



MISSOURI  
VALLEY  
COLLEGE

# STUDENT HANDBOOK

2017-2018

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## WELCOME LETTER FROM THE PRESIDENT



Dear Missouri Valley College Students,

I want to welcome you to Missouri Valley College! Let me introduce myself. I am Dr. Bonnie Humphrey, the 13th president of this College and the first woman president. I have spent the last 30 years of my life working with students of all ages in educational settings. Missouri Valley is a great place to gain an excellent education while making lifelong friends. You will find that Valley is a very close-knit institution. Missouri Valley graduates have consistently ranked MVC's "family atmosphere" as one of its greatest strengths. Our professors are genuinely interested in your success. MVC is focused on giving students from all backgrounds a great education.

The truth about a college education is that we can only offer you the coursework, the professionals, and the atmosphere for a successful college experience. The rest is up to you! You must take advantage of what we have to offer. We have counselors, ministers, and medical personnel on staff. We have faculty that have studied around the world—all here to help you acquire the knowledge that will help you be successful. Our Student Affairs Office ensures that there are activities and organizations that will allow you to get involved. We have a staff that love Missouri Valley College and love students! All of this is here for you!

We have a wonderful Learning Center where tutors are available to help you prepare for tests and papers in all areas of academic study. You will feel welcome as soon as you walk through the door. It is a great place! Go early in the semester and go often.

The Student Success Center was developed to ensure that all MVC students are successful. The counselors in the Student Success Center are dedicated to helping keep you on track academically. The Student Success Center monitors student attendance and manages an early alert system designed to identify student problems before they become detrimental to your success.

There are lots of wonderful people on this campus. All of them are dedicated to your success. If you take good care of Valley—Missouri Valley will take good care of you!

Welcome and have a great year!

Valley Will Roll!

Bonnie Humphrey

## **OUR MISSION**

Guiding students to succeed through personal instruction and intellectual inquiry

## **OUR VISION**

Known for its dynamic, richly diverse, and friendly educational environment, Missouri Valley College offers many opportunities to grow in mind, body, and spirit. Faculty are personally and professionally engaged in preparing thoughtful citizens for meaningful lives and careers. Grounded in the liberal arts, undergraduate and graduate studies empower students to master interdisciplinary skills needed to succeed in a knowledge-based global society. Stewardship of resources will sustain innovative teaching to stimulate critical thinking, creativity, aesthetic appreciation, and the joys of lifelong learning.

## **OUR VALUES**

- Compassion
- Diversity
- Social responsibility
- Integrity
- Accountability

## **OUR GOALS**

- Nurture a campus culture to embrace all individuals with compassion, civility, and respect
- Gather a demographically diverse student body embracing differences in ethnicity, gender, culture, economic status, and regional and national origin
- Extend access to higher education to students from all educational backgrounds with support to achieve success
- Ensure high academic standards in all baccalaureate, graduate, and professional programs
- Recruit and retain a dedicated, diverse staff and faculty well educated and current in their fields
- Focus curricula on developing interdisciplinary analytical and communicative skills, historical and cultural awareness, and critical and creative thinking
- Maintain a safe, healthy campus environment conducive to learning and research based on academic freedom, innovative teaching, and intellectual inquiry
- Expand opportunities for applying academic learning in real-world settings and study abroad
- Support extracurricular activities to develop teamwork and leadership in arts, academics, and athletics
- Promote civic engagement through service to the community, special programming for the common good, continuing education for career development, and facilities for public gatherings

## **ABOUT THE HANDBOOK**

The Student Handbook is the College's official notification of its policies, rules, regulations, and standards of conduct. The student is responsible for knowledge of these policies, rules, regulations, and standards of conduct; enrollment is considered acceptance of all conditions specified in this handbook. However, the provisions of this handbook do not constitute a contract between any student and Missouri Valley College. The College reserves the right to change any of the policies, rules, regulations, and standards of conduct at any time as may be necessary in the interest of the College. The College also reserves the right to modify or discontinue any of the services, programs or activities described in this handbook. If a material revision to a policy, rule, regulation, or standard of conduct is made and becomes effective during the academic year, students will be notified of such and will be expected to abide by the updated terms.

The policies contained within this Student Handbook will govern in situations where an outdated or otherwise inconsistent policy covering the same subject matter is in circulation.



## **MISSOURI VALLEY COLLEGE FIGHT SONG**

Valley will roll tonight.

Valley will roll.

Valley will roll tonight.

Valley will roll.

Valley will roll tonight.

Valley will roll.

When the sun goes down

And the moon comes up,

Valley will roll.

(Repeat)

## **MISSOURI VALLEY COLLEGE ALMA MATER**

All hail to thee, oh, noble Alma Mater;

All hail to thee, with grateful hearts we sing.

Our hopes and prayers for thee are full of promise,

Our homage true to thee we bring.

Missouri Valley, oh, Missouri Valley,

Thy gathering host the coming year shall see.

Beneath thy standard countless sons shall rally,

Theirs not to die but live for thee.

Anna Lou "Thankful" Blair, 1905

Dr. Robert Lincoln Shepard, 1897

Arrangement by Harold Rutan

## CAMPUS TELEPHONE DIRECTORY

Academic Affairs	(660) 831-4046	Financial Aid	(660) 831-4171
Accounting/Payroll	(660) 831-4227	Housing & Residence Life	(660) 831-4652
Admissions	(660) 831-4114	Information Technology	(660) 831-4099
Athletic Director	(660) 831-4219	Institutional Advancement	(660) 831-4168
Athletic Trainer	(660) 831-4195	Institutional Research	(660) 831-????
Athletics	(660) 831-4230	Intramural Sports	(660) 831-4238
Athletics, Baseball	(660) 831-4113	International Programs	(660) 831-4045
Athletics, Basketball (M)	(660) 831-4189	Learning Center	(660) 831-4196
Athletics, Basketball (W)	(660) 831-4104	Library	(660) 831-4180
Athletics, Cheerleading	(660) 831-4219	Library, Circulation Services	(660) 831-4180
Athletics, Cross Country	(660) 831-4095	Library, Reference Librarian	(660) 831-4187
Athletics, Football	(660) 831-4118	Library, Services Coordinator	(660) 831-4005
Athletics, Golf	(660) 831-4235	Maintenance	(660) 831-4148
Athletics, Lacrosse	(660) 831-4097	Newspaper (Delta)	(660) 831-4211
Athletics, Rodeo	(660) 831-5286	President's Office	(660) 831-4108
Athletics, Soccer	(660) 831-4217	Public Safety (24/7)	(660) 815-0111
Athletics, Softball	(660) 831-4111	Radio Station	(660) 831-4193
Athletics, Tennis	(660) 831-4090	Registrar's Office	(660) 831-4122
Athletics, Track	(660) 831-4095	Registrar's Office, Transcripts	(660) 831-4145
Athletics, Volleyball	(660) 831-4194	Student Activities	(660) 831-4009
Athletics, Wrestling (M)	(660) 831-4158	Student Affairs	(660) 831-4086
Athletics, Wrestling (W)	(660) 831-4090	Student Affairs On-Call (24/7)	(660) 815-2748
Business Office/Student Accounts	(660) 831-4106	Student Employment	(660) 831-4237
Counseling Center	(660) 831-4206	Student Health Services (Nurse)	(660) 831-4012
Chaplain	(660) 831-4142	Student Success	(660) 831-4170
Dining Services (Fresh Ideas)	(660) 831-4200	Yearbook	(660) 831-4211

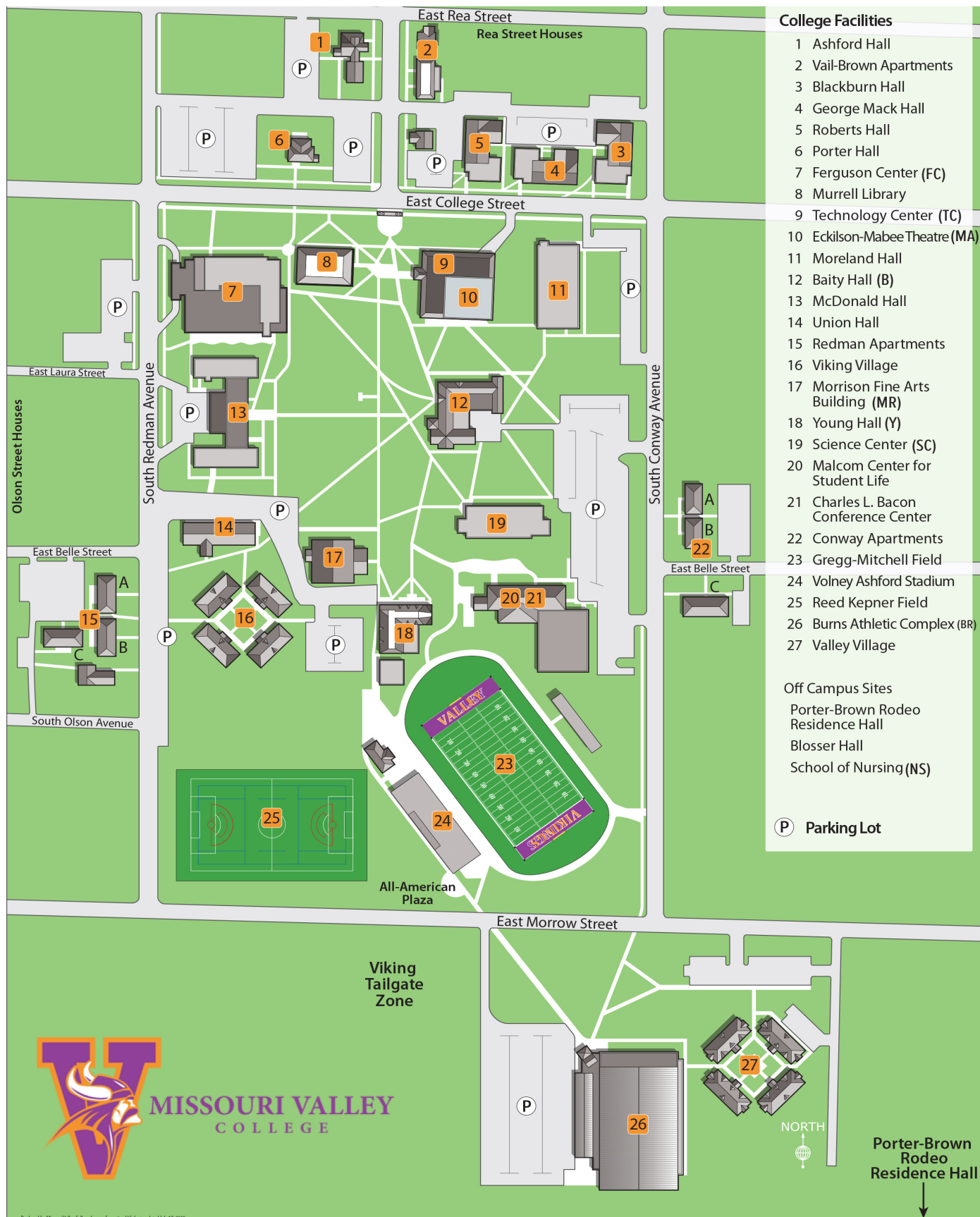
### Campus Emergency Numbers

Department of Public Safety (24/7) (660) 815-0111

### Local Emergency Numbers

Police	Non-emergency	(660) 886-7411	Emergency	911
Fire	Non-emergency	(660) 886-3312	Emergency	911
Ambulance	Non-emergency	(660) 886-3316	Emergency	911

# MISSOURI VALLEY COLLEGE CAMPUS MAP



## **FACILITIES - ACADEMIC, ADMINISTRATIVE, & ATHLETIC**

Missouri Valley College, founded in 1889, serves the historic Missouri River Valley Region, from which the College derives its name. The picturesque 150+ acre campus is located in the southeastern portion of the city of Marshall. It is 10 miles north of Interstate 70 on Highway 65, 160 miles west of St. Louis, MO, and 78 miles east of Kansas City, MO.

### **Baity Hall**

Baity Hall, built in 1889, is recognized in the National Register of Historic Places. Baity Hall contains classrooms, the President's Office, Office of Academic Affairs, Office of Institutional Advancement and Alumni Relations, the Learning Center, and faculty offices.

### **Burns Athletic Center**

The Burns Athletic Center is located on the south edge of the campus. Located on the Gibler campus, a 40-acre site that includes a recreation area, practice fields, Mack Porter stables, parking, and other features, the Burns Center includes 2,000-seat gymnasium, indoor track, weight room, locker rooms, training rooms, classrooms, coaches' offices, and the Viking Hall of Fame.

### **Collins Science Center**

The Collins Science Center is home to the Math and Science programs. The building houses classrooms, science and computer labs, and faculty offices.

### **Exercise Science Building**

The Exercise Science Building is home to both the Athletic Training and Exercise Science academic programs. The building sits just steps away from campus proper on S. Odell Avenue.

### **Ferguson Center**

The Ferguson Center is home to The Cafe, Viking Exchange, Offices for Admissions, Business/Student Accounts, Financial Aid, Human Resources/Accounting, Student Success, and Registrar, as well as student mailboxes, Copy Center, and the MVC radio and television studios. The building also houses numerous classrooms, faculty offices, and campus meeting spaces - Formal Lounge and President's Dining Room.

### **Malcolm Center for Student Life**

Opened in the fall 2014, the Malcolm Center is dedicated to student life on campus. It is home to the Office of Student Affairs and Student Health Services, state of the art fitness center, gymnasium, multipurpose room, cafe, study spaces, and the Charles Bacon Conference Center.

### **Morrison Fine Arts Center**

Morrison has been renovated to house many of the College's fine arts programs. This includes spaces for vocal and instrumental music practice, a dance studio, multipurpose gymnasium, faculty offices, and classrooms.

