell phone. Your ID card is used to verify student status. Public Safety will notify RD of late entrances.
- **Curfew Exemption:** See [Curfew Exemption Guidelines](#) for eligibility. Curfew exempt students may exit/enter the hall after curfew by calling Public Safety (see above).
- **Damage or Repairs:** Contact the Facilities Department using the [Maintenance Request link](#) to report A/C, heating, plumbing or electrical problems, as well as broken doors, locks and windows, ceilings, etc. For emergencies after business hours, call Public Safety (417-865-2815, ext. 7000).
- **Decorating rooms:** We encourage you to personalize your room in ways that reflect you and are compatible with University standards. Upon checkout, rooms must be returned to the same condition as you found it upon arrival. The following guidelines will assist you in knowing the parameters of room décor:
  - a. All University furniture must stay within the occupant's room only. University furniture from outside of the room may not be moved into student rooms. Violations are treated as theft.



- b. Painter's tape, sticky tack, and Command Strips™ may be used on carpet or painted surfaces. Nails, staples, screws, glue, or duct tape may not be used on surfaces including doors and ceilings.
  - c. Painting or wallpapering is not allowed. If a mirror is already attached to the door, it is to remain there permanently unless it is damaged. Evangel does not fix or replace these mirrors.
  - d. Small (4 feet or less) artificial trees are permitted. No cut/living Christmas trees are allowed.
  - e. Electrical ornaments and lights must be connected via circuit breaker protected power strips only.
  - f. Electrical cords can only be placed on the perimeter of the room and not taped to the floor or placed under rugs in the middle of the room.
  - g. Alterations involving the electrical supply are prohibited.
  - h. No outward facing objects (e.g., flags, posters, signs) visible from the window to the outside.
- **Devos:** Your floor discipleship leader will host weekly devotions so check the schedule and make plans to attend. These are incredible opportunities to grow spiritually, build relationships, and pray for each other.
  - **Floor Traditions:** Appropriate floor traditions must not include any elements of hazing or initiation. See also [Hazing](#). Appropriate residence hall floor tradition activities must comply with ALL of the following:
    - a. Completely voluntary. No coercion (requiring participation by pressure or threat—implied or stated).
    - b. Not put any student at risk of physical, spiritual or psychological harm.
    - c. Not involve retaliation or harassment (verbal or physical), against any students not participating.
    - d. Honoring and affirming of students, as brothers and sisters in the body of Christ.
    - e. Not single out any individuals or classes of individuals.
    - f. Planned and conducted by the respective Floor Councils that support University standards. Due to employee liability issues, Resident Assistants may not plan, approve or conduct floor tradition activities and must promptly report to the Residence Director any violation of these guidelines.
  - **Food Delivery:** When ordering food, make sure to meet the delivery person at the front doors so they don't have to wait. Food delivery must be received before curfew as pizza (and other food) delivery vehicles are not allowed on campus after curfew. Students, curfew-exempt or not, may not order food delivery on campus after curfew.
  - **Gaming:** You can connect Xbox Live or PlayStation Network from the top port in your room. Games rated AO (Adults Only) are prohibited on campus. Games rated M (Mature 17+ and lower) are permitted unless they contain strong language, sexual content, sexual violence, nudity and/or mature humor (as defined by the ESRB). The Community Life staff reserve the right to prohibit games deemed inappropriate.
  - **Guests:** Residents hosting guests (student or non-student) are responsible for making sure their guests understand Evangel's conduct and dress expectations while on campus or at University-related events:
    - a. Only platonic, same-sex friends may stay overnight and must be in separate beds.
    - b. Guests not staying overnight must leave **before curfew.**
    - c. Student host must come to front lobby to bring guest into building, as guests are not issued ID cards.
    - d. On arrival, student host must register guest at front desk, so hall staff is aware of who is in the building.
    - e. Guests may not enter the residence hall during curfew hours. The RDs may approve exceptions to this rule (e.g., a guest arriving on a late flight) if they are consulted 24 hours beforehand.
    - f. Curfew-exempt EU students may leave the hall they are visiting after curfew to return to their hall.
    - g. Guests (including EU commuters, EU residents of another hall, non-students) staying more than two consecutive nights incur a \$10/night charges (payable to RD in advance) and may stay in the residence hall no more than five nights per semester. This limitation also applies to residence hall students staying in their own halls but in rooms other than the ones assigned to them. The RD, upon his or her sole discretion, has the right to disallow any guest.



- **Hair Cutting:** Students cutting opposite gender students' hair may ONLY do so in the laundry room and only during hall visitation hours. Cleaning up is required.
- **Hall Visitation (on campus):** Hall visitation provides opportunity to have non-resident students and guests of yours to visit in your room! These friends are required to: 1) sign in at the front desk, leaving their student ID cards (or photo ID for non-students) and identifying who they are going to see; and 2) sign out by 11 pm, picking up their ID card. (See *Lobbies* for more information) Here are the guidelines:
  - a. Hours—Monday 9-11 p.m., Thursday and Friday 7-11 p.m.
  - b. Guests and/or hosts should not act in ways that could cast doubt on their behavior. Sitting next to (not on top of or pressed against) one another is appropriate.
  - c. Guests may visit only the room for which they register and not enter rooms of other students uninvited.
  - d. Doors must remain fully open at least 90 degrees.
  - e. Leave lights on while guests are in a room, even while watching movies (minimum-overhead sink light).
  - f. Students must observe *Courtesy Hours* (See Section V.A.1).
  - g. Both roommates must voluntarily, without concern for retaliation, agree to participate in room visits.
  - h. No one is to enter a room without the occupant(s) being present.

*There is no hall visitation during Spiritual Emphasis week, Harvest Fest and Spring Fling, school breaks, mid-term week, finals weeks, and summer school.*

- **Hazardous/Noxious Materials:** Do not disturb ceiling and pipe insulation materials due to asbestos risks (this includes not hanging or taping anything on ceilings). Additionally, students may not bring perm or acrylic nail application materials into the hall, nor may they store flammable items or materials that could have an open flame. See *Hazardous Materials*, Section VIII. University Policies.
- **Hazing/Initiations:** See standards on [Hazing](#). Hazing is against the law and the university has zero tolerance for any activities that fit under this definition.
- **Housing Selection:** Each semester, students may choose their room and roommate. A Housing Form must be completed each semester by the deadline, whether or not you are returning the following semester. Failure to submit the housing form will result in a \$10 per day fine, up to \$50, payable to the RD within 7-days, and potential loss of current room assignment, if returning. See also *Room Changes*.
- **Ice Machines:** All RHs have ice machines in the second-floor lobby or landing. Do not place personal items in machines as it contaminates the ice.
- **Insurance: Personal Property Liability** – Personal property damage is not covered by Evangel University insurance. We HIGHLY recommend that you purchase renter's insurance! It is typically very inexpensive, has a low deductible, and covers damage to personal belongings, in case of water leaks, fire, theft, etc. It is the best-kept secret ever! For further information, contact the Student Development Office.
- **Internet Access:** Wireless internet is available on campus. Students do not have to bring any special equipment to connect to Evangel's internet network (and should not use personal Wi-Fi routers as it interferes with service) as each room is equipped with two network ports and one phone jack. The top port is for gaming; the other is for general Internet.
- **Keys:** Room and mailbox keys are issued at hall check-in and should not be duplicated. For lost keys, notify Public Safety immediately and contact your Residence Director to order a replacement. For safety, the entire lock is changed when keys are lost. A \$100 replacement cost is charged to your student account for room keys and \$10 for a mailbox key. At no time should students let anyone else use their room or mailbox keys.
- **Laundry:** Free laundry machines are available off first floor lobbies for exclusive use of its residents. To maintain a clean facility (and prevent theft), promptly remove your clothes when machine stops. Sorting bins are located in each





laundry facility for residential use. After 24 hours, unclaimed items may be donated. Liquid bleach is not allowed, except as designated by your RD.

- **Lobbies:** These are like living rooms in your home. 1st floor lobbies are more formal, and it is not appropriate to lie or sleep on the couches. 2nd floor lobbies are more casual, open only to residents, except for scheduled hall visitation times. Generally, musical instruments and sports-type activities are prohibited in both lobbies.
  - a. ALL guests/non-residents of the hall, must exit the hall by curfew
  - b. ALL guests must be accompanied by a host resident of that hall
  - c. 1st floor lobbies of the halls are open to non-residents from 8 a.m. to curfew.
  - d. 2nd floor lobbies of all halls are only open to guests/non-residents from 7 p.m. – 11 p.m.
  - e. Each Residence Hall Council reserves the right to reduce 2<sup>nd</sup> floor lobby guest access. See your respective RD for details.
- **Lofts:** Personal lofts and decks are not permitted.
- **Mandatory Meetings:** Occasionally, the RD will approve mandatory meetings, whereby vital information is presented to the students via hall and/or floor meetings. Students are given at least 48 hours of advance notice and must receive an excused absence from the RD or RA or receive an RH fine.\*
- **Movies:** In keeping with federal copyright laws, streaming movies (EU's community standard is: R or MA and under) may be viewed in private living spaces, such as a room or suite. Showing a movie in a lobby, lounge, or hallway is considered a public performance and requires a license to be legal. Private small group viewing of movies are allowed in designated areas (e.g., study rooms, movie rooms, or Scott Hall basement). Inappropriate viewing and /or Internet downloading of movies is prohibited. Violations may be treated as theft. See also [Copyright Laws](#).
- **Musical Instruments and Vocals:** Except in floor devotions/hall chapels, instruments (including voice) should not be heard outside your room at any time of day or night. Music should be EU appropriate and only be played when resident is in his or her room. Vocal and/or instrumental rehearsing or performing (individual or band) is not permitted in the hall. Students may schedule practice rooms in the Fine Arts Center.
- **Power Failure:** In the event of power failure, use flashlights or phones, not candles or lighters (no open flames). You will receive instruction via your RD, RA or from the 911Cellular text alert from the Public Safety Office.
- **Quiet Hours on Campus:** 11 p.m. - 9 a.m. daily. Quiet hours are to be observed both inside and outside the residence hall rooms/buildings. During quiet hours, moving in or out of the residence hall room during the semester (including final exams) is prohibited. "Courtesy Hours" (being aware and respectful of others need for study and rest) are 24/7. Violations can result in an RH fine\*.
- **Residence Hall Student Leaders:** Each hall has Discipleship Administrator/s (DA) and RH student officers (President, VP, Secretary, Treasurer, PR Rep). Each floor has a Resident Assistant (RA), Discipleship Leader (DL), and floor officers. These student leaders are there to help you grow and develop holistically.
- **Residence Hall Entry/Exit during curfew hours:** Door alarms are set from curfew until 4:45 am, during which time students leaving/entering the halls must call Public Safety from the phone in the lobby (or glass entry, if entering), scan their ID card, and wait for officer approval. Don't touch metal bar on door prior to approval as it will trigger alarm. Improper exit and unauthorized entry/exit are prohibited:
  - a. **Improper Exit:** Setting off an alarm after curfew without following proper exiting procedures.
  - b. **Unauthorized Entry/Exit:** Any means of bypassing the access system, includes, but not limited to:
    - i. come in/go out through a window.
    - ii. let someone in/go out after curfew.
    - iii. entry/exit not through an unlocked door.
    - iv. entry/exit after curfew not through the main front entrance ("fishbowl").
    - v. enter a room suite via the bathroom, without permission of resident.
    - vi. prop doors: grant access to anyone other than a guest you are hosting; and/or

vii. use someone's ID card or permit another to use yours to access hall.