### **Murrell Memorial Library**

Murrell Library combines technology with traditional library facilities. The building boasts a friendly, helpful staff, a computer lab, laptop bar and technology resources that allow students and staff access to over 20 million books, 140,000 ebooks, and over 40 electronic databases containing thousands of journal, magazine and newspaper articles.

### **School of Nursing**

The School of Nursing houses the College's nursing program and other health science courses. The building is located on the campus of Fitzgibbon Memorial Hospital.

### **Technology Center**

This building houses the Eckilson-Mabee Theatre, Morris Gallery of Contemporary Art, Murrell Library Commons, the Information Technology Department, and several classrooms with multimedia capabilities.



## **FACILITIES - RESIDENTIAL**

Missouri Valley College has a wide variety of living options for full-time and graduate students. Options include traditional residence halls, suites, apartments, and houses.

### **Residence Halls**

#### **Alpha Sigma Alpha (ASA; 1471 S. Redman Street)**

Alpha Sigma Alpha (ASA; 1471 Redman Street) is a college-owned house, housing members of the Alpha Sigma Alpha sorority. With single and double occupancy rooms, the house accommodates up to 23 students. Amenities include a private bathroom, carpeting, cable, central air/heat, internet (wireless), and laundry facilities.

#### **Ashford Hall**

Ashford Hall is a women's residence hall with traditional double-occupancy and suite-style rooms. Located on S. Brunswick Street, Ashford accommodates up to 26 students. Amenities include carpeting, cable, central air/heat, internet (wireless), and laundry facilities.

#### **Blackburn Hall**

Blackburn Hall (Alpha Sigma Phi) is a men's residence hall with traditional double-occupancy rooms. Located along College Street, Blackburn accommodates up to 54 students. It is also home to Alpha Sigma Phi fraternity. Both fraternity and non-fraternity members live in the hall. Amenities include cable, internet (wireless), and laundry facilities.

#### **Blosser Hall**

Blosser Hall is a men's residence hall with traditional-style rooms, with occupancy ranging from two to six students. Located at 828 East Eastwood Street, the building sits off-campus and has a structured-study environment. Blosser accommodates up to 49 students. Amenities include air-conditioning, cable, computer lab/study room, laundry facilities, and a recreation room with television. Scheduled shuttle service is provided for residents between the hall and campus.

#### **George Mack Hall**

George Mack Hall (Tau Kappa Epsilon) is a men's hall with traditional double-occupancy rooms. Located along College Street, George Mack accommodates up to 54 students. It is home to Tau Kappa Epsilon fraternity. Both fraternity and non-fraternity members live in the hall. Amenities include cable, internet (wireless), and laundry facilities.

#### **MacDonald Hall**

MacDonald Hall is a women's hall located along Redman Avenue. The largest residence hall on campus, MacDonald accommodates up to 270 students in traditional and suite-style rooms. Amenities in the building include air conditioning, cable, a formal lounge, internet (wireless), and laundry facilities. MacDonald Hall also houses the Student Government Association office and the Morris Experimental Theatre - remodeled through a generous gift from Jon and Dawnna Morris.

#### **Moreland Hall**

Moreland Hall is a men's residence hall with traditional double-occupancy rooms. Located on the corner of College and Conway Streets, Moreland accommodates up to 100 students. Amenities include cable, internet (wireless), laundry facilities, and a lounge.

#### **Porter Brown Hall**

Porter Brown Hall is a co-ed residence hall with suite style double-occupancy rooms. Adjacent to Mack Porter Stables, Porter Brown was built in 2010 and generally houses members of the Men's and Women's Rodeo teams. Amenities include cable, central air/heat, internet (wireless), laundry facilities, lounge, and a mud/locker room.

#### **Roberts Hall**

Roberts Hall (formerly Sigma Nu) is a men's residence hall with traditional double-occupancy rooms. Located along College Street, Roberts accommodates up to 54 students. Amenities include cable, internet (wireless), and laundry facilities.

#### **Theta Phi Alpha (Porter Hall; 419 E. College Street)**

Theta Phi Alpha (Porter Hall; 419 E. College Street) is a college-owned house, housing members of the Theta Phi Alpha sorority. With single and double occupancy rooms, the house accommodates up to 16 students. Amenities include a private bathroom, carpeting, cable, central air/heat, internet (wireless), and laundry facilities.

#### **Union Hall**

Union Hall is a men's residence hall with traditional double and triple-occupancy rooms. Located along Redman Avenue, the building provides community atmosphere for 51 students meeting set grade requirements. Amenities include cable, carpeting, central air/heat, internet (wireless), and laundry facilities.

## **Young Hall**

Young Hall is a men's residence hall with traditional single and double-occupancy rooms. Constructed in 1929, Young Hall was a gift of Mr. and Mrs. William B. Young to mark the 40th anniversary of the College. Located in the heart of campus, Young accommodates up to 72 students. Amenities include cable, internet (wireless), laundry facilities, and a lounge. The ceramics studio is also located on the lower level.

## **Apartment Complexes**

### **Conway Apartments A & B (1320 & 1328 S. Conway Avenue)**

Conway Apartments A & B are matching apartment buildings, housing male students. Each building has six apartments, each with three double-occupancy bedrooms. Amenities include a private bathroom, cable, central air/heat, internet (wireless), and laundry facilities.

### **Conway Apartments C (600 E. Label Street)**

Conway Apartment C houses male students. Each building has four apartments, each with two triple-occupancy rooms. Amenities include a private bathroom, cable, central air/heat, internet (wireless), kitchenette (without appliances), and laundry facilities.

### **Redman Apartments A, B, & C (1455 & 1459 S. Redman Avenue, 314 E. Label Street)**

1455 and 1459 Redman Avenue are matching apartment buildings, housing both men and women. Each building has four apartments, each with two triple-occupancy rooms. Amenities include a private bathroom, cable, central air/heat, internet (wireless), kitchenette (without appliances), and laundry facilities.

### **Vail-Brown Apartments**

Vail-Brown Apartments is an apartment building located along Brunswick Street, housing male students. Each apartment accommodates two or three students. Amenities include a private bathroom, cable, and central air/heat, internet (wireless), and laundry facilities.

### **Valley Village**

Valley Village is our newest residential facility. Open in fall 2016, this apartment complex has four buildings surrounding a courtyard. Each building has four apartments, with five single-occupancy bedrooms. Amenities include a two private bathrooms, cable, central air/heat, internet (wireless), and laundry facilities.

### **Viking Village**

Opened in the spring of 2011, this apartment complex has four buildings surrounding a courtyard. Each building has four apartments, with four single-occupancy bedrooms. Amenities include a private bathroom, cable, central air/heat, internet (wireless), and laundry facilities.

## **Houses**

### **910 S. Ann Drive, 1152 S. Brunswick Street, 1166 S. Brunswick Street, 303 E. Edna Street, 308 E. Edna Street, 1260 S. Olson Avenue, 1263 S. Olson Avenue, 1265 S. Olson Avenue, 1320 S. Olson Avenue, and 1403 S. Sharp Street**

The aforementioned are college-owned house for Graduate Assistants and Staff. All houses offer single occupancy rooms, accommodating from two to six individuals. Amenities include a private bathroom, cable, carpeting, central air/heat, kitchenette, internet (wireless), living room, and washer/dryer.

### **1257 & 1271 S. Olson Avenue**

The aforementioned are college-owned houses for men. With single and double occupancy rooms, these houses accommodate four to seven students. Amenities include a private bathroom, cable, central air/heat, living room, and washer/dryer.

### **512 & 516 E. Rea Street**

The aforementioned are college-owned houses for women. With two double-occupancy bedrooms, each house accommodates up to four students. Amenities include a private bathroom, carpeting, cable, central air/heat, internet (wireless), kitchenette (without appliances), living room, and washer/dryer.

## FINAL EXAM SCHEDULE

### Fall 2017 Semester

Class Time	Class Day(s)	Final Exam Day	Final Exam Time
8:00 am	MWF	Tuesday, December 5, 2017	8:00 am - 9:50 am
9:00 am	MWF	Friday, December 8, 2017	8:00 am - 9:50 am
10:00 am	MWF	Friday, December 8, 2017	10:00 am - 11:50 am
11:00 am	MWF	Tuesday, December 5, 2017	10:00 am - 11:50 am
12:00 noon	MWF	Thursday, December 7, 2017	8:00 am - 9:50 am
1:00 pm	MWF	Tuesday, December 5, 2017	1:00 pm - 2:50 pm
2:00 pm	MWF	Thursday, December 7, 2017	1:00 pm - 2:50 pm
8:00 am	TR	Wednesday, December 6, 2017	8:00 am - 9:50 am
9:25 am	TR	Wednesday, December 6, 2017	10:00 am - 11:50 am
10:50 am	TR	Thursday, December 7, 2017	10:00 am - 11:50 am
12:15pm	TR	Wednesday, December 6, 2017	3:00 pm - 4:50 pm
1:40 pm	TR	Wednesday, December 6, 2017	1:00 pm - 2:50 pm
MA 165	All sections	Thursday, December 7, 2017	3:00 pm - 4:50 pm
Night classes	The evening the course is taught during final exam week. Monday evening courses will be the last night of class. Graduate courses will be taken the last class meeting (exam week or the week before).		6:00 pm
Online classes	Instructors will arrange their final examinations to be held during the finals week and must be taken during that week. See syllabi.		
MTWRF classes	Follow MWF schedule above.		

### Spring 2018 Semester

Class Time	Class Day(s)	Final Exam Day	Final Exam Time
8:00 am	MWF	Tuesday, May 1, 2018	8:00 am - 9:50 am
9:00 am	MWF	Thursday, May 3, 2018	10:00 am - 11:50 am
10:00 am	MWF	Wednesday, May 2, 2018	3:00 pm - 4:50 pm
11:00 am	MWF	Tuesday, May 1, 2018	10:00 am - 11:50 am
12:00 noon	MWF	Friday, May 4, 2018	8:00 am - 9:50 am
1:00 pm	MWF	Wednesday, May 2, 2018	1:00 pm - 2:50 pm
2:00 pm	MWF	Thursday, May 3, 2018	1:00 pm - 2:50 pm
8:00 am	TR	Wednesday, May 2, 2018	8:00 am - 9:50 am
9:25 am	TR	Wednesday, May 2, 2018	10:00 am - 11:50 am
10:50 am	TR	Thursday, May 3, 2018	8:00 am - 9:50 am
12:15pm	TR	Friday, May 4, 2018	10:00 am - 11:50 am
1:40 pm	TR	Tuesday, May 1, 2018	1:00 pm - 2:50 pm
MA 165	All sections	Thursday, May 3, 2018	3:00 pm - 4:50 pm
Night classes	The evening the course is taught during final exam week. Monday evening courses will be the last night of class. Graduate courses will be taken the last class meeting (exam week or the week before).		6:00 pm Graduate courses-at normal class time
Online classes	Instructors will arrange their final examinations to be held during the finals week and must be taken during that week. See syllabi.		
MTWRF class	Follow MWF schedule above.		

## CLASS TIMES

Monday / Wednesdays / Fridays	Tuesdays / Thursday
8:00 AM - 8:50 AM	8:00 AM - 9:15 AM
9:00AM - 9:50 AM	9:25 AM - 10:40 AM
10:00AM - 10:50 AM	10:50 AM - 12:05 PM
11:00 AM - 11:50 AM	12:15 PM - 1:30 PM
12:00 PM - 12:50 PM	1:40 PM - 3:05 PM
1:00 PM - 2:50 PM	
2:00 PM - 2:50 PM	

Note: Evening classes vary by credit hour.

## ACADEMIC CALENDAR

SUBJECT	DATE(s)
Faculty meetings & workshops	Aug. 14-17, 2017
Freshman Orientation	Aug. 18, 2017
Fall Registration & Check-in	Aug. 20, 2017
Fall Classes begin - undergraduate student	Aug. 21, 2017
Fall Classes begin - graduate student	Aug. 22, 2017
Last day to drop/add	Aug. 28, 2017
Fall Convocation	Aug. 31, 2017
Labor Day (Offices closed / no classes)	Sept. 4, 2017
Last day to declare pass/fail and withdraw "W" for 1st 8-week classes	Sept. 8, 2017
Family Weekend	Sept. 9, 2017
Last day to apply for December graduation	Sept. 15, 2017
Last day to withdraw "WP"/"WF" 1st 8-week classes	Sept. 29, 2017
Last day to declare pass/fail and withdraw "W" for full semester classes	Sept. 29, 2017
Last day to declare pass/fail and withdraw "W" for 2nd 8-week classes	Oct. 3, 2017
Fall mid-terms	Oct. 9-13, 2017
First 8-week classes end	Oct. 13, 2017
Homecoming	Oct. 14, 2017
2nd 8-week classes begin	Oct. 16, 2017
Mid-term grades due by 2:00 pm	Oct. 17, 2017
Last day to drop/add 2nd 8-week classes	Oct. 18, 2017
Registration Reminder week (confirm Fall Intersession & Spring Registration)	Oct. 23-27, 2017
Last day to withdraw "WP"/"WF" 2nd 8-week & full semester classes	Nov. 10, 2017
Thanksgiving Break (no classes & offices closed)	Nov. 22/24, 2017
Last day of classes - graduate student	Nov. 30, 2017
Last day of classes - undergraduate student	Dec. 4, 2017
Final Exams	Dec. 5-8, 2017
Graduate Final Exams	Dec. 7, 2017
Official December graduation date (Ceremony in May 2018)	Dec. 8, 2017
Fall grades due by 2:00 pm	Dec. 12, 2017
Fall Intersession begins (online classes only)	Dec. 14, 2017
Last day to drop/add fall intersession	Dec. 15, 2017
Last day to withdraw "W" fall intersession	Dec. 21, 2017
College offices closed for Christmas break	Dec. 22 - Jan. 1, 2018
Last day to withdraw "WP"/"WF" fall intersession	Jan. 2, 2018
Fall intersession ends	Jan. 5 2018



SUBJECT	DATE(S)
Spring New Student Orientation	Jan. 8, 2018
Spring semester registration & check-in for resident students	Jan. 8, 2018
Fall intersession grades due by 2:00 pm	Jan. 9, 2018
Spring undergraduate and graduate classes begin; 1st 8 & full semester	Jan. 9, 2018
No classes & offices closed for MLK holiday	Jan. 15, 2018
Last day to drop/add classes	Jan. 16, 2018
Last day to withdraw "W" 1st 8-week classes	Jan. 26, 2018
Last day to withdraw "WP"/"WF" 1st 8-week classes	Feb. 9, 2018
Last day to apply for May & Summer graduation	Feb. 9, 2018
Last day to declare pass/fail and withdraw "W" for full semester classes	Feb. 16, 2018
Spring Mid-terms	Feb. 26 - March 2, 2018
Spring Break	March 5-9, 2018
Mid-term grades due by 2:00 pm	March 6, 2018
Offices closed for spring break	March 8-9, 2018
2nd 8-week classes begin	March 12, 2018
Last day to drop/add 2nd 8-week classes	March 16, 2018
2018-2019 Course pre-registration	March 19-23, 2018
Last day to withdraw "WP"/"WF" for full semester classes	March 29, 2018
Last day to declare pass/fail & withdraw "W" 2nd 8-week classes	March 29, 2018
Good Friday - no classes & offices closed	March 30, 2018
Last day to withdraw "WP"/"WF" for 2nd 8-week classes	April 13, 2018
Last day of classes - graduate	April 26, 2018
Last day of classes - undergraduate	April 30, 2018
Final Exams - graduate	May 1, 2018
Final Exams - undergraduate	May 1-4, 2018
Commencement (Graduation)	May 5, 2018
Summer graduate classes begin	May 8, 2018
Final grades due by 2:00 pm	May 8, 2018
Memorial Day - Offices closed	May 28, 2018
Summer Session - 8-week session begins (online only)	June 4-July 27, 2018
Summer Session - June 4-week session begins	June 4-29, 2018
Summer Session - June 4-week session last day to drop/add	June 5, 2018
Summer Session - 8-week session last day to drop/add	June 8, 2018
Summer Session - June 4-week session last day to declare pass/fail & withdraw "W"	June 13, 2018
Summer Session - June 4-week session last day to withdraw "WP"/"WF"	June 20, 2018
Summer Session - 8-week session last day to declare pass/fail & withdraw "W"	June 22, 2018
Summer Session - June 4-week session classes end	June 29, 2018
Independence Day holiday - graduate classes meet online	July 4, 2018
No Classes / Offices closed - Independence Day holiday	July 4, 2018
Summer Session - 8-week session last day to withdraw "WP"/"WF"	July 6, 2018
Summer Session - June 4-week session grades due	July 23, 2018
Summer graduate classes end	July 26, 2018
Summer Session - 8-week session classes end	July 27, 2018
Summer graduate classes grades due	July 31, 2018
Summer Session - 8-week session grades due	Jul. 31, 2018
Official Summer graduation date (ceremony in May 2018)	Aug. 1, 2018

# STUDENT SERVICE OFFICES & POLICIES

## OFFICE OF ADMISSIONS

The Admissions Office, located in the Ferguson Center, helps with all matters related to being admitted to Missouri Valley College, including handling all applications, transcripts, and test scores. After all materials needed for acceptance into Missouri Valley College are received the Admissions Office reviews the student's file and determines whether the student is admitted. If the student is admitted, a preliminary financial aid package is prepared and sent to the student.

## BUSINESS OFFICE/STUDENT ACCOUNTS

**Student Billing and Accounts:** All matters relating to student accounts, payment arrangements, student proceed checks, payment plans, and past due balances should be referred to this office.

All students (resident, commuter, part-time, online, graduate) are expected to pay a non-refundable down payment of \$250 by June 15th of each year. This down payment will be applied to the first semester's cost. If a student has more financial aid than the cost of attendance and would like to use this excess to waive the non-refundable down payment, an authorization must be signed and returned to the Business Office by June 15th of each year. In making the initial down payment, the student and parent or guardian accepts all conditions of payment as well as the regulations of the college.

Account balances are due in full by the first day of class each semester unless a pre-authorized payment plan has been arranged with the Business Office. Pre-authorized payment plans divide the amount due for each semester into four installments, and are automatically withdrawn from either a credit/debit card or via ACH on a monthly basis on either the 15th or the last day of the month. Fall semester payments are auto-debited on the 15th or last day of August, September, October and November. Spring semester payments are deducted automatically on the 15th or the last day of January, February, March and April. Guidelines to monthly payment plans are as follows:

- A payment will be deducted on an on-going basis until the student gives written notification of termination of this payment plan authorization to the Business Office or until the end date listed below.
- Debit/Credit card transactions resulting in declination of the card will be attempted again for 5 consecutive days. If not approved within 5 days, the student account will be subject to \$30.00 service charge and possible termination of the plan.
- Notifications of declined payments will be directed to the student via e-mail.
- A returned ACH transaction will result in a \$30.00 service charge to the student account. An additional \$5.00 will be charged on an ACH transaction that is returned unauthorized. Two returned transactions may result in plan termination with payment due in full.
- There will be a \$1.50 convenience fee for all ACH transactions (using routing and account numbers)
- When using credit or debit cards for payments, there will be a 2.5% convenience fee charged for each transaction (or a \$2.00 minimum).
- Any changes to the payment plan must be made at least 5 days prior to the payment date. One change is allowed per semester. After that, a \$20.00 fee per change is applied.
- Any unpaid balance after completion and/or termination of this payment plan is the responsibility of the student.
- Payment only accepted via credit/debit card or from a US bank account.

If paying the entire balance due for the semester, fall payments are due by August 21, 2017, and spring payments are due by January 9, 2018. Students will not be marked complete with the Business Office until payments have been made or a pre-authorized payment plan has been arranged with the Business Office. Students who pay their balances or set up a payment plan in advance will avoid lengthy lines to the Business Office during fall and spring registration.

Summarized student statements are mailed or e-mailed each month to all individuals who have a balance due.

Cash, check, money order, cashier's check, wire transfer, and credit/debit card are all acceptable forms of payment for students who pay the semester balance in full by the first day of classes. A \$30 service charge will be assessed for all returned checks.

Late fees may be assessed on all past due accounts on a monthly basis.

\$50 & under = \$15

\$51-\$150 = \$25

\$151-\$499 = \$50

\$500 and above = \$100

Student accounts must be current for the student to be able to register for succeeding terms or to receive an official transcript or diploma.

### **Payment Plan Options**

#### **Option 1: Semester Payment Plan**

Fall semester: Payment due in full by August 21, 2017

Spring semester: Payment due in full by January 9, 2018

#### **Option 2: Monthly Payment Plan**

By selecting this method of payment, the amount due for the semester is divided into four installments which are automatically withdrawn from either a debit or credit card, or a checking or savings account on a monthly basis. Payments are deducted either the 15th or last day of August, September, October and November for the fall semester and the 15th or last day of January, February, March and April for spring semester payments. This option is only available through a signed pre-authorized payment plan set up with the Business Office, and convenience fees of 2.5% per transaction are charged for each debit/credit card transaction or \$1.50 per transaction for each ACH transaction (using a routing & account number).

Financial aid awards must be completed before a payment plan can be set up with the Business Office and the \$250.00 down payment must be paid prior to setting up the payment plan. Additional charges for class fees, housing changes, overload fees, stall fees or fines are not included in the monthly payment plan, unless they have been billed at the time the payment plan is being set up.

If a payment plan has not been returned to the Business Office, the total amount due for the semester must be paid by the add-drop period, and the student will not be marked complete with the Business Office.

Students leaving Missouri Valley College with an unpaid balance will be turned over to a collection agency if their account is not handled in a timely manner.

### **Refund Policy / Withdrawal Process**

Any student wishing to withdraw from Missouri Valley College must contact the Office of Student Success to obtain a "withdrawal/departure form" and instructions on the proper procedure for withdrawal. Offices included in the withdrawal procedure are the office of student success, registrar's office, financial aid office, business office and the office of student affairs. All students who withdraw completely from MVC are subject to the MVC refund policy. If a student withdraws prior to the beginning of the term, all payments except the \$250 non-refundable down payment and the \$850 housing contract termination fee will be refunded, if the withdrawal date is prior to the refund date on your housing contract. When withdrawals occur during a term, there is a \$100 administrative fee and the refund for tuition, housing, board and miscellaneous fees (including overload charges) is as follows:

**For fall and spring semesters:**

- During 1st week up until last day to drop/add - 100% refund of tuition. Room and board will be pro-rated per day; however termination of housing contract fee may apply
- During 2nd week - refund 60%
- During 3rd week - refund 40%
- During 4th week - refund 20%
- No refund after 4th week

**For summer sessions:**

- 25% refund during the 1st week and no refund after that point.

\*This withdrawal policy applies to students who withdraw on their own accord, medically withdraw or are dismissed

**DINING SERVICES**

Dining Services is operated by Fresh Ideas, based in Columbia, Missouri. Dining Services provides dining options in two locations on-campus, The Cafe - located in the Ferguson Center and the Malcolm Center Bistro - located in the Malcolm Center for Student Life. Resident students receive 19 meals a week in The Cafe, plus 50 Viking Dollars each semester for use at the Malcolm Center Bistro. Commuter students wishing to purchase a meal can do so in the Office of Student Affairs; those enrolled in the Commuter Meal Plan received 14 meals per week. Unused meals do not carry over from week to week. There are no refunds for unused meals on either meal plan. Students with concerns related to food allergies should contact the Director of Dining Services at (660) 831-4200 or the Office of Student Affairs at (660) 831-4086.

Hours of Operation for the Dining Hall			
Monday - Friday		Saturday - Sunday	
Breakfast	7:00am - 9:30am	Brunch	11:00am - 1:00pm
Lunch	11:00am - 1:30pm	Dinner	4:30pm - 6:00pm
Dinner	4:30pm - 7:00pm		

Hours of Operation for the Malcolm Center Bistro	
Monday - Thursday	8:00am - 10:00pm
Friday	8:00am - 11:00pm
Saturday	8:00am - 2:00pm
	5:00pm - 11:00pm
Sunday	Closed

**OFFICE OF FINANCIAL AID**

The Offices of Admissions and Financial Aid work closely with students and families to establish generous financial aid packages. That aid consists of some combination of Federal Direct Loans, Federal Perkins Loans, Federal Pell Grants, Federal SEOG, Missouri State Grants, College stipends, MVC scholarships, and family contributions. Finalized financial aid packages are based on commitments by students, families, and the College; all must be honored throughout the year to achieve successful completion of the college year. Any changes or questions should be taken to the Financial Aid Office. The Free Application for Federal Student Aid must be completed on schedule to assure the timely receipt of funds.

Please keep in mind that many factors can affect student financial aid eligibility. Such factors may include, changes in enrollment, moving on or off campus, or switching to online courses. The Financial Aid Office will



adjust student aid packages accordingly as soon as an eligibility change is identified. It is in the student's best interest to contact that Financial Aid Office prior to making any decision to determine how it will affect their eligibility.

### **Student Employment Program**

Many on-campus students participate in the College's Student Employment program, with some students eligible to work in the Federal Work-Study Program. Participating students may be assigned to any of the on-campus sites or select off-campus sites that offer a student employment experience to our students. For off-campus sites, students are required to provide their own transportation. The Student Employment Program provides a vital "hands on" career building opportunity and helps students develop a sense of responsibility by building credentials to help prepare them for entrance into the job market upon graduation.

#### Job Assignments and Scheduling:

Students complete a work experience and preferences questionnaire to assist the office in determining work assignments. Generally, students with higher class standing (sophomore, junior, senior) and those with good work records are given priority. All students are expected to report to their jobs and supervisors for scheduling during the first week of classes for the fall and spring semesters. Failure to report during the first week of classes could result in termination from the program. In order for the student to be eligible to work, both the student and supervisor must sign the Student Employment Contract. The contract is emailed to the student once all paperwork is completed and their job placement has been finalized. Students are not allowed to work during scheduled class hours.

#### Transfers:

Transfers to other jobs are possible and will only be considered if your current supervisor will approve the release or if there are medical limitations that prohibit you from successfully carrying out the job responsibilities. To request a transfer, a "Transfer Request Form" must be completed. This form is available in the Student Employment Office (located on the 2nd floor of Ferguson, Accounting Office).

#### Student Employment Pay Structure:

The student employment program is designed to provide students with the opportunity to help defray the cost of a college education while giving them practical work experience. Participating in the program allows students to earn up to \$1,860 per year for work completed in an assigned area. Information on current pay rates can be found online at [http://moval.edu/financial\\_aid/sep.php](http://moval.edu/financial_aid/sep.php).

#### Time Sheets and Work Productivity:

Time sheet due dates are provided by the Student Employment Coordinator. Time sheets are due in the Student Employment Office (located on the 2nd floor of Ferguson, Accounting Office) on the 16th of each month no later than 4:30pm. Students will be paid on the 25th day of each month for work completed during the previous pay period. Students are expected to keep their work hours current unless other arrangements have been made with the Student Employment Office. Time sheets turned in late (College holidays and weekends excluded) may not be paid until a later pay date. It is the responsibility of the student worker and supervisor to make sure the completed time sheets are turned into the Student Employment Office each month. Both the student and supervisor must sign the time sheets. Each student must complete his or her time sheets thoroughly and keep a log of the hours completed to avoid any discrepancies between the records of the Student Employment Office, the supervisor, and the student. If a student is discovered falsifying time cards, the result may be termination without reinstatement into the Student Employment Program.