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

- **Restricted Areas in Halls (out of bounds):** Generally, includes all roofs and walls (no climbing or skateboarding); as well as opposite-sex residence hall stairwells, lobbies, basements, hallways, floors, and rooms (except for scheduled hall visitation times). See also *Hall Visitation* and *Guests*, above. Violators will receive an RH fine\*.
  - **Note:** During move-in/out, family members and friends may assist students during the posted times. Once school begins, student must obtain a visitor pass for their family from an RH staff member and make notification on the floor, except during scheduled visitation times.
- **Right to Enter:** EU reserves the right for authorized personnel to enter any room for room inspection, repairs, or other official business. In such cases, personnel will knock and announce themselves before entering.
- **Right to Search:** If there is reasonable cause to believe that a student has contents in a room/vehicle on campus that are inconsistent with University's standards and policies, University personnel (authorized by Vice President for Student Development, or designee) may conduct a search and proceed according to policy. If an illegal substance is found or if a minor is found to consume/possess alcohol, university policy is to call Springfield Police, in accordance with [Missouri statute 311.325](#). Any subsequent police investigations are subject to city and state laws. See also, Section V.E. *Safety Standards, Right to Search*.
- **Room Changes & Consolidations:** Room changes are made with written approval from the RD during the first full week of classes or at semester. To encourage community, freshmen students are encouraged to have a roommate. Any student in a double-occupancy room without a roommate may be required to move to another room on the same floor prior to the beginning of the second week of classes (see *Room Occupancy Agreement* form). When moving, follow checkout procedures for the old room and check-in procedures for the new room. RH changes may occur at semester, with approval from respective RDs, once the \$30 room change fee has been paid. RDs have authority to grant or deny mid-semester requests, based on circumstances. To request a residence hall change for the next school year, submit a housing form by the deadline. See also *Housing Selection*. Housing selection guidelines is provided by the Housing Department each semester.
- **Room Inspections:** Since residence hall living involves sharing facilities with others, roommates/suitemates are jointly responsible for maintaining a clean-living environment. Resident Assistants (RAs) will post schedules and every two weeks inspect rooms for cleanliness, damages, and/or community standard violations. Room inspections may include, but not be limited to, walls, ceilings, floors, doors, windows, university furnishings/fixtures, closet areas, and residents' food storage and preparation equipment. Reasonable room inspection expectations will be communicated during the first floor/hall meeting. RAs will give students 48-hour notice as a reminder. Students who fail a room inspection are issued a \$10 fine per occupant and room is re-inspected within 24 hours. The student(s) is assessed *Failure to Comply with Sanctions* if room fails to meet expected standards upon re-inspection and issued an RH fine\* (each), payable to the RD within 7 days.
  - a. RH staff, or designated official, may confiscate restricted materials (e.g., alcohol, tobacco; illegal drugs and or paraphernalia; pornography; fireworks; weapons; inappropriate movies, music and video games; burned candles; vaping products, etc. that violates Evangel's standards) seen in plain view during routine room inspections or visits. Springfield law enforcement confiscates illegal material.
  - b. Outward facing objects (e.g., flags, posters, signs), with pictures or symbols that are visible in the window from the outside, are prohibited and will result in failure of the room inspection.
  - c. Financial liability stemming from:
    - a) Room abuse is the responsibility of the student/s identified.
    - b) Unclean common areas in the room (i.e., sink, university flooring, and mirrors) is the responsibility of both roommates unless otherwise determined by RA; and

c) Abuse of, or not cleaning the entire bathroom is the responsibility of all suitemates, unless RA can verify that one specific occupant was assigned to clean the object in question.

- **Roommate Conflict:** When two people room together, it is inevitable to experience conflict at some point. Respectful communication can usually thwart negative behavior. But if you need help, talk to your RA and/or RD. They have tools and resources to help! You don't have to manage this alone!
- **Selling/Fund Raising:** Selling products door-to-door, conducting sales meetings inside the halls or advertising products via student mailboxes is prohibited. RDs, at their discretion, may permit students to use hall bulletin boards to advertise products and announce meetings conducted outside the hall. [Fundraising](#) within the hall is permitted for approved missions/service trips of residents only.
- **Smoke detectors in residence hall or room:** Tampering with smoke detectors, including removing the batteries or disabling them in any way, is prohibited. Please contact the Facilities Department, via your student portal, if you feel there is something wrong with your detector. See also [Fire Safety](#) standards.
- **Stairwell doors:** Propping or taping stairwell doors is prohibited. Stairs are fire exit pathways in the halls.
- **Storage Rooms:** These locked rooms can be opened by your RA. A limited number of personal items may be stored, and the university is not responsible for the items. Fire code requires a clear path to a breaker box at all times. On-campus storage is not available for the summer and items left are donated.
- **Tornado Watch/Warning:** Go to designated safety zones upon hearing tornado-warning siren: See [designated shelter areas](#). Students who do not comply with EU officials accept responsibility for potential physical harm.
- **Trash/Littering:** Put all personal trash items in the outdoor trash bins (behind the RH) and keep floor hallways clear of any obstruction. There are no personal assistants around, so don't put personal trash items bags outside the room or in the lobby receptacles, etc. Due to health issues, fines are issued for improper trash disposal.
- **Water fights, water balloons and water guns:** Unapproved water activities on campus are prohibited; damage is considered vandalism. Activities Board may sponsor events using water balloons/guns, approved by the Student Activities Director, that don't cause damage to EU property, affect unwilling participants, or violate quiet hours.
- **Vacant Residence Hall Rooms:** Other than to adjust the thermostat, students may not enter and/or use an empty room, and may be subject to disciplinary consequences, including but not limited to a fine.
- **Vending Machines:** All RHs have machines in the lobby. Report issues to the RA or OA on nightly duty for refund.
- **Wellness Checks:** RH staff reserve the right to conduct a bed check to verify a student is safe and well. The parents/or designated contact will be notified if the student's location cannot be verified within a reasonable time. (See check out)
- **Windows (Throwing items):** No items are to be thrown from or moved in/out through a window. Let's be safe in the past, people have been injured and property damaged as a result.
- **Window Screens in the Residence Halls:** Removal of or damage to window screens is prohibited. Repeat or multiple violations of any listed offenses will result in an escalation of status and increased sanctions.

*\* An RH fine is \$25, payable to the RD within 7 days of notification. Repeat or multiple violations of offenses will result in an escalation of status and increased sanctions.*

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## B. COMMUTER STUDENTS

Commuter students, also known *417 Hall*, are a significant and valuable segment of the Evangel community. Special assistance, services, and activities are under the direction of the Community Life Director (865-2815, x7317; office- Cantrell Student Union 203 & 205). Your Commuter Council is your link and primary go-to people when you have questions!



- **Announcements:** To keep up with events, activities, and happenings on campus, see the bulletin boards across from the Community Life office, SU 203. Also, make sure to check [Evangel Connect](#) and University email.
- **Commuter Council:** Comprised of commuter students and the Commuter Coordinator (who serves as the advisor), your student leaders develop projects and create activities that meet the diverse needs of commuter students. To get involved or for questions, please contact the Commuter Coordinator for details.
- **Commuter Lounge:** The Fireside Room, SU 2nd floor, is set up as a commuter lounge. Hours are: Monday-Friday, 8:00 a.m. - 6:00 p.m. This is a comfortable room where current commuters and their guests eat and socialize. Outside of these hours, the room is available to reserve through EMS. There is a designated study area available for current commuter students and their guests in the 2<sup>nd</sup> floor of the Library. Ask for the location of this room at the front desk.
- **Commuter Devotions:** In addition to university chapels, CROSSwalk Discipleship Leaders (DLs) hosts weekly commuter devotions. See complete statement on the [Chapel Program](#). Students with certain conflicts (i.e., have no class before 12 pm, work full time, etc.) can apply for full or partial exemptions by contacting the Office for Chapel Experience.
- **Food Service for Commuters:** For meals, snacks, and/or coffee on campus, you may pay cash as you go or purchase discounted block meal plans or EU Bucks. See *Food Services* in Section II C for details. For more information, go to your [Student Portal](#) or contact the [Housing Director](#). Food is served in the dining hall (Cantrell Student Union, southeast entrance), Joust (SU, 2nd floor), and The Barracks Coffee Shop (SU, first floor lobby).
- **Intramural Sports:** If you would like to participate in intramural sports on a commuter team, contact your Commuter Sports Representative or the Intramural Sports Coordinator (417-865-2815, x7745) for information.
- **Lockers:** 1st floor of the Student Union, across from campus mailboxes, lockers are available at no charge.
- **Personal Emergencies:** If you are ill for an extended time or have an emergency that will keep you out of classes, call the Student Development Office at 417-865-2815, ext. 7316. They will notify your professors.
- **Snow Days:** To find out if class is cancelled, see [Class Cancellation Notification](#).
- **Visiting in Residence Halls:** All commuter students are responsible for knowing and abiding by the residence hall guidelines, when visiting a resident student. Commuters will be required to comply with all [residence hall policies](#) as detailed the Student Handbook.