The Student Employment Program represents an opportunity for students to earn \$1,870 (\$935 per semester) by working for the College. Failure to meet the requirements set by the job supervisor or the student employment contract may result in disciplinary actions, notification to the parents or guardians, and/or termination from the Student Employment Program without reinstatement.

### **Satisfactory Academic Progress**

Missouri Valley College is required to establish standards for measuring Satisfactory Academic Progress (SAP) in order for students to be eligible for Title IV aid in accordance with the Higher Education Act of 1965, as amended by Congress. Financial aid is intended to assist students in making successful progress toward completing their degree. Therefore, students who are identified as not meeting SAP are no longer eligible for federal and state aid.

The Financial Aid Office monitors SAP for all students at the end of each semester in which they are enrolled (fall, spring and summer). Financial aid recipients are expected to make reasonable academic progress toward obtaining a degree or certificate as a condition to be eligible for federal, state and certain institutional financial aid funding. A student's entire academic history, as recorded on their academic record with MVC, is reviewed at the end of each semester as a requirement of timely progression toward graduation, regardless of having received financial aid or not in the past for that course work. Students who enroll in the summer term will have their SAP monitored at the end of that term. Eligibility to enroll for classes does not mean that SAP requirements have been met.

MVC's SAP policy requires financial aid recipients to meet the following three components:

- Students must maintain the following cumulative GPA to be considered maintaining SAP:

Hours Attempted	Cumulative GPA
1-27	1.50
28 – 60	1.75
61+	2.00

Satisfactorily earn at least 67% of cumulative credit hours attempted

- “Attempted” credit hours are the number of credit hours recorded on the student's academic transcript at the end of the semester for which the student received a grade. Course repetitions count as credit hours attempted. The credit hours in which a student receives a letter grade of NC, F, I, or W are included in the number of attempted credit hours. Remedial courses are also included in the calculation of attempted credit hours.
- “Complete” credit hours are the number of credit hours recorded as earned on the student's academic transcript at the end of each semester for which a student received a passing grade. Course repetitions will result in only the repeated grade posted and figured in to the cumulative earned credit hours. Grades of W or INC are not considered as replacement grades. An incomplete course is not counted as earned credit hours unless the student successfully completes the course requirements within the maximum time frame set by the program. An incomplete grade may place a student's financial aid on hold until a grade is received and SAP is met. Remedial courses are included in the calculation of completed credit hours
- Complete a degree program within the maximum time frame of credit hours allowed. The maximum timeframe is 150% of the credit hours required by the student's degree program. Thus, for example, a student in a program requiring 124 credit hours must complete the program within 186 credit hours.

The Financial Aid Office reviews SAP at the end of each semester. Once it has been initially determined that a student is no longer meeting SAP, the student is placed on financial aid warning for one payment period. Student on financial aid warning remain eligible for aid. If the student fails to meet SAP in the subsequent payment period for which they are enrolled, they are placed on financial aid suspension and ineligible for aid.

Additionally, students are placed on suspension immediately upon receiving notification that they will not be able to complete their degree within the maximum time frame.

Students in an ineligible status may regain eligibility as follows:

- Enroll without the benefit of financial aid assistance and bring their academic record to the acceptable SAP requirements
- Submit a written appeal - eligibility reinstatement is contingent on the appeal being approved

## **INFORMATION TECHNOLOGY**

Missouri Valley College offers computer and network resources to encourage and enhance the academic experience. While attending Missouri Valley College, all students will be assigned a username before starting their first class. Students are responsible for remembering their username and password, this information should not be shared in any way with others. The username or email address will be used to access all online resources credited to that student. The resources available to students are listed below. A username and email address will be assigned automatically and this ID with corresponding password will be sent to the student via email and/or regular mail.

The IT department can assist with issues connecting to the network or accessing accounts. IT does not repair personal devices, but can provide advice on the best course of action. The IT department is located in the Technology Center in room 214. Your student ID card is required for any assistance.

A complete listing of the College's Information Technology Policies can be found on the website at <http://www.moval.edu/IT/policies.php>.

### **Internet Services**

Internet services are available in every academic building and residential facility. Student devices must be equipped with a wireless network card. There are no Ethernet (wired) connections available for students. MVC Wireless Network is encrypted and protected by a network key. This key has to be entered in every device when you try to connect this device to the MVC Wireless Network.

The current key can be found in your orange letter from the IT Department (the one with your username and password). The current key will also be made available by posters in every residence hall.

For additional information go online to [www.moval.edu/IT](http://www.moval.edu/IT). Damage or tampering with campus network infrastructure will result in fines exceeding \$1000.00 and other action under the Student Code of Conduct.

#### **Access in Residential Facilities:**

Students living in campus residential facilities will have access to the Internet by means of MVC Wireless Network. All wireless infrastructure (i.e. access points, routers) must be installed and maintained by MVC IT staff. Installing personal wireless access points on the campus network is prohibited.

#### **Unauthorized Devices:**

Unauthorized devices, including but not limited to: wireless routers, hubs, switches, or access points are prohibited. If such a device is identified the owner will be asked to discontinue use of the device. Use of such devices could result in fines or loss of network privileges.

### **Valley Email**

Missouri Valley College offers email (Valley Email) for all students. All campus communication will be through your Valley Email. A student's email address will serve as login. Missouri Valley College is a Google Apps for Education campus, along with email students have access to Google Docs, Sheets, and Slides as well as unlimited space in Google Drive. Valley email can be accessed on the web site [www.moval.edu](http://www.moval.edu) -> My Moval.

### **Printing**

Every student will receive \$20.00 as printing balance at the start of each semester. For every page you print, your print account will be charged. Current prices for black and white or color pages will be shown before you submit a print job. Money can be added to your print account by going to one of the libraries, the School of Nursing, the Learning Center or the Business Office. Here you can put up to \$5.00 in your print account (in increments of \$1.00). After you submit a print job, a screen will pop up informing you about the current prices and you have the option to choose how many copies you want for your print job. To print click "Yes, print my job." The system will check if the balance of your account to ensure you have enough money for the print job. If you have enough money in your account, the job will print. You will receive a pop-up message with the transaction that has been made to your print account. If your print balance is not sufficient to print the job, the job will be discarded and

you will receive a pop-up message informing you of the insufficient funds. Be aware that blank pages will be counted as printed pages. If you have any questions about printing or your print account, please refer to any of the Account Upgrade locations or the IT office.

## **LIBRARY**

Murrell Library is a great place for quiet study, for meeting friends, for group work, and for just hanging out! Let our friendly library staff help you make smart information choices from a collection that offers research materials in print and electronic formats, with off-campus access available when you go home for the weekend. Search for books, eBooks, and movies from Murrell Library's web page at [www.moval.edu/library](http://www.moval.edu/library). Click on the Quest link to begin. Looking for journals, newspapers, magazines? Find them electronically from our web page, or curl up with the local paper in our Reading Room. Murrell Library has over 75,000 items on its shelves, but if you can't find what you need, the click of a mouse will link you to more than 20 million items in MOBIUS, which is a consortium of over 55 libraries in Missouri. Borrowing is free from any MOBIUS library and delivery is very fast.

Want to learn more about the library and how to use its resources before your papers and projects are due? Ask a librarian. We can provide one-on-one training in how to use the library and give you a tour of the building. Looking for fun and food? Coffee, hot chocolate and pastries are available for purchase in the lobby.

Yes... You may eat and drink anywhere in the library except at a computer station! Murrell Library also offers special events and traveling exhibits to enhance your college experience. Murder mystery nights, Chocolate Fest, author visits and book signings are just an example of how you can have fun, make new friends and learn all you can, too!

## **MAIL**

Each resident student is assigned a mailbox in a separate system from the Marshall Post Office. It is the students' responsibility to check their assigned mailbox. Any mail left in their mailbox 5 business days after the current semester ends will be considered abandoned and returned to the sender. A student's mail should be addressed as follows:

Name  
MVC Mailbox Number  
500 E. College Street  
Marshall, MO 65340

Mail from the United States Postal Service is delivered to the campus once daily. USPS Express Mail, Fed-Ex, UPS, and DHL are delivered mid-afternoon. A notice will be e-mailed to recipients' MVC e-mail address when a package arrives. Packages may be picked up at the Mailroom (Ferguson Center, ground floor) Monday through Friday from 9:00 AM to 3:30 PM. Contact the Mailroom for any questions or problems related to the MVC mail service.

## **MAINTENANCE & HOUSEKEEPING**

The Maintenance and Housekeeping staff work diligently to maintain and upkeep the College's facilities. Students may submit Work Request via the internet at <http://www.moval.edu/offices/phyplant/requestform.php>. If an urgent maintenance issues occurs during regular business hours contact the Director of Maintenance at (660) 831-4043 or after hours contact the Student Affairs On-call at (660) 815-2748 or Public Safety at (660) 815-0111.

## **PUBLIC SAFETY**

The Department of Public Safety (DPS) provides safety and protection for the MVC campus community. Public Safety officers are sworn Police Officers through the Marshall, MO Police Department with full police and arrest powers. All Officers complete regular training as mandated by the Missouri Department of Public Safety's Peace Officer Standards and Training Program. The safety and well-being of students, faculty, and staff is the



Department's top priority. All members of the campus community are encouraged to contact Public Safety any time they need help or assistance. To reach the Officer On-duty, call (660) 815-0111.

## **STUDENT AFFAIRS**

The Office of Student Affairs is the hub for co-curricular programs and services at Missouri Valley College. Under the leadership of the Vice President of Student Affairs/Dean of Students, the Student Affairs staff strives to make MVC a welcoming, inclusive, and engaged campus community. Student Affairs services include the Counseling Center, Ferguson Center reservations/setup, Greek Life, Housing & Residence Life, Public Safety, Student Activities, Student Conduct, Student Health Services (Clinic/Nurse's Office), and Viking Games (Intramural Sports).

## **STUDENT AFFAIRS, GREEK LIFE**

Greek Life offers students the opportunity to join local chapters of national social fraternity and sorority organizations. These organizations, although varying in history and tradition, offer students the opportunity for brotherhood/sisterhood, service, and philanthropy. Greek organizations provide an excellent opportunity for social and leadership development, networking, and lifetime friendships.

## **STUDENT AFFAIRS, HOUSING & RESIDENCE LIFE**

Housing and Residence Life offers numerous living options for full-time undergraduate and graduate students. Options include traditional residence hall rooms, suites, apartments, and houses. MVC residential facilities are at the core of campus life. Encouraging a welcoming living/learning community is the top priority. Each area is staffed by an undergraduate or graduate Resident Assistant (RA) and Hall Director (HD). These staff members oversee the health, safety, and well-being of student living in that area.

### **Housing Contract**

This contract is made and entered into by and between Missouri Valley College (hereinafter referred to as "MVC") and the named student (hereinafter referred to as "The Student"). MVC and The Student, in consideration of the terms and conditions specified in this contract, agree to abide by and accept this document as a legally binding agreement. The contract is valid for the entirety of the 2017-2018 academic year, using dates as determined by MVC. This contract in its entirety is subject to change at any time according to MVC policy. In accepting this contract, The Student agrees: (1) to pay for and reside in MVC housing for the duration of the 2016-2017 academic year or until they withdraw or are withdrawn from MVC; (2) to purchase a meal plan from MVC or its designated contractor; (3) to comply with all rules, regulations, policies, and procedures as outlined in this document, the 2016-2017 Student Handbook, their matriculated College Catalogue, and local, state, and federal laws. Any violation of this agreement may result in action as outline by the Student Code of Conduct, termination of contract, and/or the immediate eviction of The Student from MVC housing.

### **Agreement Period**

1. This contract is valid for the entirety of the 2017-2018 academic year, using dates as determined by MVC. This contract in its entirety is subject to change at any time.
2. For the fall 2017 semester, housing facilities will open August 18, 2017 (first-year/new students) / August 20, 2017 (returning students) at a time to be determined and close December 8, 2017 at 5:00pm.
3. For the spring 2018 semester, housing facilities will reopen January 7, 2018 (all students) at a time to be determined and close May 5, 2018 (all students) / May 6, 2018 (graduates) at 5:00pm.
4. Housing facilities must be properly closed and vacated during closed (break) periods. The student may request housing during closed (break) period if s/he cannot leave. The student is subject to relocation and is required to pay a \$90.00 per week flat-rate fee.

### **Cost of Housing**

1. Housing facilities are divided into four tiers based on cost. Cost and associated facilities are as follows: Tier 1: \$2,325.00 per semester (Alpha Sigma Alpha, Blackburn Hall, Blosser Hall, Conway Apartments A & B

(1320 & 1328), George Mack Hall, MacDonald Hall, Moreland Hall, Roberts Hall, Theta Phi Alpha, Young Hall; Tier 2: \$2,575.00 per semester (910 S. Ann Drive, Ashford Hall, 1152/1166 S. Brunswick Street, Conway Apartments C (600), 303/303 E. Edna Street, 1257/1260/1263/1265/1271 S. Olson Avenue, 512/516 E. Rea Street, Redman Apartments A/B/C, 1403 S. Sharp Street, Union Hall); Tier 3: \$2,725.00 per semester (Porter Brown Hall, Vail-Brown Apartments); Tier 4: \$2,825.00 per semester (Valley Village Apartments, Viking Village Apartments)

#### Housing Assignments

1. The Student contracts for a space in a housing facility provided by MVC. The Student understands that a specific building, room, or roommate cannot be guaranteed. MVC will make a reasonable effort to place The Student where and with whom they preference.
2. The Student will be assigned a room after this document is signed and agreed to, based on a process to be decided by MVC.
3. MVC reserves the right to move or reassign students to different MVC facilities as deemed necessary.
4. MVC reserves the right to consolidate students without roommates into a different MVC facility as deemed necessary. Students who do not consolidate will be charged \$500.00 single occupancy room fee.
5. The Student may request a private room in a space designated for more than one person at the cost of \$500.00 per semester. Requests will be honored as occupancy levels permit, as determined by MVC.
6. The Student may request a change of assignment at times designated by MVC. MVC reserves the right to deny change of assignment requests. If The Student moves without prior approval, The Student is subject to a \$500.00 fine and relocation or contract termination.

#### Check In/Out Process

1. The Student must check-in to their housing assignment at a date, time, and location to be determined by MVC. Specific information will be sent from MVC to The Student via e-mail and/or postal service. Students checking-in outside of designated operating hours will be assessed a charge.
2. MVC will inspect all assignment prior to The Student arriving. The Student is expected to complete a Room Condition Report (RCR) specifying the physical condition of the housing assignment and all MVC-owned furniture. The Student must return the RCR to the Office of Student Affairs within two (2) days of check-in; failure to return the RCR will result in forfeiture of rights to appeal any damage charges. The Student is subject to fines for any damages found upon check-out, based on current repair or replacement and associated labor costs as determined by MVC. When two or more individuals are assigned to a space, costs will be divided equally if the individual responsible cannot be ascertained.
3. The Student must check-out of their housing at a date, time, and location to be determined by MVC. The Student must check-out at the end of fall and spring semester. Specific information will be sent from MVC to The Student via e-mail and posted on-campus.
4. All personal property left or abandoned after ten (10) days of check-out or contract termination may be disposed of or donated.

#### General Terms, Conditions, and Policies

1. The Student is expected to be enrolled in at least 12 academic credit hours per semester and be considered full-time by MVC. Failure to maintain full-time status will result in termination of contract.
2. The Student is responsible for familiarizing themselves with this contract, Student Handbook, College Catalogue, and local, state, and federal laws. Failure to adhere may result in termination of contract or other action as outline by the Student Code of Conduct.
3. The Student is expected to reasonably maintain cleanliness, safety, and order in his/her housing assignment
4. MVC is not responsible for damage, loss, repair, or replacement for any personal belongings.
5. The Student agrees not to modify or allow modifications of the permanent structure of the room. This includes painting or making repairs without prior permission from MVC.
6. All MVC provided furniture must remain in the space it was assigned.
7. The Student is responsible for all keys distributed. All lost/missing/copied keys will be replaced at a cost of

\$60.00 per key/lock. Lockouts and/or spare key requests will be conducted at a cost of \$15.00 per instance.

8. The Student is responsible for the damages damage to public and/or common areas of the housing assignment structure where they reside if the individual responsible cannot be determined. Fees will be based on current repair or replacement and associated labor costs as determined by MVC.
9. Items prohibited for possession, distribution, and use on-campus and in housing include but are not limited to: alcohol, alcohol paraphernalia, non-prescribed and illegal drugs, drug paraphernalia, weapons (guns, knives, etc.), toy/look-alike weapons, indoor/outdoor grills, toasters, hotplates, halogen lamps, space heaters, candles, incense, and pets (excluding fish in 10 gallon tank or smaller).
10. Misuse, tampering, and/or vandalism fire, security, and life-saving systems – including fire alarms, fire extinguishers, smoke detectors, cameras – is a serious violation of policy and may result in termination of contract.
11. MVC will conduct Health & Safety inspections at posted times throughout the academic year. The Student is responsible for any violations found.

#### Residential Authority

1. MVC will make every reasonable effort to respect the privacy of The Student and give prior notice of entry into The Student's housing assignment. MVC reserves the right of entry without notice for such purposes as may be necessary to assure compliance with this contract, MVC policies, and federal, state, and local laws; if staff believe a contract, policy, or law is being violated; to verify occupancy; to maintain the premises; to respond to emergencies. Entry may also constitute search, of room and belongings, if contract, policy, or law is believed to be or have been violated.

#### Termination of Contract

1. The Student may terminate this contract, without penalty, if done so prior to August 1, 2016 (for Fall 2016 semester) or December 16, 2016 (for Spring 2017 semester). To terminate the contract, The Student must submit the Change of Residency Request via the internet or send a certified letter to the Office of Student Affairs. Failure to properly terminate may result in an \$850.00 fee.
2. Students who withdraw from MVC, those removed from housing as a result of conduct related matters, and/or failure to adhere to academic standards are responsible for the entire cost of housing.
3. MVC reserves the right to terminate the contract with no refund if The Student fails to comply with all rules, regulations, policies, and procedures as outlined in this document, the Student Handbook, their matriculated College Catalogue, or local, state, or federal law

### **STUDENT AFFAIRS, STUDENT ACTIVITIES**

The Student Activities program offers students engaging and fun co-curricular activities aimed at building community and encouraging social development. Student Activities also organizes all of the College's Intramural Sports and Fitness Center programming. Activities are held throughout the week during the academic year. MVC is also proud to have many active student clubs and organizations on-campus, that represent our vibrant and diverse community.

### **STUDENT AFFAIRS, STUDENT CONDUCT**

MVC strives to provide a safe, respectful, and responsible campus community. To aid in this effort, the College has established a Code of Conduct that all students are bound. Those found responsible for violating the Code may be face disciplinary sanctions. Refer to the Student Code of Conduct, in this Student Handbook, for more information about prohibited conduct, disciplinary procedures, and possible sanctions.

### **STUDENT HEALTH SERVICES, CLINIC (NURSE'S OFFICE)**

Student Health Services (Clinic; Nurse's Office) is located in the Malcolm Center for Student Life. Its hours of operation are from 7:30 a.m. to 4:00 p.m., Monday through Thursday, and 7:30 a.m. to 12:00pm, Friday. Medical staf provide the following services:

- Assessment for all illnesses and injuries
- Treatment for minor illnesses on an out-patient basis
- First aid treatment
- Limited over-the-counter medications available
- Prescriptions for minor illness
- Limited lab testing
- Referral assistance

### **Allergy Injections**

Injections for allergies are provided at no cost to students. To receive allergy injections, students must provide the clinic with appropriately labeled medications along with a copy of the prescribing physician's administration schedule and order of approval for administration on campus.

### **Immunization Policy**

Missouri Valley College requires that all students have medical documentation of receiving or being examined for the following:

1. Measles, Mumps, Rubella (MMR) vaccination (2 doses)
2. Tetanus, Diphtheria, Pertussis (Tdap) vaccination (within the last ten years)
3. Meningococcal Quadrivalent (Meningitis) vaccination or have a signed waiver yearly. Missouri law also requires that students residing on-campus be advised of the dangers of Meningitis and the effectiveness of the Meningitis vaccine.
4. For International students coming from countries considered endemic for Tuberculosis (TB) and for domestic students having traveled abroad or having other risk factors, a Mantoux Tuberculin Skin Test (TST) or Interferon Gamma Release Assay (IGRA) must be administered by a licensed medical doctor and reported accordingly. Students showing signs of TB disease or having a latent form of the disease require additional testing to ensure TB is not currently active. Students with active TB are precluded from attending Missouri Valley College.

Students wishing to request exemption from any vaccination requirement for religious or other purposes must obtain a waiver request from the Vice President of Student Affairs/Dean of Students. Students will be required to explain their need for exemption (i.e. particular religious belief(s) that conflicts with the vaccination requirements) and provide documentation from a licensed medical doctor attesting that the student does not currently have Measles, Mumps, Rubella, Tetanus, Diphtheria, Pertussis, Meningitis, or Tuberculosis. Missouri Valley College reserves the right to deny any exemption waiver. In the event of disease outbreak for any of the diseases vaccination is required, the College, in its sole discretion, may immediately remove from campus those students approved for exemption to prevent possible contagion. Such action is to ensure the safety of the exempted student and the entire campus community. Students who fail to adhere to the immunization requirements and who have not been approved for an exemption will not be permitted to move into housing or start classes. New first-year or transfer students may be given to the end of their first academic semester to complete their records, at the discretion of the Vice President of Student Affairs/Dean of Students.

### **Medical Emergencies**

The nearest hospital/emergency room available to students with a medical emergency is Fitzgibbon Hospital located at 2305 S Highway 65, Marshall, MO 65340.

### **Medical Insurance**

Responsibility for medical care and insurance lies with the individual student and family. Students should also ensure that family medical insurance is current and that necessary forms and identification are available. Students experiencing medical problems should contact their Residence Hall Director, Student Affairs Office, Public Safety, or a Campus Nurse. Otherwise, Fitzgibbon Hospital and several medical clinics are available in Marshall. Students participating on College athletic teams should contact their coaches about additional insurance and medical requirements.

## **STUDENT HEALTH SERVICES, COUNSELING CENTER**

The Counseling Center is located in the Malcolm Center for Student Life, Student Health Services suite. Counseling staff includes licensed professionals who are always available to assist. Free services include:

- Short-term, confidential individual and couple counseling
- Crisis Intervention
- Alcohol or drug screening and referral
- Educational programs to enhance human development
- Consultations for parents, faculty, staff, and administrators
- Referrals for long-term therapy, specialized therapy, and medication

The services of the Counseling Center are separate from any other student records. Information revealed in counseling sessions is confidential, except in cases of imminent danger, where otherwise mandated by law, or when permission is granted to release information.

## **STUDENT SUCCESS**

The Office of Student Success assists students in their holistic success while at MVC. In conjunction with the faculty and staff, Student Success organizes new student orientation, Freshman Seminar, developmental math and English courses, The Learning Center, English as a Second Language, the Honors Program, and retention efforts. If you need assistance with the transition to college, getting on track for academic success, completing degree requirements, or other academic concerns, stop by our office in Ferguson Center on the ground floor.

## **STUDENT SUCCESS, BLOSSER PROGRAM**

The Blosser Program provides academic support for academically at-risk students. The program is centered on learning, fostering a strong foundational start for a student's college career. Blosser aims to help acclimate students to the college environment, while supporting their educational and emotional needs.

## **STUDENT SUCCESS, CAREER SERVICES**

Career Services provides support to students as they choose their career path and prepare for their post-college careers. Services include coordination of career fairs, interview days and resume writing workshops. Career exploration screenings are also provided for students who are trying to choose a major.

## **STUDENT SUCCESS, INTERNATIONAL STUDENT SERVICES**

International Student Services coordinates the international student orientation and specialized services provided by the College. Services include assistance with documents and status maintenance, help with U.S. laws, and the Adopt-A-Viking program.

## **STUDENT SUCCESS, THE LEARNING CENTER**

The Learning Center provides academic support in an open, inspirational setting. Nestled on the top floor of Baity Hall and housed in the renovated, original chapel at MVC, students have access to computers, internet service, copy machine, and peer tutors in multiple academic subjects. The staff and peer tutors are there to assist students in increasing their skills and becoming more confident, successful students.

If a student has any questions or needs academic support, he/she is encouraged to ask the director, who has an open door policy. Personalized assistance is a goal of the Learning Center director.

Some of the services provided include:

- Peer tutoring
- Proctoring of make-up tests
- Copy machine
- Quiet area to gather for study groups
- Test preparation resources for ACT, MoGEA, Praxis, and GRE



All services, including tutoring, are provided at no cost to the student. Tutor schedules are posted on the bulletin board in the Learning Center as well as online. Walk-ins are welcome! If you have any questions about our services, please call the director at (660) 831-4196.

## **STUDENT SUCCESS, STUDENTS WITH DISABILITIES**

The College seeks to comply fully with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with disabilities who would like to request accommodations must self-identify and should arrange a meeting with the ADA/Section 504 Coordinator, Debbie Coleman, at (660) 831-4170 or [colemand@moval.edu](mailto:colemand@moval.edu). Though accommodation requests can be made and will be accepted and considered at any time, students are encouraged to make such requests as soon as possible after the determination that accommodations are needed. Failure to timely request accommodations could delay their implementation, and accommodations are not effective retroactively so that a student will not be able to re-do assignments or re-take exams that were completed prior to receiving accommodations. Upon request for accommodations, the ADA/Section 504 Coordinator and student will enter into an interactive process to determine what, if any, reasonable accommodations are available. As a part of this process, the student will be required to provide documentation from a qualified professional showing eligibility for accommodations.

Please refer to the College's Disability Services webpage (<http://www.moval.edu/academics/ada/>) for more information about the disability accommodation process. If you have any question, please contact the ADA Section 504 Coordinator.

## **STUDENT CODE OF CONDUCT**

It shall be the responsibility of every student enrolled at Missouri Valley College to support the academic integrity of the institution. This applies to personal honesty in all aspects of collegiate work, all student records and all contacts with faculty and staff. Academic dishonesty will not be tolerated.

It shall also be the responsibility of every student enrolled at Missouri Valley College to be respectful to the right of other students, staff, and instructors to a safe, peaceful atmosphere conducive to the educational goals of an institution of higher learning. Rude or disruptive behavior will not be tolerated.

Student actions that do not adhere to the MVC Student Code of Conduct will be addressed according to College policies regarding academic dishonesty and disruptive behavior. Students who exhibit dishonest, disruptive, or disrespectful behavior in any setting where Missouri Valley College is officially represented, risk suspension or expulsion from the institution.

## **EXPECTATIONS**

### **1. Respect for the College's Mission**

Students are responsible for conduct on or off campus which interferes with or disrupts the educational or related functions of the College or which adversely affects the reputation of the College. Such conduct is prohibited and may result in disciplinary sanctions. Violation of any local, state, or federal law is prohibited. Missouri Valley College holds students to the same standards off campus as it does on campus.

### **2. Respect for College Officials**

Students must not interfere with the teaching, research, administration, disciplinary proceedings, or other activities of the College. Students must comply with the lawful instructions of College officials (including Residence Life staff and Law Enforcement officers). Students must not interfere with any individual in the performance of his or her assigned responsibilities. Students are expected to cooperate fully with all

investigations involving violations of Missouri Valley College policies, rules, and regulations. Students must comply with all student conduct investigations and sanctions rendered by the process. In addition to the expectations set forth in this handbook, students must comply with all written instructions received via email, posted bulletin, published on the web site, U.S. mail or verbal instruction of a College official.