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

### A. GOALS

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

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

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

- **Christian:** We are Christian in character, redemptive in nature and biblical in approach. The University is concerned with a student's inner spiritual walk and helping each to make wise decision. Genuine concern and love serve as the motivation for maintaining an accountability process that is redemptive and restorative.
- **Developmental:** Our purpose is to develop people. Whether making decisions on appropriate consequences or setting parameters to encourage growth, a primary goal is to make the discipline process a learning experience.
- **Redemptive and Restorative:** Our desire is for the student to be fully restored to the Evangel community. The disciplinary process focuses on facilitating restoration—a process that may require confrontation with consequences, but ultimately graciously offers restoration in the community.
- **Confidential:** We guard students' confidences to the best of our ability, within the context of the law. While students may share their personal experience outside of the discipline process, they may not malign, slander, or retaliate against another.

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

**A Just Process:** Our intent is to follow established procedures applying to student accountability and discipline.

Exceptions to these procedures may be made in cases where students knowingly and freely waive their right to them, or where minor deviations do not disadvantage students. **Note:** We are not a formal court and state or federal legal rules of procedure do not apply. CAP panels are used for most complaints and students may not have legal counsel at any of the proceedings. For complaints involving sexual violence, the Formal Resolution process is utilized, in accordance with federal standards of Title IX and VAWA -- See [Sexual Misconduct Policy](#).

### B. TYPES OF ACCOUNTABILITY

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

**Self-Discipline:** As students become less dependent on rules and regulations, and more dependent on biblical principles and their own ability to discern/examine best decisions, they self-discipline. Evangel encourages students to reach for the highest level of self-discipline, which is reflected as individuals seek to glorify God by conforming to the image of Christ and seeking Christ as Lord in every decision. For this reason, students who self-report a conduct violation prior to a complaint against them may merit consideration for reduced discipline or support outside of the discipline system.

**Peer, Faculty, and/or Staff Accountability:** We, as individuals, are responsible to care for one another, and when necessary, to confront one another lovingly. If you observe (or have first-hand knowledge about) another student violating Evangel's community standards, privately confront that student and communicate the incident to the Residence



Director or Commuter Coordinator, as applicable (by completing the confidential Mentoring Report, employee may communicate to the Director of Community Life that accountability is taking place).

- If a student, prior to any university knowledge of a violation, seeks accountability from an EU community member (other than a peer directly involved in the incident), is repentant, makes restitution (as necessary), and does not repeat the violation, then no further accountability is necessary.
- If, however, an EU community member observes a violation that is: (a) illegal, (b) harmful to the student or others, (c) a repeated violation by the offending student who was previously confronted privately, or (d) denied by the offending student upon confrontation; then, the member should submit an Incident Statement (available in the Community Life office) for community accountability. Faculty and staff who work with a student in the capacity of a credentialed minister, counselor, or healthcare professional will need to reconcile accountability with professional and legal obligations to maintain confidentiality.

**Community Accountability:** When students do not change inappropriate behavior with self-discipline or faculty/staff/peer accountability, or when students are reported for alleged violations, community accountability is implemented.

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### C. STRUCTURE OF COMMUNITY ACCOUNTABILITY

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

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### D. LEVELS OF COMMUNITY ACCOUNTABILITY

In general, violations of community *code of conduct* standards begin with the RD or Commuter Coordinator inquiry of the student(s) involved. Once information is gathered, the Director of Community Life (DCL) reviews an Incident Report (including Public Safety Department Official Reports) and determines a course of action. Students who confirm the alleged violation, take responsibility, and agree to typically imposed disciplinary status and sanctions may choose to meet directly with the DCL or (designee), sign the contractual agreement, and forgo meeting with an accountability panel. If agreement is not reached or a student requests a hearing, an accountability panel is convened. Incidents occurring during the last two weeks of the semester may be reviewed by a Community Life team and the determination of consequences sent to the student via University email. Alleged violations at all levels are resolved using the standard of proof, *preponderance of the evidence*, more likely than not the student committed the violation.

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

This panel convenes for alleged violations related to residence hall or commuter living (such as quiet hours, curfew, closed campus, improper checkout, out of bounds, illegal entry/exit or similar repeated violations) when typical consequences would not result in probation status. The panel consists of a Chairperson (student’s Residence Director (RD) or Commuter Coordinator (CC) - a non-voting member, except in cases of a tie), two student leaders (appointed by the RD/CC), and an RA (or a Commuter Council member, if a commuter student). They review the case, hear the student(s), and decide appropriate response, with status and sanctions if necessary. If it becomes evident the violation could result in a status of Probation, this panel refers the case back to the DCL. The RD/CC and RA/Commuter Council member informs the student, documents the panel outcome, and assures follow up. Decisions made at this level are binding and there is no appeal process.

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#### LEVEL 2: COMMUNITY LIFE ACCOUNTABILITY PANEL

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

tie), a university-chosen EU faculty/staff member, a student-chosen faculty member, and two current student leaders. The student involved may bring his or her RA/Commuter Council member for support, if desired. The panel reviews evidence hears the student(s) and witnesses and decides appropriate response. If supported, the panel outlines conduct status and sanctions, based on consistency of previous case results and guidelines from the Student Handbook. The DCL (or designee) documents the panel outcome and assures follow up. If supported, the DCL issues the discipline letter, with status and sanctions. Students may appeal decision using the standards in Section G.

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### LEVEL 3: FORMAL RESOLUTION

This process convenes for most cases involving alleged sexual violence for which typical consequences would be Probation, up to Dismissal, as well as some alleged illegal violations that, if supported, could result in Suspension or Dismissal. The Vice President for Student Development or Director of Community Life oversees the process and utilizes a Civil Rights Investigation Model to preserve confidentiality and promote consistency. Personnel specifically trained in investigating, hearing, and resolving allegations of sex-based offenses are utilized, when needed. Typically, a specially trained investigator is assigned to collect information and render a finding. Students are encouraged to invite a support person, who will only act in support and will not be allowed to present information or make a case on behalf of the student. At this level, the Vice President or DCL may meet individually with the student/s, along with the student's chosen support person (if desired) to review the evidence and determine outcomes. See also [Sexual Misconduct Policy](#). Students may appeal decision using the standards in Section G.

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

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## E. RECORD KEEPING FOR LEVEL 1 AND 2 PANELS

### 1. Terms:

**Incident/Damage Statement:** Provides a snapshot of what occurred; form is available from RA, RD or CC. If possible, all persons involved fill out a report. Anyone may complete this document and submit it to an RD/CC or DCL.

**Preliminary Report:** The RD/CC will contact students of a reported situation by email, written, or verbal notice. Once contacted, student will have two days to schedule an appointment with the RD/CC to review situation and provide input. If student fails to respond, the situation will move forward to the DCL without initial input. DCL will examine the situation, decide appropriate proceedings, and notify the student.

**Accountability Contract/Hearing Waiver:** Students have the right to a Community Life Accountability Panel when the potential status is Probation or above. When a student confesses or admits to a violation, he or she may wish to waive the right to meet with an accountability panel and meet with the DCL to sign the contract and accept the agreed-upon consequences. This document must be signed within 72 hours of when the contract is presented to the student. Without a signed contract, a panel is scheduled.

**Notice to Appear:** Students and/or witnesses will be issued a notice at least 48 hours before the scheduled meeting. As appropriate, the notice will include a written statement of the charges, the community standard(s) violated by the student's alleged misconduct, and time/place of meeting.

**Community Accountability Panel Results:** Results become part of the student's discipline record.

**Discipline Letter:** Outlines the decision of the Panel.

### 2. Informational Items:

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

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

**Due Process:** At each level, our goal is to care well for students while being just to all involved. In the case of possible suspension or dismissal from the University, a just process provides the following for the student responding to a complaint:

- written statement of alleged misconduct and the rule or policy which forbids the misconduct.
- written notice of the accountability meeting, at least two days before the meeting.
- opportunity to have a support person and to review the evidence, including *Incident Reports* upon request.
- accountability meeting before the person(s) having the authority to suspend or dismiss.
- opportunity to speak in his/her own defense, hear the evidence against him/her, and present witnesses.
- impartial determination of facts of the case; and
- written statement of the findings of fact and decision.

**Outcomes:** Discipline status does not generally appear on a student's transcript, unless otherwise noted. Incidents occurring during the last two weeks of the semester are reviewed by a Community Life team and determination of consequences is sent to the student via University email. Violations brought to the University's attention between semesters are reviewed by the Director of Community Life and determination of consequences is sent to the student via University email.

**Recording of Accountability Meetings:** Meetings may be recorded for the purpose of review, exclusively by accountability personnel and by any potential appeals officer. These tapes or digital recordings are the private property of Evangel University and are considered confidential.

**Role of Residence Director/Commuter Coordinator in Accountability Meetings:** The function of the RD/CC is to serve as an advocate for the student and a resource.

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

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

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## G. COMMUNITY ACCOUNTABILITY STATUS AND SANCTIONS

**Conduct Status** - The disciplinary classification assigned to a student. (e.g., probation, suspension). *Note: Students who self-report addictive behaviors or those that violate community standards, prior to confrontation may have consideration for a lower disciplinary status. However, status may be escalated in the case of repeat or multiple violations.*

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

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

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### 1. CONDUCT STATUS

**Verbal Reminder:** Mainly used as an initial reminder, this is an official warning that may include, but not limited to first-time violations for (primarily of residence hall standards, but could include other university standards): bed checks, bike storage, closed campus, courtesy hours, guest privileges, accidental failure to respond to fire alarm, curfew, dress code, public display of affection (PDA), restricted areas (stairwell/lobby), storage room use, or trash/littering. A record is kept in the residence hall or commuter office but does not part of a student's discipline file.

**Behavioral Agreements:** Written agreements, typically six weeks in duration, for violations which may include, but not limited to, repeated verbal reminders; as well as minor violations of: conduct unbecoming, copyright infringement, inappropriate actions (e.g. behavior/language, displays of affection, dress code, ID card usage, or minor lying/withholding information), inappropriate media (internet, music, movies, video games), or water fights. Specific residence hall violations may include babysitting, hall visitation, removing screens, unintentional exit procedures, unauthorized entry, and quiet hours. Additional fines and/or charges may be assessed for damages. A record is kept in the student's discipline file.

Students involved in heightened/repeated issues such as violations for: computer network use, tamper/misuse of access control system; attendance at a bar/club/lounge; sexually-explicit dancing or co-ed dancing on campus; attendance (only) at house parties involving alcohol/drugs (not use or purchase); single student overnight in mixed company; pornography; legal smoking/vaping/tobacco use or possession; pranks, tampering with smoke detector, and/or minor vandalism. Specific residence hall violations may include: open flames (burning candles), failure to respond to a fire alarm; housing an animal; throwing items from windows; not following hall access procedures, using an empty room, and/or trespassing restricted areas. Students in violation of these types of heightened/repeated issues will receive the following consequences along with the agreed upon support for behavioral change:

- a. Loss of curfew exemption
- b. Receive a housing review for possible change
- c. \$25 RH/Community Life fine, payable to RD or CL Director within 7 days. Additional fines and/or charges may be assessed for damages on student account.
- d. A record is kept in the student's discipline file.