### 3. Respect for Others

The following actions committed on or off the campus against any member of the Missouri Valley College community are prohibited:

**A. Abuse:** An unwarranted verbal or written (handwritten and/or electrotonically written) exchange including profane, abusive, or threatening language or behavior directed toward another person. Racial, ethnic, or sexual comments that demean or defame are also prohibited. This type of behavior will also not be tolerated towards representatives from opposing schools or athletic officials.

**B. Assault:** Conduct that threatens or endangers the physical or emotional safety of another person. This includes but is not limited to fighting.

**C. Bullying:** the use of aggression with the intention of hurting another person. Such behavior and activities include, but are not limited to, the following.

- Verbal abuse, such as the use of derogatory remarks, insults, and epithets Slandering, ridiculing or maligning a person or his/her family
- Persistent name calling; using an individual or group as the butt of jokes
- Verbal or physical conduct of a threatening, intimidating, or humiliating nature
- Sabotaging or undermining an individual or group's work performance or education experience
- Inappropriate physical contact, such as pushing, shoving, kicking, poking, tripping, assault, or the threat of such conduct, or damage to a person's work area or property• Inappropriate electronic communication, such as the use of electronic mail or text messaging in a threatening, intimidating, or humiliating manner.

Bullying can be a crime, and is always a serious violation of Student Code of Conduct which will not be tolerated within our community. In situations where the alleged bullying is of a sexual nature so that it would be considered sexual harassment or sexual violence, the Assault, Discrimination, Harassment and Violence Policy will govern the investigation and resolution of the complaint.

**D. Dating, Domestic, or Intimate Partner Violence:** Includes but is not limited to: physical violence (e.g., kicking, hitting, pinching, choking, biting), sexual violence (e.g., forcing a partner to take part in a sex act when the partner does not consent), emotional violence - including verbal/written violence (e.g., isolation, intimidation, belittling, stalking, "outing" someone against will, cyber bullying/harassment, threat of physical force), and economic abuse (e.g., withholding financial resources to intimidate, threaten, or cause a person to remain in a relationship because of access to finances). (See *Assault, Discrimination, Harassment and Violence Policy for complete definition.*)

**E. Discrimination:** When submission to or rejection of such behavior is used as a basis for a decision affecting an individual's employment or participation in a course, program, or activity; or such behavior is so severe, persistent, or pervasive that a reasonable person would find that it alters the terms or conditions of a person's employment or educational experience, or unreasonably interferes with an individual's work or performance in a course, program, or activity, thus creating a hostile or abusive working or educational environment, this is also considered sexual harassment. (See *Assault, Discrimination, Harassment and Violence Policy for complete definition.*)

**F. Disorderly Conduct:** Any conduct, including but not limited to drunkenness, which disturbs the peace of the campus. Excessive noise or public nuisance disruptive to the College and surrounding neighborhoods is prohibited.

**G. Ethnic Intimidation:** Unwarranted verbal or written harassment of members of ethnic or religious

groups.

**H. Harassment:** An act that intimidates, annoys, alarms, embarrasses, ridicules, or produces psychological or physical discomfort. (See *Assault, Discrimination, Harassment and Violence Policy for complete definition.*)

**I. Harm, Threats of Harm, and Dangerous and Disruptive Behavior:** Includes the following:

- Causing physical harm to any member of the College community or threatening such harm.
- Engaging, or threatening to engage in, behavior that poses an immediate danger to the life, health, welfare, safety, or property of any member of the College community.
- Engaging in behavior that disrupts or interferes with normal College operations or College-sponsored activities, including, but not limited to, studying, teaching, College administration, security, fire, police, or emergency services, or behavior that consumes an inordinate amount of College staff time and/or resources.

**J. Hazing:** An act that intimidates, annoys, alarms, embarrasses, ridicules, or produces psychological or physical discomfort. (See *Hazing Policy for complete definition.*)

**K. Injury:** An act intended to cause, and which does cause, injury to another person.

**L. Obscene Conduct:** Any indecent exposure or action of an obscene, lewd, or indecent nature. This may include public urination.

**M. Sexual Harassment:** Refers to unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome behavior of a sexual nature when submission to such behavior is made, explicitly or implicitly, a term or condition of an individual's employment or status in a course, program, or activity. Harassment based on gender that does not involve unwanted sexual attention is prohibited gender discrimination. Many kinds of behavior may fit within the preceding definition of sexual harassment. Speech and expressive conduct can also be sexual harassment. (See *Assault, Discrimination, Harassment and Violence Policy for complete definition.*)

**N. Sexual Violence:** Refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. This can include, but is not limited to, rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment covered under Title IX. (See *Assault, Discrimination, Harassment and Violence Policy for complete definition.*)

**O. Sexual Assault:** Refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. Sexual assault refers to sexual contact without consent and include, but are not limited to, intentional touching either directly or through clothing of another genitals, breast, thighs, or buttocks. Sexual assault also refers to any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent. These include forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. Sexual Assault may also be determined by the inability to gain consent due to the use of alcohol or drugs. Consent may also not be given due to medical or mental health reasons. (See *Assault, Discrimination, Harassment and Violence Policy for complete definition.*)

**P. Stalking (intrusive contact):** Repetitive pursuit, following, harassment and/or interference with the peace and/or safety of an individual. Such behaviors and activities may include, but are not limited to, the following: non-consensual communication, including face-to-face, phone calls, voice messages, text messages, electronic mail, any form of online sources, written letters, unwanted gifts; threatening or obscene gestures; lurking, pursuing or following; surveillance or other types of observation; trespassing; vandalism; non-consensual touching. (See *Assault, Discrimination, Harassment and Violence Policy for complete definition.*)

#### **4. Respect for Facilities**

Destruction, damage, littering, or vandalism of property belonging to the College, to a member of the College community, or a guest of the College is prohibited. This includes all property owned, managed, or controlled by Missouri Valley College on or off campus. Use of College facilities, including addresses, mailboxes, phone lines, network, or other properties as a base for illegal or immoral activities or businesses is prohibited. Legal business operations utilizing college facilities, as described previously, must be approved by the Vice President of Student Affairs/Dean of Students.

#### **5. Respect for the Property of Others**

The theft, embezzlement, misappropriation, possession, vandalism, or attempt to do the same, of property belonging to another person or to Missouri Valley College. This includes, but is not limited to, cable television signals, food removed from dining services facilities, and unauthorized use of laundry machines.

#### **6. Misleading or defrauding the College or its Representatives**

Members of the Missouri Valley College community must not intentionally mislead or defraud the College or its representatives. This may include providing false or misleading information, refusing to provide identification, or providing false identity. Providing false information to other organizations/agencies related to either academic or athletic participation at the college is also prohibited. Additionally, the misuse of College information, materials, signatures, records, documents, facilities, computers, or phone lines is prohibited.

#### **7. Unauthorized Entry or Use**

Entry into or use of a facility without verbal or written permission by an authorized College official is strictly prohibited. This includes entry by a student into a residential facility for which they are not assigned.

#### **8. Possession or Use of Alcohol**

Any violation related to use or possession of alcohol, including:

**A. Possession, Use, or Distribution:** Possession, Use, or Distribution of alcoholic beverages or related paraphernalia in any College owned, controlled, or adjacent facility, at any College function, or while representing the College is prohibited. Possession includes individuals who were present in an on-campus room, apartment, or house where alcohol is found, in addition to the assigned residents of the room, apartment, or house regardless of presence.

**B. Intoxication:** Using or abusing alcohol, or being under the influence of alcohol while on-campus or at a College related function, is prohibited.

**C. Paraphernalia:** Possession or use of alcohol paraphernalia is prohibited. Paraphernalia may include empty containers, mixers, and alcohol related signs and posters. Empty alcohol containers are not allowed on campus or in residential facilities.

**D. Games:** Playing or participation in alcohol-related games or activities, regardless of whether alcohol is present, is prohibited.

**E. Groups:** When the alcohol policy is violated by a campus group or organization as an activity of the group or organization, the group or organization will be subject to sanctions individually and as a unit. Sanctions on a group or organization may include a fine for each violation, disposal of alcohol, social probation, educational sanctions, community service, loss of recognition, and/or loss of chapter facilities.

#### **9. Use or Possession of Drugs**

Any violation related to possession, use, distribution, sale, or manufacture of drugs, including:

**A. Possession or Use:** Possession or Use of illegal drugs, as defined by federal, state, and local law, is prohibited.

**B. Paraphernalia:** Possession or Use of any paraphernalia aiding in the possession, use, distribution, sale, or

manufacture of drugs is prohibited.

**C. Distribution, Sale, or Manufacture:** Distribution, Sale, or Manufacture of drugs, as defined by federal, state, and local law, is prohibited. Persons engaging in the sale of narcotics or drug-related felonies will be subject to immediate dismissal.

**D. Reporting Requirement:** Students who violate federal, state, or local laws related to the possession, use, sale, manufacture, or distribution of drugs may lose eligibility for federal financial aid. Students convicted of drug offenses must inform the Vice President of Student Affairs or designee with information concerning drug related offenses, regardless of where the arrest occurred, within 72 hours of their conviction.

#### **10. Use or Possession of Weapons and Dangerous Substances**

Use or possession of firearms, ammunition, explosives, incendiary devices, projectile weapons, or other dangerous weapons, substances, or materials on campus is prohibited, except as expressly authorized by appropriate College officials. Students must not possess any firearms, ammunition, knives (excluding butter knives), martial arts weapons, hoverboards, hunting bows and arrows, or similar items on campus. Use or possession of fireworks on campus is strictly prohibited.

#### **11. Tampering with Emergency Systems and/or Life Safety Equipment**

Misuse, tampering, or vandalism of fire or emergency alarm systems, fire extinguishers, electrical breakers, or other safety/security equipment is strictly prohibited.

#### **12. Residential Policies**

Any violation of the Housing Contract or other residential policies, including:

**A. Housing Contract:** All terms, conditions, and policies listed in the Housing Contract.

**B. Guest Policy:** Students (currently enrolled) who are not assigned to a specific room/suite/apartment/house and all non-students are considered a guest. Guests are expected to abide by all policies and procedures of the College. Student guests who violate policies and/or procedures are subject to the student code, and may be banned from any/all residences. Non-student guests who violate policies and/or procedures are subject to a ban from any/all residences or campus. The resident host is also responsible for their guest's actions; a resident host may be held responsible for behavior and/or damage caused by their guest. All guests must be escorted by their resident host at all times.

Student guests may visit without a guest pass between the hours of 8:00am and 11:00pm. Student guests of the same gender visiting after 11:00pm or wishing to stay overnight must obtain a guest pass from the staff member on-duty. Passes must be signed by the resident host, all roommates (if applicable), and the guest. No guests are permitted without all roommates consent. No overnight guest may stay more than two (2) consecutive days/nights and no more than seven (7) days in a month.

Non-student guests must obtain a guest pass from the Office of Student Affairs (between 8:00am and 4:30pm) or hall staff member on-duty. Passes must be signed by the resident host, all roommates (if applicable), and the guest. Non-student guests are also required to provide a government issued picture identification (i.e. Driver's license, Passport) and emergency contact information. Guests staying overnight must be of the same gender. No guest may stay more than two (2) consecutive days/nights and no more than seven (7) days in a month.

**C. Maximum Occupancy:** No more than two (2) guests per assigned resident present are permitted in any room/suite/apartment/house at a given time.

**D. Quiet Hours & Courtesy Hours:** Courtesy and Quiet hours are established to ensure that the residential community remains conducive to its academic mission. All residents are expected to not exceed a reasonable level of noise 24 hours per day; undue or excessive disturbance is not permitted. Residents may request that their neighbors, other residents, or their guests, respect this policy. Any resident may request fellow residents



lower their level of noise under the Courtesy Hours policy. Residence Hall staff will determine noise-level appropriateness during non-quiet hours. Every day from 10:00pm to 10:00am, as well as during designated study hours, noise must be kept to an absolute minimum. This includes: reducing stereo or television volume so as not to be heard outside of a room; reducing noise from all activities in rooms, common areas, and outside of campus buildings.

**E. Canvassing & Solicitation:** Canvassing and solicitation is prohibited in all and around all residential facilities, except when approved by the College. Those wishing to seek exemptions should contact the Vice President of Student Affairs/Dean of Students.

**F. Postings:** Postings, regardless of type, must be approved by the Office of Student Affairs with the exception of Offices or Departments posting official, College-related materials. Postings must be dated and indicate the specific office, department, or organization responsible. All fliers/posters must be stamped by the Office of Student Affairs. Postings should only be made in designated areas and with materials that allow for easy removal/are not destructive. The College reserves the right to remove postings at any time.

**G. Prohibited Items:** To ensure the health and safety of all students living in residential facilities, the following items are not permitted in any residential facility: Alcohol (including empty containers); Candles; Crock-pot/Slow Cookers; Fireworks; Grills (indoor or outdoor, including contact grills); Halogen and Lava lamps; Hotplates; Illegal drugs; Incense; Pets (other than fish in a tank of less than 10 gallons); Space or Immersion Heaters; Toaster/Toaster Oven; Weapons (including bb, pellet, look-alike or other guns, knives, etc.; Waterbeds; Any items posing a threat to the health, safety, or well-being of the campus community.

**H. Prohibited Activities:** Burning of candles or incense; Blocking entrance or egress to any door, building, corridor, or stairwell; Entry into restricted areas of any facility; Hanging items from ceilings; Moving or alterations to College furniture; Parking any motorized vehicle within 10 feet of the building, unless in designated parking spot; Propelling any item out of a window; Overloading circuits; Refusing to follow the directive of a College official; Smoking in any facility; Storage or use of combustible/flammable gases, liquids, or other materials (except when used for academic purposes, with the permission and supervision of an instructor); Tampering with or misuse of any fire safety/lifesaving equipment.