**Probation Level 1** may include, but not limited to repeated or heightened/repeated issues from above violations; as well as for: alcohol possession/use; purchase cigarettes/vaping products/tobacco (under 21, illegal according to city ordinance); misuse of prescription drugs; fireworks; misrepresenting off-campus housing eligibility\*\*, some forms of discrimination and/or harassment, physical aggression; consensual sexual activity (inappropriate touching and/or nudity) outside of marriage; theft, and vandalism. A record is kept in the student's discipline file.

Students on Probation Level 1 remain on status for four (4) to five (5) weeks from date of decision, and:

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

**Probation Level 2** may include, but not limited to, violations for: repeated issues from above offenses; underage alcohol use; use of fireworks/explosives on campus; misuse of fire safety system; some forms of sexual misconduct; and isolated drug use/possession. A record is kept in the student's discipline file.

Students on Probation Level 2 remain on status for six (6) to twelve (12) weeks and:

- a. Cannot represent the university in any official capacity (including ministry teams, performance groups, intercollegiate activities, campus leadership positions, writing for university publications); and
- b. May lose performance-based scholarships tied to such activities/positions, at the discretion of the respective academic department chair or Athletics Director.
- c. \$200 fine added the student's account.
- d. Review curfew exemption (if applicable) and housing.
- e. Can receive additional sanctions and/or restrictions up to an additional semester.
- f. May be required to notify parents in the presence of RD/CC, if a dependent student or involved in illegal activity.
- g. May be required to attend an educational support group in Counseling Services

**Departments (Athletic and Academic) may request and work with students to earn a 2-week reduction in the length of their suspension from representing the University.**

The requesting department must implement and oversee a formal Accountability Plan which includes:

- 1) Mandatory chapel attendance with a completed weekly summary report;
- 2) Mandatory class attendance for all courses verified by a Weekly Academic Report; and
- 3) A weekly meeting with an assigned mentor to verify compliance with the Accountability Plan.

*The Accountability Plan must be overseen by the Department (Athletic or Academic) which is requesting a reduction in a student's probation period. Verification of student compliance with the Departmental Accountability Plan must be submitted to the Director of Community Life for approval to represent the University. If approved, the student must continue to comply with the Accountability Plan through the end of the probation period in order to remain eligible to represent the University.*

*Note: Students admitted to Evangel while on probation, parole, or a suspended imposition of sentence from a federal, state or municipal court or correctional system, as well as students placed on probation, parole, or suspended imposition of sentence by a federal, state or municipal court or correctional system during their enrollment at Evangel University, are placed on Probation Level 2 and provided appropriate mentoring /counseling support. Failure of a student to disclose such probation, parole, or suspended imposition of sentence status to University officials may result in denial of admission or suspension from the University.*

**Suspension** may result from repeated violations which led to probation as well as, but not limited to: hazing, possession/use (pattern) or distribution/sale of illegal drugs or substances or abuse; some forms of sexual misconduct, use of firearms or explosive devises, perjury, violation of a no-contact directive. Suspension is the involuntary, complete separation from the University, which may be immediate or delayed until the end of the semester. A record is kept in the student's discipline file.

Suspension may be for one semester, one year, or longer depending on the severity of the behavior.

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

**Dismissal** may result from but is not limited to the following violations: the taking of someone's life including elective abortion, committing rape or another sexually violent act, or a felony conviction. Multiple suspensions may result in dismissal. Dismissal means that the student is permanently separated from the university with an appropriate notation of the reasons for such termination being placed in the student's file.

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

**Withdrawal.** Prior to disciplinary proceedings, students may be permitted upon request, to withdraw from the University without the privilege of return until a time specified by the Vice President for Student Development. A record of the alleged violation is kept in the student's discipline file and would need to be addressed prior to consideration for return.

- a. Parents of dependent students may be notified by the University.



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

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

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

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

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

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

**Damage/Repair Costs.** When University property is damaged, repair costs are determined by Facilities staff and charges are added to the account of the student/s determined responsible.

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

**Early Curfew.** Resident students who violate protocols for curfew, check out, or entry/exit procedures, and students who are on a probation or higher status may be required to be in their halls at 11 p.m. for 4+ consecutive weekdays.

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

**Fines.** Fines must be paid by the appointed due date. Typical fines include but are not limited to: \$25 for a RH violations; \$100 for Probation Level 1 violations; \$200 for Probation Level 2 violations.

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

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

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

**Mentoring.** Participate in mentoring with a faculty or staff member. Typically involves meeting hourly, at least once a week during the semester, with progress documented in a *Mentoring Report* completed by the faculty /staff mentor.

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

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

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## H. APPEALS

Students may seek review of a finding by making an appeal. All status/sanctions imposed will be in effect during an appeal unless a specific request is made to the Vice President for Student Development (or the Vice President for Academic Affairs, in cases violating Academic Integrity) to delay implementation, but the presumptive stance is that status/sanctions will go into effect immediately. Graduation, study abroad, internships, conferences, etc. do NOT in and of themselves constitute exigent circumstances, and individuals may not be able to participate in those activities during their appeal. In cases where an appeal results in resumption of privileges or reinstatement to the university, all reasonable attempts will be made to restore the individual to his/her prior status, recognizing that some opportunities lost may be irreparable.

Appeals must be in writing and submitted to the appropriate Vice President (Student Development, SU 106, or Chief Academic Officer, Riggs 304—see below) during regular business hours (M-F 8 a.m. to 4:30 p.m.) within three business days of the panel decision. If the appeal is for an initial decision from the Vice President for Student Development, the Chief Academic Officer will review the request. Only one request for an appeal may be submitted. Appeal requests must meet both the *Grounds* and *Criteria* in order to be reviewed.

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### 1. GROUNDS FOR APPEAL

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

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### 2. CRITERIA

4. Appeals must be in writing and submitted to the appropriate office for processing, during regular business hours (Monday - Friday, 8 a.m. to 4:30 p.m.) within three (3) business days of the decision. After this time, the original decision is final.
  - Appeals regarding behavioral violations should be submitted to the Office of Student Development (SU 106).
5. Appeals regarding academic integrity violations, appeal should be submitted to the Chief Academic Officer (Riggs 304).
6. Clear error or compelling justification must be shown, as findings/sanctions are presumed to have been decided reasonably and appropriately during the original proceeding. It is not enough to simply assert one of the grounds for appeal. The written appeal must provide information that specifically supports grounds upon which the individual bases the appeal. If an appeal does not contain sufficient information to support the grounds upon which the appeal is based, review of the appeal will be denied.
7. Only one request for an appeal may be submitted.

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### 3. APPEAL CONSIDERATION AND DECISION

Based on written requests/responses or on interviews, the appeals officer will send a letter of outcome for the appeal to the parties. In response to a request, the appeals officer can take one of three possible actions:

1. Dismiss an appeal request as untimely or ineligible,
2. Grant an appeal and remand the finding and/or sanction for further investigation or reconsideration at the hearing level, or
3. Modify a sanction.

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

The procedures governing the hearing of appeals include the following:

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

The appeals officer will typically render a written decision on the appeal to all parties within five (5) business days from hearing of the appeal. The appeals officer decision to deny an appeal request is final.

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## **I. PARENTAL NOTIFICATION**

The University reserves the right to notify parents/guardians of dependent students regarding any conduct violation. The University may notify parents/guardians of non-dependent students regarding illegal violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

### ACADEMIC INTEGRITY

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

- Deal openly and honestly with one another.
- Conduct and produce accurate and original research according to professional standards and in pursuit of Truth.
- Choose and use academic sources appropriately, being careful to cite the work and ideas of others.
- Submit academic work as an accurate representation of their own learning and ability, expecting to receive feedback, correction and/or further instruction as part of their evaluation.
- Diligently adhere to and consistently apply the disciplines and methodologies appropriate to their professional fields.
- Complete assignments, projects, and papers according to the explicit guidelines of their professors and the implicit expectations of the academic integrity policy.

The integrity of our community, above all other factors, establishes the reputation of Evangel University, the value of our academic degrees, and the legitimacy of our students' learning experiences. 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 the same as collusion. Collaboration is learning and working with others, collectively focusing on the learning outcomes or project goals and sharing the responsibility of the task while maintaining accountability for one's own work and contribution.

Collusion is abdicating the responsibility for work or learning to others. Collusion is dishonest in the academic setting because it misrepresents the knowledge, skill, and ability of the individual student, thereby invalidating the assessment of his or her learning.

Examples include but are not limited to:

- Allowing or hiring someone else to write any part of a paper or writing any part of someone else's paper.
- Sharing work with or receiving work from another person, group, or entity for any assignment (in whole or in part) that is intended to be an assessment of individual work.
- Allowing or hiring someone (parent, friend, roommate, tutor, etc.) to substantially change any assignment submitted for academic evaluation.

d. **Plagiarism: *using any portion of someone else's work as your own.***

Though plagiarism constitute academic dishonesty, Evangel distinguishes between *misusing sources* and *blatant plagiarism*:

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

Examples include but are not limited to:

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

**Blatant plagiarism** occurs when the writer uses or copies a source (or sources) and presents it in a way that makes it appear as if it is the original work of the writer.

Examples include but are not limited to:

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

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

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



Evangel provides tutoring and resources to help students avoid plagiarism and improve their writing. These resources are available to all Evangel students at no additional cost. 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 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 the Evangel community, 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 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 office of the Chief Academic Officer. The severity of the violation and accompanying disciplinary action(s) may be determined according to the following classifications:

### Level 1: Minor Incidents.

Violations may include but are not limited to:

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

Level 1 violations may be addressed by faculty without consulting the Academic Integrity Committee for adjudication. In such cases, all 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.

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

- The student may be required to redo the assignment.
- The student may be required to complete an alternate assignment.
- The student may receive a reduced grade for the assignment.
- A grade of "O" or "F" may be assigned, without the option to make up the assignment.
- The faculty completes and submits the Academic Integrity Violation Report, a copy of the signed Academic Integrity Agreement, and any evidence/documentation to the Academic Integrity Committee for adjudication. 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.

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).

For all Level 2 violations, a grade of “0” or “F” will be assigned, without the option to make up the assignment. The Academic Integrity Committee will adjudicate all allegations of Level 2 violations with any or all 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.
- The student will be required to write a reflection paper.

## 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.

The Academic Integrity Committee will adjudicate all allegations of Level 3 violations. 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.
- The 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 Office of the Chief Academic Officer shall document all Level 3 violations and assign the student a conduct status of at least Probation Level 2 (see section VII. Community Accountability Program: F. Community Accountability Status

and Sanctions). The Academic Integrity Committee will adjudicate all allegations of Level 3 violations with any or all of 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 Office of the Chief Academic Officer.

#### 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 five (5) 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 five (5) business days.

Following the adjudication of a violation of academic integrity, students retain the right of appeal for any status of Probation or higher. All status/sanctions imposed will be in effect during an appeal unless a specific request is made to the Office of the Chief Academic Officer to delay implementation, but the presumptive stance is that status/sanctions will go into effect immediately. Graduation, study abroad, internships, conferences, etc. do NOT in and of themselves constitute exigent circumstances, and individuals may not be able to participate in those activities during their appeal. Appeals are subject to the following process:

- Appeals must be in writing and submitted to the Office of the Chief Academic Officer during regular business hours (Monday-Friday, 8 a.m. to 4:30 p.m.) within five (5) business days from notice of the decision. After this time, the original decision is final.
- Grounds for appeal must be established:
  - A procedural [or substantive] error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);

- New evidence is available, unavailable during the original adjudication, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included; OR
- The sanctions imposed fall outside the range of sanctions designated for this offense and the cumulative conduct history of the responding party.

Clear error or compelling justification must be shown, as findings/sanctions are presumed to have been decided reasonably and appropriately during the original proceeding. It is not enough to simply assert one of the grounds for appeal. The written appeal must provide information that specifically supports grounds upon which the individual bases the appeal. If an appeal does not contain sufficient information to support the grounds upon which the appeal is based, review of the appeal will be denied. Based upon the evidence presented, the appeal may be dismissed, granted, or modified. The appeal will be evaluated by the Office of the Chief Academic Officer. Only one request for an appeal may be submitted. The appeals decision is final.

A written decision concerning the appeal will be provided in person, mailed to the mailing address of the respective party as indicated in university records, and/or emailed to the parties' university-issued email accounts. Once received in person, mailed, or emailed, the notice of decision will be deemed presumptively delivered. The appeals officer will typically render a written decision on the appeal to all parties within five (5) business days from hearing of the appeal.

The procedures governing the hearing of appeals include the following:

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

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## **ACADEMIC PROBATION**

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

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## **ALCOHOL AND OTHER DRUGS ABUSE PREVENTION**

Maintaining our personal health and mental well-being is an essential part of our commitment at Evangel University to serve Christ. As a demonstration of that commitment, we expect students, while on or off University property, to refrain from alcohol/drug use: The possession, use, manufacture, sale, and/or distribution of the following is prohibited:

- illegal drugs (also includes any form of marijuana/cannabinoids containing THC\*).
- synthetic drugs (K2, other synthetic cannabinoids, bath salts, or products which, when consumed mimic effects of cannabis).
- alcoholic beverages (including alcohol vapor).
- tobacco products, e-cigarettes (and all inhaled handheld nicotine devices and any object resembling vaping pen products).
- 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 who may be struggling in this area of their commitment to a Christian life. They can seek professional Christian counseling services and health services at the Student Union Wellness Center (865-2815 ext. 7280). There is no charge for these short-term counseling and health services, and confidentiality is guarded carefully. No information is shared with anyone without the client’s permission. Students needing long-term therapy generally are referred to professionals off campus at their own expense. The campus pastor is available for pastoral counseling. Students are encouraged also to seek prayer, guidance and encouragement from members of the faculty and staff.

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

Those who violate University standards, city ordinances or state or federal statutes regarding the above products will be subject to disciplinary action, ranging from probation to dismissal for students. If found in violation of University standards but permitted to continue on a disciplinary status, the student may be subject to mandatory counseling/education (on or off campus), periodic inspections, and/or supervised, random drug tests using a hair sample at a medical facility. The student will be responsible solely for costs of the drug screens and off-campus counseling.

Any member of the Evangel University community who refuses to take a field sobriety test, Breathalyzer test, or drug test, and/or refused to provide consent for Evangel to be apprised of the testing results, shall be considered to be in violation of the University’s *Alcohol and Other Drug Policy*. “Reasonable cause” for testing may include, but are not limited to: 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; 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.

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

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

\*Although **medical marijuana** may be legal in Missouri with certain restrictions, possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the *Controlled Substances Act* and the *Drug Free Schools and Campuses Regulations* [EDGAR Part 86], the use and/or possession of marijuana continues to be prohibited for all Evangel students on or off campus.



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## CAMPUS SAFETY AND CRIME STATISTICS

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

In compliance with the Jeanne Clery Disclosure of Campus Public Safety Policy and Campus Crime Statistics Act, Evangel's annual campus crime statistics reports for the two most recent calendar years are available from the [Public Safety Department](#) and at <http://ope.ed.gov/security/>. In cases of criminal activity (including but not limited to burglary, unlawful possession of a firearm, physical assault, etc.) committed by a student, he/she may be removed immediately from the campus and subject to interim suspension by administrative action pending accountability review.

**The Public Safety App:** The CampusShield app provides our students with information such as maps, emergency procedures, and safety regulations. It also has options to request vehicle assistance, access Residence Halls, or to submit anonymous tips. The Department of Public Safety uses this app to send emergency alerts for the campus, immediately notifying you about dangerous, tornado warnings, and other immediate safety hazards. Parents of students are also able to sign up. (Download for [iOS](#), [Android](#))

**Crime Reporting:** Evangel University encourages and expects victims and witnesses of crimes to report crimes to the Springfield Police Department (911 from a mobile phone) and to the Department of Public Safety (417-865-2815, ext. 7000) or the CampusShield App, even if the victims do not want to pursue action within Evangel University's Community Accountability Program or through the local or state criminal justice system. With such information, the Public Safety Department can keep an accurate record of the number of such incidents; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

**Timely Warning:** A "Timely Warning" heightens awareness and provides students, faculty and staff timely notification of crimes (robbery; aggravated assault; burglary; motor vehicle theft; arson; criminal homicide, including murder and non-negligent manslaughter and negligent manslaughter; sex offenses; domestic/dating violence; and stalking) that are considered to represent a serious or ongoing threat to the campus community. The warning will provide pertinent information related to the crime and available suspect information. The Director of Public Safety or designee is responsible for preparing and issuing timely warnings. The Director of Public Safety will make the decision to issue a timely warning on a case-by-case basis considering the facts surrounding a crime, including the continuing danger to the campus community and the possible risk of compromising law enforcement efforts.

When the Director of Public Safety issues a Timely Warning, it will be through the university email system to students, faculty, and staff, and the CampusShield app. Depending on the circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Public Safety Department may activate the Emergency Management System, Intercom System, or other means of communication, providing the community with more immediate notification. In such instances, a copy of the notice will be posted in each residence hall and updates regarding the situation will follow as more information becomes available. Anyone with information warranting a timely warning should report the circumstances to the Public Safety Department, by phone (417-865-2815 ext. 7000) or in person at the Public Safety Office, Riggs 208.

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## CHAPEL OVERVIEW AND ATTENDANCE POLICY

Chapel is a vitally important aspect of the Evangel University experience to educate and equip students to become Spirit-empowered servants of God who will impact society and the Church worldwide. The administration and faculty of Evangel University greatly desire that you want to come to chapel. Most students do not require encouragement to do that, but to ensure that the entire student body remains engaged in the chapel experience, attendance is required.

There are three university chapels each week during the fourteen full weeks of the semester, plus an additional two evening chapels during Spiritual Emphasis Week as well as student-led chapels at AGTS in Seymour Chapel. Additionally, there is a maximum of ten residence hall devotionals (floor devos and all hall chapels) for resident students or 10 commuter devotions are available for students living off campus that may be attended to fulfill the chapel requirement. In all, there are 54 chapel and devotional opportunities made up of 44 university chapels and 10 residence hall/commuter devotionals plus the AGTS chapels. Residence hall and commuter devotionals are under the direction of CROSSwalk and the Student Ministries and Discipleship Coordinator. These 54 opportunities are there to enrich students' lives through worship, engagement with Scripture, and shared community.

**From the total of 54 opportunities (44 university chapels and 10 devotionals), a student must attend a minimum of 33 times. This equates to missing no more than 21 of the 54 opportunities. In order for you to receive credit for attendance at each chapel, you must check in at the beginning of chapel. University Chapel is held from 9:45-10:35 a.m. each week on Wednesday, Thursday, and Friday. The next class begins at 11:00 a.m.**

To record your chapel attendance, students are expected to be in their seats by 9:45 am. Students who are more than 10 minutes late will be counted as absent as well as those who leave early. In order for you to receive credit for attendance at each chapel, you must check in at the beginning of chapel using a provided QR code on the monitors. Instructions on how to check-in will be provided during the first week of chapel.

Attendance for residence hall and commuter devotions will be recorded by CROSSwalk Discipleship Leaders (DLs).

The chapel attendance and exemption office manages and maintains all attendance records. Students may also track their attendance through EU Connect. Students are responsible to monitor their chapel attendance and should contact [ChapelAttendance@evangel.edu](mailto:ChapelAttendance@evangel.edu) if there are any attendance discrepancies.

**Students who do not meet their attendance requirement in any given semester will be required to make up the number of chapels missed as follows:**

- Increased Attendance: If a student falls below minimum attendance by 5 or fewer chapels (28-32 chapels), the student will be required to make up the number of chapels missed the following semester in addition to meeting the regular attendance requirement.
- Probation: If the student falls below the minimum attendance by 6 or more chapels in any given semester (27 or less), they will be required to make up the number of chapels missed the following semester in addition to the regular chapel requirement. Also, the student may lose the opportunity to hold leadership positions, participate in honors, special programs, or school sponsored events. A written agreement will also be required, signed by the student, the Coordinator of Chapel Experience, and a Cabinet Member, stating that an additional semester of deficient chapel attendance while on probation may result in a one-semester suspension from the university.
- Suspension: If a student falls below the minimum attendance for two consecutive semesters, the student may be suspended from the university for one semester.