**I. Room Entry & Inspection:** Missouri Valley College will make every reasonable effort to respect the privacy of students and give notice prior to entering students' rooms. The College reserves the right of entry without notice for such purposes as may be necessary to ensure compliance with policies of the College; ensure compliance with Federal, State, and Local laws; Verify occupancy; Maintain and upkeep premises; Emergency situations. Students are responsible for violations of College Policy, as well as Federal, State, and Local Laws, for violations identified during entry. Additionally, the College reserves the right to remove and/or dispose of any items in violation of College policy, as well as Federal, State, or Local laws.

**J. Mandatory Meetings:** Students must attend all meetings scheduled by Student Affairs and/or Residence Life staff. Failure to attend any scheduled meeting will result in a monetary fine.

### **13. Other College Policies:**

Any violation or non-compliance with other published College policies or procedures.

### **14. Violation of College Policies Off-Campus**

Missouri Valley College holds students to the same standards off-campus as it does on-campus. Students violating any College policy off-campus may be held accountable under the Student Code of Conduct.

### **15. Violation of Federal, State, or Local Law**

Any violation of Federal, State, or Local laws.

### **16. Abuse or Interference with the Student Conduct System:**

Any abuse or interference with student conduct investigations or proceedings, including assisting another person in the commission, or attempted commission, of a violation of the Student Code of Conduct. This

includes any guest.

## **RIGHTS**

The Student Conduct system is predicated on these primary student rights:

- All members of a community must work together to create a safe, comfortable environment.
- Members of the campus community must accept responsibility for their decisions and behavior.
- When a member of the community makes a decision or action that is detrimental to the community and/or in violation of campus regulations, the Missouri Valley College administration will attempt to create an opportunity for the offending student to learn from the incident.
- The administration will attempt to address incidents in a manner that is fair and impartial to all parties involved in as timely and thorough a manner as possible.
- Penalties will be applied fairly and consistently.
- Any person disciplined will have the opportunity to appeal the initial disciplinary decision.
- Student privacy will be protected to the extent described in this handbook, the housing contract, the Federal Education Rights and Privacy Act (FERPA), and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

### **Rights of the Accused**

All persons accused of violating Missouri Valley College Code of Conduct or expectations are protected by the following rights:

- To be aware of the accusation and the potential consequences.
- To make a written statement on their own behalf.
- To present witnesses and other evidence.
- To be informed in writing of the disciplinary action taken against them.
- To experience a conduct process free of discrimination

### **Rights of the Victim**

Victims of any violation of the Missouri Valley College Campus Codes of Conduct or local, state or federal law are entitled to the following rights:

- To have their formal grievance heard through the filing of a written incident report.
- To present witnesses and other evidence in support of their formal grievance
- To an investigation of the incident.
- To report any legal violations against them to the local authorities.
- To be informed, upon their request, of the status of the investigation.
- To be notified of the outcome of a sexual assault investigation and disciplinary action, as applicable.

### **Application of Procedures**

In situations where there has been an allegation of a conduct violation falling under the Assault, Discrimination, Harassment and Violence Policy, the procedures accompanying the Assault, Discrimination, Harassment and Violence Policy will be utilized for investigation and resolution. In all other situations where a student has been alleged to have violated the Student Code of Conduct or other College policies so that discipline may be warranted (except the Academic Dishonesty Policy which has its own procedure), the Student Conduct process will govern.

## **PROCESS**

### **Step 1: Incident Report is Filed**

The Missouri Valley College conduct process will begin with an incident report filed through the Office of Student Affairs, Department of Public Safety, or Residence Life staff. Any member of the College community may file an incident report.

### **Step 2: Notice, Preliminary Meeting & Investigation**

Once an incident report has been received, a conduct officer will notify the accused student of potential violations. Notice will be provided via electronic message, written letter delivered via campus mail or U.S. Postal Service, or in person. A preliminary meeting may also be held in lieu of electronic or written notice. During the preliminary meeting, the accused may provide a statement and any other information regarding the incident. If warranted, an investigation will then be conducted. The depth of the investigation will be determined by the severity and/or complexity of the violation. Some investigations, such as those for violating the alcohol and visitation policies, may be resolved at the time of the violation. Other investigations may require significant time for interviewing the alleged victims, the accused, and any witnesses. Investigations will be conducted by the Office of Student Affairs and/or Department of Public Safety.

### **Step 3: Resolution**

Once the investigation is completed a conduct officer will evaluate the evidence, decide responsibility, and determine appropriate sanctions if warranted. The accused may be notified of the outcome via electronic message or written notification sent to the student's campus mailbox, last known home address, or in person.

### **Step 4: Appeal**

The accused will have the opportunity to appeal the conduct decision if they show that 1) Student Conduct procedures had not been followed, 2) that a proper and fair investigation had not been conducted or the student's rights were otherwise violated, or 3) that the decision and/or sanction was not appropriate or consistent with the Student Handbook. Students who receive the sanctions of suspension or expulsion can automatically have an appeal upon request. To have the decision overturned they must present evidence of the three aforementioned reasons for an appeal. All appeals must be made within 72 hours of notification of the decision. There are two types of appeals:

- 1. Appeal to the Vice President of Student Affairs/Dean of Students:** If the resulting sanction is a Warning, Probation, Assessment of Fine, Educational Project or Program, or Removal of Privileges, the student may use this type of appeal. To appeal, the student must contact the Vice President of Student Affairs/Dean of Students by phone or e-mail within 48 hours of notification of the decision. An in-person meeting will be setup with the Vice President of Student Affairs/Dean of Students or designee to discuss the appeal. Following the meeting, the Vice President or designee will make a decision on the appeal and notify the student of such. In reaching a decision, the Vice President or designee may review evidence and consult with other individuals as deemed appropriate. If the appeal decision upholds the prior decision, the student may then appeal to the Community Standards Board within 72 hours of being notified of this appeal decision.
- 2. Appeal to the Community Standards Board:** If the resulting sanction is Expulsion, Permanent Expulsion or the appellant does not wish to appeal to the Vice President of Student Affairs/Dean of Students, the student may use this type of appeal. To appeal, the student must submit a written letter within 72 hours of notification of the decision, to the Convener of the Community Standards Board, explaining why they wish to appeal the decision.

### **Step 4a: Appeal to the Community Standards Board**

#### **About the Community Standards Board:**

The Community Standards Board is charged with seeing that the Student Conduct process and procedures have been followed, that a proper and fair investigation was completed and parties' rights were not violated, and that the decision and/or sanction is appropriate and consistent with the Student Handbook and the conduct process. The Community Standards Board does not assign or modify sanctions, but rather upholds or overturns the original conduct decision.

The Community Standards Board is composed of a Convener and six other members - three faculty members and three students. A student with a GPA of 2.5 or better may be selected by the Student Government, with the consent of the Vice President for Academic Affairs (VPAA) and the Vice President of Student Affairs/Dean of Students (DOS). Students appointed may then serve on the Community Standards Board for their entire term

at Missouri Valley College. Faculty members are recommended by the Faculty Senate and appointed by the Vice President for Academic Affairs (VPAA), with the consent of the Vice President of Student Affairs/Dean of Students (DOS). They must be full-time faculty members employed by Missouri Valley College for at least one full academic year. Faculty members may serve unlimited consecutive terms on the Community Standards Board, if duly recommended and appointed. The President will designate a Convener of the Community Standards Board, typically a cabinet-level administrator. The Convener is tasked with moderating all Board meetings, ensuring proper procedure is followed, and voting in the event of a tie. Changes in the membership of the panel may occur in the event of a conflict of interest or violation of confidentiality.

#### **Appeal Process through the Community Standards Board:**

A submitted appeal is received by the Convener for review. The Convener reviews the appeal letter and determines whether or not the appeal should be heard by the Community Standards Board; appeals will only be heard if there is reason to believe that 1) the Student Conduct process procedures had not been followed, 2) a proper and fair investigation had not been conducted or the student's rights were otherwise violated, or 3) that the decision and/or sanction was not appropriate or consistent with the Student Handbook. The Convener has three working days to determine if the appeal will be heard by the Community Standards Board.

If the appeal will be heard, the Community Standards Board will meet within a reasonable time frame, not to exceed 5 working days following the Convener's decision. The Community Standards Board will receive the following information:

- All pertinent documentation compiled during the investigation.
- An overview of the incident and explanation of the reason for the initial conduct decision in writing from the conduct officer who made the decision.
- The appellant's letter of appeal, including the basis for the student's appeal.
- Written documentation concerning the event compiled by the accused.

All involved will be notified of the hearing date and time if the appeal is to be heard.

The Community Standards Board may make a decision on the appeal based on the information presented or may ask for additional information, including, but not limited to, interviewing the accused, the alleged victim(s), and/or witnesses.

The Community Standards Board will present the decision to the Vice President of Student Affairs/Dean of Students, who will notify the appellant in person, via electronic message or in writing to the student's last known address.

#### **Burden of Proof**

Missouri Valley College is not a judicial agent of the local, state, or federal governments. The burden of proof required for the College to take disciplinary action is "reasonable evidence or suspicion" that the accused individual committed the offense. Attendance at Missouri Valley College is a privilege, not a right. Disciplinary action may be taken when it is in the best interest of the College community.

#### **Status of the Accused Pending Completion of the Investigation**

A student accused of a campus violation will continue under his or her current enrollment and housing status unless safety of the accused or accuser cannot be reasonably assured or the presence of the accused on campus creates an actual or reasonably perceived atmosphere of insecurity to the persons or property of the Missouri Valley College community or residents of Marshall.

#### **Status of the Appellant during Appeals Process**

When a decision is appealed, the decision, including any sanction imposed, will remain in effect until the Community Standards Board's decision on the appeal is received. If a suspension or expulsion is overturned, the student will be permitted to make up missed assignments without prejudice. The College will also take other steps, as necessary, to address the negative impact on an accused student that has had a successful appeal overturning a prior decision.

## Application for Readmission Following Suspension

If a student is suspended from the College, he or she may reapply for admission after the time specified under the suspension. Readmission requires a petition, to the Admissions Office and Vice President of Student Affairs, in writing, giving satisfactory understanding by the student of why the suspension was necessary, why the student wishes to return, and what the student is willing to do in the future to prevent a recurrence of past problems.

## SANCTIONS

Violation of the Student Code of Conduct, College policies or other expectations will result in one or more of the following disciplinary actions. Each incident is reviewed and decided on a case-by-case basis. Disciplinary action may also vary depending on the severity of the act and prior violations committed by the accused.

- **Warning:** The student will be informed of the violation and its potential consequence if the behavior is repeated.
- **Probation:** Limiting the student's involvement in campus activities including athletic, theatre, or social activities. Students on probation may be dismissed if future violations occur. Warning is not a prerequisite for probation.
- **Suspension:** Dismissal from the College for a specified amount of time, typically 180 days. After specified amount of time, the student may reapply for entry. Probation is not a prerequisite for suspension.
- **Expulsion:** Permanent dismissal from the College. The student may not, at any time, reapply for entry. Probation is not a prerequisite for expulsion.
- **Interim Removal/Campus Safety Suspension:** Students who are deemed to pose a risk to the College Community may be suspended from all Missouri Valley College events and facilities, including classes and residential facilities, pending the completion of the investigation.
- **No Contact Order:** Indicates that students are to have no contact with designated individual(s). No contact is defined as formal, informal, direct, indirect, verbal, written, electronic or other communication between themselves and the designated individual(s), as well as communication between themselves and the designated individual(s) through any other individual(s).
- **Alcohol and/or Drug Assessment:** Students are required to meet with the Campus Counselor, for an assessment related to their alcohol and/or drug use. The Campus Counselor will determine the number of meetings that students will be required to attend.
- **Assessment of Fine:** Restitution for damage and/or punitive fines for actions deemed responsible.
- **Community Service:** Students are assigned to set number of community service hours. Community service must be completed at an approved location.
- **Counseling:** Students are required to meet with the Campus Counselor, related to the alleged violation. The Campus Counselor will determine the number of meetings that students will be required to attend.
- **Educational Project or Program:** This action may include mandatory participation in education or treatment programs, program development, etc.
- **Removal of Privileges:** Removal or restriction of campus privileges (i.e. living in campus housing, visitation privileges, restriction of hours on campus, and the opportunity to utilize certain campus services and



participation or attendance at campus events).

## **GENERAL COLLEGE POLICIES**

### **ASSAULT, DISCRIMINATION, HARASSMENT, AND VIOLENCE POLICY**

Missouri Valley College is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex. The College considers sex discrimination in all its forms to be a serious offense. Sex discrimination is unacceptable and constitutes a violation of this policy.

Sexual harassment, whether verbal, physical, visual, or digital, is a form of prohibited sex discrimination, and sexual violence is a particularly severe form of sexual harassment. These terms are defined below.

#### **Scope**

This policy applies to behavior in which the accused or reporter is a student, faculty, or staff member. The policy prohibits sex discrimination, sexual harassment, and sexual violence when the complainant and alleged perpetrator are members of the same or opposite sex, and it applies regardless of national origin, immigration status, or citizenship status. The College's prohibition on sex discrimination, sexual harassment, and sexual violence extends to all aspects of its educational programs and activities, including, but not limited to, admissions, employment, academics, athletics, housing, and student services.

The College has jurisdiction over conduct covered by this policy that occurred on campus, during or at an official College program or activity (regardless of location), or off campus when the conduct could create a hostile environment on campus. The College will investigate all complaints made under this policy and, if necessary, take action to prevent the recurrence of sex discrimination or harassment and remedy its effects.

In the event that a complaint is made and the accused is not represented under the College's disciplinary realm (e.g., a vendor, visitor, or other third-party on campus), the reporting party will be directed to the Marshall Police Department or other relevant law enforcement authority. However, the College will still review the facts of the matter and actively help the reporter with his or her needs of counseling, protection and academic needs, including, if appropriate, disallowing the accused from returning to campus.