#### **Chapel Guidelines Summary**

- Be on time.
- Students who are more than 10 minutes late or who leave early will be counted absent.
- From the total of 44 chapels and 10 devotionals (residence hall or commuter) students must attend 33 chapels and/or devotionals.
- No food is permitted in the Chapel auditorium.
- Laptops and headphones should not be used during chapel. Cell phones may only be used for accessing scriptural references or note taking.
- Appropriate respect for speakers and others is expected.

#### **Chapel Exemptions**

Updated 08/01/2022

Students with scheduling conflicts who are consistently unable to attend the university chapel on Wednesday, Thursday, and Friday will be considered for adjustments in the attendance requirement. Exemptions are primarily made for on-going conflicts, not for general illness, out-of-town activities, etc. Students can apply for partial to full exemptions, based on their situations.

**Partial exemptions** are offered for employment if working 20-34 hours per week, (20-26 hours per week = 1 exemption, 27-34 hours a week = 2 exemptions.); certain practicum conflicts; or commuter students with no classes before noon on a W, TH, or F.

**Full exemptions** are offered for: students working 35 or more hours per week, student teaching, upper-level nursing students whose coursework is primarily at Cox, studying abroad, commuter students taking less than 12 credits, commuter students with no classes before noon, or certain senior-level professional practicums.

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

\*Evangel University strives to be a community of honor. "Scanning and scrambling" violates the standard of honesty expected of Evangel students. Such activity violates three of Evangel's core biblical values – Truth, Integrity, and Community.

For all questions related to chapel attendance please contact [ChapelAttendance@evangel.edu](mailto:ChapelAttendance@evangel.edu)

### Reasonable Accommodations for Students with Disabilities

The university assists students who may need accommodations. Contact the Coordinator for Disabilities Services in the Center for Student Success or the Office of Student Development for assistance. Proper documentation of disability is required.

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## 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 Use Policy](#) on your student portal.

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## COPYRIGHT LAW FOR MOVIES ON CAMPUS

Federal Copyright law governs the use of movies (or any other audio-visual work) on campus, whether bought, rented, or borrowed. Purchasing a personal copy of a movie or having a subscription to Netflix, Hulu, Amazon Prime, etc. gives the owner personal viewing rights but does not give **public performance rights (PPR license)**.

As a university, we must follow the guidelines set forth by federal copyright laws. Without a PPR license, a movie must meet the qualifications for a PRIVATE SHOWING, EDUCATION EXEMPTION, or PUBLIC DOMAIN in order to be shown on campus. All other showings require a PPR license. Contact Christy Rowden, Director of Student Activities, for further information.

### 1. Determining a PRIVATE SHOWING.

If the answer to ALL parts is "yes", then the movie qualifies as a PRIVATE SHOWING and no PPR license is needed.

- a. The movie is being shown to family members or a small group of friends (no more than one floor of students);  
**AND**
- b. The movie is being shown at no cost to its viewers.

- c. The movie is only publicized to floor members.
- d. The movie is being shown in one of the following **private** spaces:
  - Residence Hall Rooms
  - Study Rooms on individual floors
  - Designated residence hall TV Rooms – residents only, may use by permission
  - Scott Hall Basement – residents only, may use by permission

Any group larger than a residence hall floor does not qualify under this exemption. Public spaces (such as residence hall lobbies, classrooms, Student Union, Joust or Joust West, commuter lounge, ESGA Conference Room, chapels, theatre, recital hall, dining hall, Mabee Center, outside, etc.) do not qualify under this exemption.

## 2. Determining an EDUCATIONAL EXEMPTION.

If the answer to ALL parts is “yes”, then movie qualifies under an Educational Exemption no PPR license is needed

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

## 3. Determining PUBLIC DOMAIN.

If a movie is in the Public Domain, it may be shown without a license. “**Public Domain** is an intellectual property designation referring to the body of creative works and knowledge in which no person, government or organization has any proprietary interest such as a copyright. These works are considered part of the public cultural and intellectual heritage of content that may be freely used by all” (PrattLibrary.org). Most public domain movies are older and copyrights have expired or were never issued. A list of many popular titles can be found at <http://publicdomainmovies.net/>.

### How to Obtain a PUBLIC PERFORMANCE RIGHTS

Various companies offer PPR copyright certificates for a fee. The Student Activities Office commonly works with Swank Motion Pictures and Criterion for movies they host on campus. Other companies offer access to Christian films, etc. Contact Christy Rowden, Director of Student Activities, for further information. *The Department of Events and Conference Services will require proof of a PPR copyright license before a public movie showing can take place on campus.*

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## COVID-19 PROTOCOL

All community members should continually monitor potential symptoms of COVID-19. Protocols in place by EU are established with guidance from the Springfield Greene County Health Department (SGCHD) and Center for Disease Control (CDC) and will meet or exceed their requirements. Because of the changing nature of this illness as new variants emerge, the standard of care will be updated as necessary and posted online at <https://www.evangel.edu/coronavirus/>.

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## CURFEW EXEMPTIONS GUIDELINES

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

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

**Exiting or entering a residence hall during curfew hours.** Curfew exempt students may exit/enter their own respective residence halls after curfew by calling Public Safety (ext. 7000) from the courtesy phone in the lobby (for exiting) or in the

glass entry (for entering) for assistance. Only use front doors for exit/entrance. Your ID Card is necessary for verification of student status. Students should try to leave the residence hall before curfew if they plan to be out past the curfew hour, or if in the building after curfew, plan to stay in for the night. While entering and exiting the building, please observe Quiet Hours. For security and safety, the campus officially closes at curfew. Therefore, students may not loiter anywhere outside. Students should be in the RH or off campus after curfew.

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

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

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

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

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

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

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

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## DEPENDENCY STATUS

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

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## DIVERSITY

Evangel University is a community where we seek to understand, appreciate, and celebrate ethnic and cultural differences. In all areas, we strive to be the people of God so that we may do the work of God. This resonates throughout the University mission and guides our thinking toward pursuing and practicing reconciliation.

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

We are committed to representing the good news of Christ in all that we do, whether it is at Evangel University, or in local, regional, national, and global communities. Effective representation happens as we unite with one another in: devotion to Jesus Christ, obedience to His Word, and service to one another. As we foster a community of diversity and



inclusion, we begin to better understand our differences and our bonds, allowing us to build transformational relationships that impact this world for Christ.

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

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## DRUG TESTING

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

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## DRUG TESTING POLICY AND PROCEDURES FOR ATHLETES

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

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

1. **Substance Abuse Contract:** Upon arrival, each student-athlete must submit a signed copy of the substance abuse contract. This ensures student-athletes and parents are aware of the zero-tolerance policy of substance abuse at Evangel University. By signing this contract yearly, each student and parent/guardian are aware of the university's policy and agree to abide by its standards.
2. **Drug Testing:** All student-athletes are subject to drug testing by Evangel University Athletic Training Department at any time during the student-athlete's eligibility.
  - a. Evangel University Athletic Training will randomly and/or selectively choose, due to reasonable cause, athletes to be tested for illegal, performance-enhancing, or street drugs using a hair sample.
  - b. Each student-athlete chosen to participate in a drug test will be summoned via verbal and/or written means to report to the drug test site at a specific time. The student-athlete will provide a hair sample under supervision of same-gender Athletic Training staff, EU school official, school nurse or off-site drug testing facilitator.
  - c. Student-athletes may be given a maximum of, but are not entitled to, a 24-hour notice prior to drug testing.
  - d. Any student-athlete **failing to provide an adequate hair sample or refusing** to take a University mandated drug test, will be considered an admission of guilt and treated as a positive drug test by the University.
  - e. Student athletes presenting with an initial nonnegative drug test will be allowed to continue competition until receipt of results from the medical review officer (MRO).
  - f. The MRO will contact the student-athlete via phone upon receipt of the non-negative hair sample, if the drug in question is a prescription medication. The student-athlete will be required to follow the instructions of the medical review officer to validate their reason for taking the medication in question.

- g. If medical clearance is given for a non-negative drug test, student-athlete will not be held responsible for cost of drug test.
  - h. If medical clearance is not proven for a non-negative drug test, student-athlete will fall under the **Positive Drug Test** guidelines below.
3. **Positive Drug Test:** If the student-athlete presents a non-negative drug test, the cost of the test must be reimbursed to Evangel University, and the student-athlete may be subjected to further and more extensive drug testing. The cost of this additional drug test will also be the responsibility of the student-athlete. The student-athlete will then be placed on a minimum but not limited to level of **Probation Level 2**.
- a. **Probation Level 2** is a written warning stating that further violation of any campus policies and/or community standards will result in Suspension or Dismissal from the university. **Probation Level 2** is for the duration of 15 weeks. Students on Probation have other sanctions. If the student is involved in further violations of campus policies and/or community standards, he/she may face suspension/dismissal.
  - b. **Suspension** refers to involuntary, complete separation from the University, which may be immediate or delayed until the end of the semester. Suspension may be for one semester or one year depending on the severity of the misconduct.
    - i. If suspension is immediate, academic work is forfeited. The standard institutional policies will be applied for the refund of tuition, room, and board.
    - ii. Parents of dependent students may be notified by the Student Development Office.
    - iii. Suspended students are not allowed to be on University property (including the campus and Evangel-owned residential rental properties) or in attendance at University-sponsored events until the start of the semester following their readmission as students (except with special permission from the Vice President for Student Development). Those violating this provision may be charged with trespassing.
  - c. **Dismissal** means that the student is permanently separated from the university with an appropriate notation of the reasons for such termination being placed in the student's file.
    - i. If Dismissal occurs before the end of the term, academic work is forfeited. The standard institutional policies will be applied for the refund of tuition, room, and board.
    - ii. Parents of dependent students may be notified by the Student Development Office.
    - iii. Students dismissed from the University are not allowed to be on University property (including the campus and Evangel-owned residential rental properties) or in attendance at University-sponsored events. Those violating this provision may be charged with trespassing.
4. **Drug Testing Procedures:**
- a. Student-athlete provides photo ID with his/her student ID and the name of the university requesting the test upon entrance into the drug testing facility.
  - b. A minimum of 50 mg of hair is need for the collection. Head hair is the preferred source for the collection; however, body hair can also be used. A sample of head hair is approximately 1-2 strands deep and ¾" by 1 ½" long.
  - c. The hair collection itself typically takes less than 10 minutes to complete. The collector will explain the collection process, begin filling out the Chain of Custody Form and will prepare for the student's hair collection. Scissors will be used to collect head hair, and either scissors or a single-use disposable razor will be used to collect body hair.
  - d. After the hair sample collection is finished, the paperwork is completed and authorized by both student and the collector, sealed in tamper evident packaging, and shipped to the laboratory for testing.
  - e. A copy of the Chain of Custody Form will be supplied to the donor.
  - f. Once received at the lab, the sample is tested and results are reported back to the University. Negative samples are typically identified within 24 hours with all results typically available within 2-3 days.
5. **Reasonable Cause:** Reasonable cause is defined as behavior, conduct, or performance by student-athlete which leads the University to conclude there is the likelihood the student-athlete is taking or is under the influence of illegal drugs, banned substances, or alcohol. Among the indicators which may be used in evaluating a student-athlete's

behavior, conduct, or performance are: class attendance, significant GPA changes, lack of athletic practice attendance, increased injury rate or illness, changes in physical appearance, academic/athletic motivational level, emotional condition, mood changes, and legal involvement. Reasonable cause may also be based on information received that a student-athlete is using illegal drugs or alcohol. All reasonable cause requests by head coaches will be directed to the Head Athletic Trainer. In such case, the determination that “reasonable cause” exists to require a student-athlete to submit to drug testing will be made only after a consultation between the Head Athletic Trainer and Head Coach. Should there be any disagreement as to whether the athlete should be tested; the Athletic Director will have the final decision. All must agree that the observations, behavior, conduct or performance of the student-athlete are such that testing for reasonable cause is required to protect the health of the student-athlete, the health of others, and/or to protect the integrity of the sport. In such cases, no notice of the drug test may be given to the student-athlete.

6. **Self-Report Clause:** Self-report involves a student-athlete admitting to misconduct involving substance abuse **BEFORE** being summoned by the Athletics Department for random testing. If student-athlete self-reports a behavioral misconduct with substance abuse, he or she:
  - a. Immediately will be ineligible for competition and will be placed on reduced disciplinary status--**Probation Level 1** status instead of Probation Level 2, meaning that he or she will not be permitted to represent the university in any extra-curricular activities or leadership roles for **10 weeks** instead of 15 weeks as in Probation Level 2.
  - b. Will be mandated to submit to professional counseling assessment and appropriate treatment as determined.
  - c. Must consent to a drug test at the end of the six-week period of Probation Level 1 status. If the student-athlete presents with a negative drug test and has completed the mandatory counseling assessment and treatment, he or she will be returned to competition, practices and student-leadership responsibilities within the university. However, if the student presents with a positive drug test, the student will be referred to the Community Life Department for further discipline and possibly dismissal from Evangel University.
  - d. Will be subject to random drug testing throughout remainder of eligibility as a student-athlete and student at EU.
7. **Trips to a Medical Doctor or Nurse Practitioner:** Each student-athlete seen by a health-care professional other than Athletic Training Department staff must report medications and reason for visit to other health-care professionals to Evangel University athletic training staff. Evangel University Athletic Training Staff have a comprehensive list of medications that may not be taken while participating in athletic practice or competition.

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

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## EMERGENCY NOTIFICATIONS AND RESPONSE

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

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## FASTING

The practice of fasting as described in Scriptures refers to abstaining from food for spiritual purposes. Both as it is described in the Scriptures and as it has been modeled in the Christian tradition, fasting is properly differentiated from other types of activities that involve abstinence from food. For example, fasting differs in purpose from hunger strikes (which typically serve political or social purposes) and fad diets (which may be undertaken solely to affect physical appearance). The forms of fasting described in Scripture are always motivated primarily by spiritual purposes. The Scriptures do not establish fasting as a required discipline for everyone. However, they do provide numerous accounts in which persons that were called by God to fast, received spiritual guidance or some other spiritual benefit through the discipline of fasting. With this in mind, Evangel University faculty, staff and administrators affirm the spiritual importance

and value of fasting when undertaken in a free and informed way by persons whose energy and attention are centered on God and who seek spiritual guidance or motivated by another spiritual purpose.

The University faculty, staff and administrators recognize that the discipline of fasting can sometimes be improperly motivated, misunderstood or abused. For this reason, the University recommends the following guidelines for students who are considering undertaking a fast. Fasting is a spiritual discipline approved by God. Although the Scriptures do not establish fasting as a requirement for everyone, God does unquestionably call some individuals to fast at particular times for particular reasons. As a general point of guidance, therefore, fasting should always be entered into as a response to God's call and should always have some spiritual purpose as its primary motivation. The discipline of fasting should be entered into freely; externally imposed expectations (such as peer pressure) as well as self-imposed expectations are both improper motivations. The discipline of fasting should be entered into knowingly, anyone who feels called to fast should seek to understand what the Scriptures say about fasting. It also means that information and advice should be sought from spiritual authorities as well as health and mental wellness experts. Moreover, as a university community, we advise students who suffer from health disorders or who have other physical or psychological conditions that could limit their activity or require monitoring not to engage in fasting.

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## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

- A. The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) A Student educational record is any record that is directly related to a student and maintained by the university, with the exception of personal records. Student rights include:
1. The right to **inspect and review** the student's education records within 45 days after the day the Evangel University receives a request for access.
    - a. A student must submit to the registrar, head of the academic department, vice president, or other appropriate official, a written, signed request that identifies the record(s) the student wishes to inspect.
    - b. The school official will make arrangements for access and notify the student of the time and place where records may be inspected. If records are not maintained by the school official to whom the request was submitted, official shall advise the student of the correct official to whom the request should be addressed.
  2. The right to **request the amendment** of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
    - a. A student who wishes to ask the University to amend a record should write the appropriate official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.
    - b. If the University decides not to amend a record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
  3. The right to **provide written consent** before the University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Students may provide written consent for a parent, guardian, spouse, or another person by notifying the university through their online student portal during registration or anytime throughout the semester (go to My Info, then Records Portal; click on Edit to update disclosure preferences). FERPA authorizes disclosure without consent for the following **general exceptions**:
    - a. **School officials with legitimate educational interests.** A school official is a person employed by Evangel University in an administrative, supervisory, academic, research, or support staff position (including, but not limited to, Public Safety and Wellness Center staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary committee or grievance committee. A school official also may include a volunteer or contractor outside of Evangel University who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent; or a student employed or volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Evangel University.

- b. **Officials at another school where the student seeks to transfer.** Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
  - c. **Financial aid.** The university may disclose personally identifiable information from education records without consent when the disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to: determine the eligibility for the aid; determine the amount of the aid; determine the conditions for the aid; and/or enforce the terms and conditions of the aid.
  - d. **To Parents: of a “dependent student”, in an emergency, and/or violation of laws concerning minors with regard to alcohol or controlled substances.** Generally, if either parent identifies that the student is a dependent on the most recent year’s income tax statement, the university may disclose the eligible student’s education records. The university may also notify parents when there is a health or safety emergency, or when the student has committed a disciplinary violation with respect to use or possession of alcohol/controlled substance if the student is under 21 years old.
  - e. **Directory information,** which is information generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations, as permitted by law. The primary purpose of directory information is to allow the university to include this type of information from a student’s educational records in certain publications. The university may release the following information without authorization from the student unless the student specifically requests that directory information be withheld. However, FERPA does not require that directory information be released to third parties—it is at the discretion of the University if and when directory information is released.
    - i. Evangel University has designated the following information as directory information: student’s name; address; telephone number; university email address; electronic images/photographs; major field of study; enrollment status; participation in officially recognized activities; dates of attendance; degrees, honors and awards received; previous educational institution(s) attended; and press releases for various athletic (including hometown, weight and height of team members), music, theater, and/or similar public activities.
    - ii. Students have the right to withhold the disclosure of any or all of the categories of Directory Information. To withhold disclosure, students must notify the university through their online student portal during registration or anytime throughout the semester (On the *Student Portal*, go to *My Info*, then *Consent* and check the appropriate boxes to update disclosure preferences).
  4. The right to **file a complaint** with the U.S. Department of Education concerning alleged failures by the University to comply with requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SW; Washington, DC 20202
- B. FERPA also permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations:
- to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education, and State and local educational authorities for audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs.
  - to organizations conducting studies for or on behalf of the school making the disclosure for the purposes of administering predictive tests, administering student aid programs, or improving instruction.
  - to comply with a judicial order or a lawfully issued subpoena.
  - to a victim of an alleged perpetrator of a violent crime or non-forcible sex offense concerning final results of a disciplinary hearing with respect to the alleged crime; and
  - to any third party the final results of a disciplinary proceeding related to a violent crime or non-forcible sex offense if the student who is the alleged perpetrator is found to have violated the school's rules or policies. The disclosure of the final results only includes: the name of the alleged perpetrator, the violation committed, and any sanction imposed against the alleged perpetrator. The disclosure must not include the name of any other student, including a victim or witness, without the written consent of that other student.

As stated above, conditions specified in the FERPA regulations at 34 CFR § 99. 31 have to be met before a school may non-consensually disclose personally identifiable information from education records in connection with any of the exceptions mentioned above.

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



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## FUNDRAISING

Fund raising is permitted for officially recognized student organizations but must receive prior approval from the Student Activities Office. Solicitation by non-recognized and/or off-campus groups is prohibited without prior permission from the Vice President for Student Development. Fund raising endeavors should not employ raffles (i.e., selling multiple chances to a prize), lotteries, or other games of chance that could be likened to gambling. Fund raising projects involving food sales must be approved by win the Director of Food Service to ensure that standards of safe food preparation and handling are met. As with all posters, flyers promoting fund raising activities must be approved by the Event Services Office prior to posting. Selling products door-to-door, conducting sales meetings inside the residence halls or advertising products via student mailboxes is prohibited. However, Residence Directors may permit students to utilize residence hall bulletin boards to advertise products and announce meetings conducted outside the hall. Fundraising within a student's own residence hall is permitted for approved missions/service trips only. To achieve maximum potential for fund raising for student organizations and the University as a whole, it is important to coordinate off-campus fund raising efforts. Before contacting any company or major corporation for donations, please contact the Vice President for University Advancement (ext. 7290) for prior approval. The University does not share its donor list.

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## HAZARDOUS MATERIALS

- **Ceilings and pipe insulation materials** may contain asbestos, a naturally occurring fibrous mineral that was used extensively for insulation, fire protection, and acoustical applications in buildings constructed before 1980. Examples of materials that may contain asbestos include pipe insulation, vinyl floor tiles, thermal system insulation, and ceilings, most of which are inaccessible to students. These materials do not pose a health risk when they're intact and well-maintained. Do not disturb ceiling material or pipe insulation materials. Specifically, DO NOT use hot glue guns, glue, nails, screws, or any other materials to attach objects to the ceiling. As long as the present seal is not broken, there is little possibility of exposure to airborne asbestos fibers. If a change in the condition of the material is noticed (i.e., damage resulting from water, vibration, physical impact, etc.), notify the Facilities Staff immediately (see below) and the break will be inspected and sealed as soon as possible after notification.
- **Flammable items** such as paint thinner, spray paint, thinner, fuel, fertilizer, insecticide, herbicide, and other volatile materials must not be stored in the residence hall. Students needing to store/dispose of materials should contact the Facilities office.
- **Hair perms/acrylic nail application** may not be given in the halls due to the smell that causes problems for people with allergies/asthma.
- **Open flames/smoke:** Objects producing or are capable of producing flames are prohibited, including burning/ burnt candles, incense, oil lamps, matches, and cigarette lighters are prohibited in the residence halls.

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

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## HAZING AND INITIATION

Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity, is prohibited. Violators are subject to criminal prosecution in addition to university accountability. **Hazing:** In Missouri (§578.360), hazing is a "Class A Misdemeanor". A person commits the crime of hazing if he/she knowingly participates in or causes hazing (a willful act, occurring on or off the campus of an educational institution, directed against a student or a prospective member of an organization operating under the sanction of an educational institution, that recklessly endangers the mental or physical health or safety of a student or prospective member for the purpose of initiation or admission into or continued membership in any such organization to the extent that such person is knowingly placed at substantial risk of the loss of life or substantial bodily or psychological harm). If you become aware of any activity that

might be interpreted as hazing, report it to the Student Development Office immediately. Initiation: Forcing a student to participate, against his or her will, in an initiation-type ritual that might cause harm is prohibited. **Initiation** activities such as sleep deprivation, physical confinement and/or forced consumption of food, liquor or drugs are considered hazing and will not be tolerated. Initiation activities that include hazing are illegal in Missouri and are explicitly prohibited at Evangel University.

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## HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

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

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## HOUSING POLICY

### 1. ON-CAMPUS HOUSING CRITERIA

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

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

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

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

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

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

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

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

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

## 2. OFF-CAMPUS HOUSING CRITERIA:

EU believes students have the best opportunity to flourish by engaging the campus environment as student residents. As a result, it is the goal to have every student reside in the Residence Halls during the duration of their educational experience. EU also recognizes certain situations where students may be provided the option to live off campus and have outlined those eligibility requirements below.

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

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

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

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

## 3. MARRIED STUDENTS

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

## 4. OFF CAMPUS APPEAL AND VIOLATIONS

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

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

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

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

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

Evangel tenants must be full-time students. The rental contract is month-to-month but students who are ending their contract must vacate (with prior written 30-day notice) between semesters or during the summer or receive a \$200 fine. Students/couples may rent from Evangel for a maximum of 4 years total. Contact the rental property manager in the Housing Office (Riggs 103) for an application and additional information about renting from Evangel. Students are encouraged to apply early for the waiting list.

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## LEAVE OF ABSENCE

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

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

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

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

**Applications:** May be obtained in the Office of Student Development or downloaded from the Student Portal. All requests, and appropriate documentation must be submitted to the Office of Student Development in SU 106.

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

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

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

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

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

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

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

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## MISSING STUDENTS

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

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

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

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

- 1) Contact Public Safety and report that the student might be missing.
- 2) Public Safety will then:

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

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## NONDISCRIMINATION

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

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### SECTION 504 OF THE REHABILITATION ACT OF 1973

Evangel University does not discriminate on the basis of handicap, in the recruitment and admission of students, the recruitment and employment of faculty and staff and the operation of any of its programs and activities, as specified by federal laws and regulations. The act states that "no person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance". USC 1232g(i). See the [Disabilities Handbook](#).

### TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

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

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

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

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## COMPLIANCE OFFICERS

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

**Title IX Coordinator:** Rev. Mark Entzminger, VP for Student Development, Office: SU, 106, 1111 N. Glenstone, Springfield, MO 65802, Phone: (417) 865-2815, ext. 7997, [entzminger@evangel.edu](mailto:entzminger@evangel.edu).

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



## **Title IX Deputy Coordinators (for students):**

Gina Rentschler, Associate Dean of Students, Office: SU 106, (417) 865-2815, ext. 7317, [rentschlerg@evangel.edu](mailto:rentschlerg@evangel.edu)

Steve Gause, Associate Dean of Students, Office: SU 106, (417) 865-2815, ext. 7409, [gauses@evangel.edu](mailto:gauses@evangel.edu)

Two coordinators oversee gender equity in athletics and disability accommodations:

Athletic Compliance Coordinator: Associate Athletic Director, Office: Ashcroft Center, Phone: (417) 865-2815

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

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## **PAROLE OR COURT-ORDERED PROBATION**

Admitted and current students on probation, parole, or suspended imposition of sentence from a federal, state or municipal court or correctional system, for the commission of a felony, shall be placed on Probation Level 2 at Evangel University for a corresponding time frame and shall be provided appropriate mentoring and counseling support. Failure of a student to disclose such probation, parole, or suspended imposition of sentence status to University officials may result in denial of admission or suspension from the University.

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## **SEXUALITY AND GENDER IDENTITY**

As a community of believers in Christ, we have faith in the redeeming and sanctifying work of God in all areas of our lives. Evangel University is affiliated with the [General Council of the Assemblies of God \(Read the AG Position Paper on this topic\)](#), 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 (1 Cor. 6:9, 16-20) and sexual intimacy outside of that marital relationship, as recorded in Scripture, violates the will of God. We do not support acts of sexual behavior (opposite-sex or same-sex) outside of marriage.

Our commitment is to live in ways that guide us towards holiness, whether we are unmarried or married. Our sexuality, expressed through sexual purity for single persons and sexual faithfulness in marriage, allows us to bring honor and glory

to God. We do not support behavior whereby personal desire, satisfaction, and/or dominance (such as pornography, lust, exhibitionism, sexting, sex trafficking, etc.) supersedes care for others and service to God.

Persons in our community may have had experiences that cause them to question their biological sex or psychological gender, maintain sexual purity or faithfulness, and/or have same-sex attractions. These experiences may have led to internal conflict and external behavior that is incongruent with biblical standards. But this is not the end of the story. We serve a God who redeems our sexuality and who invites us to trust Him with our whole beings. For those whose beliefs align with these Christian teachings and community standards, Evangel can be a place of healing and restoration. We seek to care for persons in ways that convey respect, concern, support, and accountability.

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## SEXUAL 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.

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

#### 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.

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## **B. COMPLIANCE COORDINATORS**

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

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## **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.

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#### 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-campus and off campus. On-campus resources are:

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

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

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

- **The Victim Center:** 819 N Boonville Ave, Springfield, 417-863-7273; 417-864-7233 (24/7 rape crisis line). The Center will provide a **victim's advocate** (and go to a hospital, at the request of the victim) and a number of additional resources.
- **Christian Counseling Clinics—**
  - McGuire Counseling: 3101 S. Kimbrough, Suite C, Springfield, MO, 417-866-7773 (4.8 miles)
  - Christian Counseling Services; 1525 E Republic Rd, Springfield, MO, 417-881-9800 (5.0 miles)
  - The Relationship Center; 2131 S. Eastgate Ave, Springfield, MO, 855-593-4357 (5.2 miles)
  - Eaglecrest Counseling; 636 W. Republic, Bldg. G 100, Springfield, MO, 417-862-8282 (7.7 miles)
  - All Things New Counseling; 1851 N. Commerce Drive, Nixa, MO; 417-848-5574 (11.4 miles)
- **Community Counseling Clinics—**
  - Ozarks Counseling; 614 South Avenue, Springfield, MO; 417-869-9011 (sliding fees) (2.1 miles)

**Emergency Reporting.** Immediate assistance is available 24/7 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

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



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## 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.

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## 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/](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>).

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## 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, both on 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.

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## 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 member 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.

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## 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 5 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 5 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 5 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.

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#### **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.

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#### 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

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#### SOCIAL MEDIA POLICY AND INTERNET STANDARDS

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

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

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

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

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

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

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## SUICIDE THREAT/ATTEMPT

Evangel wants to assist students who are struggling with thoughts or behaviors that may lead to a suicide attempt. If you know of a student or are a student who is struggling and/or in danger, contact the University counseling center (or Public Safety, after business hours) for assistance. If the University knows of a student in danger, we will take steps to care for the student's health and life. This may include contacting a local medical center for professional mental health evaluation and/or treatment and notifying the parents (or designated contact) as soon as possible. Students who are a danger to themselves or others may need to consider withdrawing from the University in order to focus on their health and treatment. See also *Withdrawal* (below).

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

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## WITHDRAWAL FROM THE UNIVERSITY

**For withdrawals initiated by the student (voluntary):** A student who desires to withdraw from classes at the University should meet with the Retention Specialist in Zimmerman 208F and make written application for official withdrawal See [Leave of Absence](#) policy. All credits will be computed as of the date when application is made. The student must follow the withdrawal procedures. Simply not attending classes does not withdraw the student from school. The complete statement of the Withdrawal Policy, including the refund policy, is published in the Evangel University Vision Catalog. See full [Withdrawal Policy](#).

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

1. Engaging in or threatening to engage in behavior which poses a danger of causing physical harm (to life, health, welfare, safety, or property) to self or to others;
2. Demonstrating an inability to satisfy personal needs, including nourishment, shelter, personal safety and well-being such that a reasonable possibility of serious physical harm or death may occur in a short period of time;
3. Unreasonably interfering with activities of others (including those resulting in a significant and unreasonable impact on the personnel resources necessary to manage the behaviors described); and
4. Conduct that dangerously interferes with the mission of the community and/or violates community standards (may include, but not limited to physical/sexual violence, illegal/misuse of drugs).

For details on the complete Involuntary Administrative Withdrawal policy, contact the Retention Specialist.

## X. STUDENT CLASS ATTENDANCE

Evangel's faculty members seek to build a community of Christian scholars dedicated to pursuing truth. At the University level, that pursuit clearly involves more than merely gaining information; it also requires strong commitment to the process of inquiry and to one's colleagues. Class attendance alone cannot ensure that students and professors will

become partners in scholarship; however, the prospects for that ideal are dimmed when students miss class. Therefore, professors expect regular attendance.

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

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