#### **Title IX Statement**

It is the policy of the College to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination on the basis of sex in the College's education programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination. The College has designated the following Title IX Coordinator to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complaints of sex discrimination:

Heath Morgan

Vice President of Student Affairs/Dean of Students/Title IX Coordinator

(660) 831-4087

morganh@moval.edu

The College has also designated the following Deputy Title IX Coordinators to assist the Title IX Coordinator in carrying out his/her duties under this policy:

Nick Boehmer

Director of Public Safety/Title IX Deputy Coordinator

(660) 831-4228

boehmern@moval.edu

Mike Machholz

Assistant Athletic Director/ Title IX Deputy Coordinator  
(660) 831-4158  
machholzm@moval.edu

Karen Reeter  
Instructor, Criminal Justice/ Title IX Deputy Coordinator  
(660) 831-4120  
reeterk@moval.edu

Colin Smith  
Assistant Athletic Director/ Title IX Deputy Coordinator  
(660) 831-4020  
smithc@moval.edu

Conner Swift  
Director of Residence Life and Housing/Title IX Deputy Coordinator  
(660) 831-4652  
swiftc@moval.edu

A person may also file a complaint of sex discrimination with the United States Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting [www2.ed.gov/about/offices/list/ocr/complaintintro.html](http://www2.ed.gov/about/offices/list/ocr/complaintintro.html) or by calling 1-800-421-3481.

### **Prohibited Conduct / Definitions of Terms**

**Sexual Misconduct** is an umbrella term covering sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. This term will be used throughout the remainder of this policy and the accompanying procedures when collectively referring to these types of conduct.

**Sex Discrimination** occurs when persons are excluded from participation in, or denied the benefits of, any College program or activity because of their sex. Sex discrimination can include adverse treatment based on one's sex, as well as the other prohibited conduct outlined below.

**Sexual Harassment** refers to unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome behavior of a sexual nature when

- Submission to such behavior is made, explicitly or implicitly, a term or condition of an individual's employment or status in a course, program, or activity,
- Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual, or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would perceive as an intimidating, hostile, or offensive employment, education, or living environment.

Harassment based on gender, but that does not involve unwanted sexual attention, is prohibited gender discrimination. This type of behavior can also be a form of prohibited sexual harassment.

Many kinds of behavior may fit within the preceding definition of sexual harassment. Speech and expressive conduct can also be sexual harassment. The following list of examples of sexual harassment is not exhaustive.

- Sexual violence, including sexual assault, rape, sexual battery, and sexual coercion (see the definition of sexual violence below for more information on these types of conduct)
- Threats or insinuations which lead the victim reasonably to believe that granting or denying sexual favors will affect her or his reputation, education, employment, advancement, or standing within the College
- Sexual advances, sexual propositions, or sexual demands which are not agreeable to the recipient

- Sexually explicit emails or text messages
- Sexual conduct such as stalking, cyberstalking, recording or transmitting sexual images, and voyeurism
- Unwelcome and persistent sexually explicit statements or stories which are not legitimately related to employment duties, course content, research, or other College programs or activities
- Repeatedly using sexually degrading words or sounds to describe a person
- Unwanted and unnecessary touching, patting, hugging, or other physical contact
- Recurring comments or questions about an individual's sexual prowess, sexual deficiencies, or sexual behavior
- Pressure for a dating, romantic, or intimate relationship

**Sexual Violence** is a particularly severe form of prohibited sexual harassment. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity, because he or she is below the minimum age of consent in the applicable jurisdiction, or because of his or her incapacitation due to the use of drugs and/or alcohol. Other types of conduct may also constitute sexual violence.

Some examples of sexual violence include:

- Rape or sexual assault: sexual intercourse (anal, oral, or vaginal) by a man or woman upon a man or woman without consent
- The use of force or coercion to effect sexual intercourse or some other form of sexual contact with a person who has not given consent
- Unwilling sexual penetration (anal, vaginal, or oral) or other sexual touching with any object or body part that is committed by force, threat, intimidation, or otherwise without consent
- Having sexual intercourse with a person who is unconscious because of drug or alcohol use
- Hazing that involves penetrating a person's vagina or anus with an object
- Sexual exploitation, which includes, but is not limited to, the following:
  - Sexual voyeurism
  - Use of the "date rape drug" to effect sexual intercourse or some other form of sexual contact with a person
  - Knowingly transmitting a sexually transmitted disease such as HIV to another person through sexual activity
  - Secretly videotaping or photographing sexual activity where the other party has not consented
  - Disseminating sexual pictures or videos of another person without consent regardless if the pictures or videos were obtained with consent
  - Prostituting another person

**Consent** refers to the expectation that all individuals participating in sexual activity give and receive consent prior to and during any type of said activity. Consent is often a critical factor in determining whether sexual violence has occurred. Consent is defined as when one person, through mutually understandable words or actions, agrees and gives permission to engage in mutually agreed upon sexual activity; the acknowledgment and approval of actions, without coercion, force, intimidation, and opportunity to say no. Individuals must be awake, have the mental capacity to make such decisions, and not be impaired by alcohol, drugs, or other intoxicants. Consent may be withdrawn at any time before or during said activity. Consent to some form of sexual activity does not necessarily imply consent to other forms of sexual activity. Current or previous sexual relations do not imply consent; consent is not open-ended and must be obtained each time sexual activity occurs. Being in a romantic relationship with someone does not imply consent.

**Dating Violence, Domestic Violence, and Stalking:** the crimes of dating violence, domestic violence, and stalking can also constitute sexual misconduct when motivated by a person's sex. These types of conduct, no matter the motivation behind them, are a violation of this policy and will be addressed pursuant to the procedures below.

1. “Domestic Violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of a victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
  - Missouri’s definition of domestic violence can be found at Mo. Rev. Stat. § 455.010.
  - Under Missouri law, domestic violence also includes the crime of “domestic assault” which can be found at Mo. Rev. Stat. §§ 565.072-565.074.
2. “Dating violence” means 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 reporting party’s statement and with consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.
  - Missouri law does not specifically define dating violence, but conduct of this nature is covered by Missouri’s definitions of domestic violence and domestic assault.

Some forms of dating violence and domestic violence may include, but is not limited to, the following: physical violence (e.g., kicking, hitting, pinching, choking, biting), sexual violence (e.g., forcing a partner to take part in a sex act when the partner does not consent), emotional violence - including verbal/written violence (e.g., isolation, intimidation, belittling, “outing” someone against his/her will, cyber bullying/harassment, threat of physical force), and economic abuse (i.e., withholding financial resources to intimidate, threaten, or cause a person to remain in a relationship because of access to finances).

3. “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress. •
  - Missouri’s definition of stalking can be found at Mo. Rev. Stat. § 455.010 and § 565.225.

Some behaviors and activities that may constitute stalking include, but are not limited to, the following: non-consensual communication, including face-to-face, phone calls, voice messages, text messages, electronic mail, any form of online sources (i.e., “cyberstalking”), written letters, unwanted gifts; threatening or obscene gestures; lurking, pursuing or following; surveillance or other types of observation; trespassing; vandalism; non-consensual touching.

## **Title IX Coordinator Responsibilities**

It is the responsibility of the Title IX Coordinator to: (1) ensure the College’s compliance with Title IX; (2) identify and address any patterns or systemic problems of sexual misconduct at the College; (3) coordinate dissemination of information and education and training programs; (4) receive complaints under this policy; (5) assist members of the College community in understanding that sexual misconduct is prohibited by this policy; (6) answer questions about this policy; (7) ensure that employees and students are aware of the procedures for reporting and addressing complaints of sexual misconduct; and (8) to implement the procedures when a complaint has been filed or to designate appropriate persons for implementing the procedures. The Deputy Title IX Coordinators will assist the Title IX Coordinator in carrying out these responsibilities.

## **Reporting Sexual Misconduct**

Reporting an incident is a difficult decision. It is important to understand that filing a report can be a beginning to the healing process. Reporting or pressing charges can prevent an offender from harming another person.

MVC encourages timely reporting of sexual misconduct because the College can most effectively investigate and respond to an incident if the complaint is made as promptly as possible after the incident occurs. Delayed reporting may limit the College’s ability to investigate and respond to the conduct complained of.

The College can only take corrective action when it becomes aware of problem, therefore, the College encourages

persons who believe that they have experienced assault, discrimination, harassment, and/or violence to come forward with their complaints and seek assistance within the College. Faculty, staff, and students who believe that they have witnessed assault, discrimination, harassment, and/or violence are encouraged to report the alleged violation promptly. In addition, supervisors, managers, and other designated employees are expected to promptly report all allegations of sexual harassment to the Title IX Coordinator.

Reports of assault, discrimination, harassment, violence and other crimes should be directed to the Office of Student Affairs or Department of Public Safety.

To report, contact one of the following individuals:

Heath Morgan  
Vice President of Student Affairs/Dean of Students/Title IX Coordinator  
(660) 831-4087  
morganh@moval.edu

Nick Boehmer  
Director of Public Safety/Title IX Deputy Coordinator  
(660) 831-4228  
boehmern@moval.edu

Mike Machholz  
Assistant Athletic Director/ Title IX Deputy Coordinator  
(660) 831-4158  
machholzm@moval.edu

Karen Reeter  
Instructor, Criminal Justice/Title IX Deputy Coordinator  
(660) 831-4120  
reeterk@moval.edu

Colin Smith  
Assistant Athletic Director/ Title IX Deputy Coordinator  
(660) 831-4020  
smithc@moval.edu

Conner Swift  
Director of Residence Life and Housing/Title IX Deputy Coordinator  
(660) 831-4652  
swiftc@moval.edu

Students may also report incidents to Student Health Services staff, Residence Life staff or Public Safety Officers.

### **Content of the Complaint**

So that the College has sufficient information to investigate a complaint, the complaint should include: (1) the date(s) and time(s) of the alleged conduct; (2) the names of all person(s) involved in the alleged conduct, including possible witnesses; (3) all details outlining what happened; and (4) contact information for the complainant so that the College may follow up appropriately.

### **Information Provided to Complainant and Accused**

A complainant who makes a claim of sexual misconduct to the College will be given a copy of the document titled "Rights and Options After Filing a Complaint Under the College's Sexual Misconduct Policy." This document provides information about this policy and the procedures used to investigate and resolve complaints



of sexual misconduct, options for filing complaints with the local police, resources that are available on campus and in the community, etc. A person against whom a complaint has been filed will also be given similar information about the process and resources.

### **Conduct that Constitutes a Crime**

Any person who wishes to make a complaint of sexual misconduct that also constitutes a crime—including sexual violence, domestic violence, dating violence, or stalking—is encouraged to make a complaint to local law enforcement. If requested, the College will assist the complainant in notifying the appropriate law enforcement authorities. In the event of an emergency, please contact 911. A victim may decline to notify such authorities.

### **Special Guidance Concerning Complaints of Sexual Violence, Domestic Violence, Dating Violence, and Stalking**

If you are the victim of sexual violence, domestic violence, dating violence, or stalking, do not blame yourself. These crimes are never the victim's fault. When a physical crime of violence has been perpetrated against you, the College recommends that you immediately go to the emergency room of a local hospital and contact local law enforcement, in addition to making a prompt complaint under this policy.

If you are the victim of sexual violence, domestic violence, or dating violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. As necessary to preserve evidence, victims of sexual violence, domestic violence, or dating violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination. Rape examinations are available at Fitzgibbon Hospital located at 2305 S Highway 65, Marshall, MO 65340, and having such an examination does not require an individual to press charges.

It is also important to take steps to preserve evidence in cases of stalking, to the extent such evidence exists. In cases of stalking, evidence is more likely to be in the form of letters, emails, text messages, etc., rather than evidence of physical contact and violence.

Once a complaint of sexual violence, domestic violence, dating violence, or stalking is made to the College, the complainant has several options such as, but not limited to:

- Contacting parents or a relative
- Seeking legal advice
- Seeking personal counseling (always recommended)
- Pursuing legal action against the perpetrator
- Pursuing disciplinary action through the College
- Requesting that no further action be taken
- Requesting further information about the College's policy and procedures for addressing sexual misconduct
- Requesting further information about available resources

### **Retaliation**

It is a violation of this policy to retaliate against any member of the College community who reports or assists in making a complaint of sexual misconduct or who participates in the investigation of a complaint in any way. Persons who believe they have been retaliated against in violation of this policy should make a complaint to the Title IX Coordinator or a Deputy Title IX Coordinator.

### **Protecting the Complainant**

Pending final outcome of an investigation, the College will take steps to protect the complainant from further discrimination or harassment. This may include assisting and allowing the complainant to change his or her academic, living, transportation, or work situation, to the extent that the College has control over these environments, if options to do so are reasonably available and upon request of the complainant. The College is

obligated to provide these types of accommodations and protective measures if they are reasonably available, regardless of whether the victim chooses to report criminal conduct to the Department of Public Safety or local law enforcement. Requests to change an academic, living, transportation, or work situation, or for any other protective measure, should be made to the Title IX Coordinator. When determining the reasonableness of such a request, the Title IX Coordinator may consider, among other factors, the following:

- The specific need expressed by the complainant.
- The age of the students involved.
- The severity or pervasiveness of the allegations
- Any continuing effects on the complainant
- Whether the complainant and alleged perpetrator share the same residence hall, dining hall, class, transportation or job location.
- Whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders).

The College will maintain as confidential any accommodations or protective measures provided to the extent that maintaining confidentiality would not impair the College's ability to provide them. In the event it is necessary to disclose information about a victim in order to provide an accommodation or protective order, the College will inform the individual of that necessity prior to the disclosure, including which information will be shared, with whom it will be shared and why.

Additionally, if a complainant has obtained an ex parte order of protection, full order of protection, or any other temporary restraining order or no contact order against the alleged perpetrator from a criminal, civil, or tribal court, the complainant should provide such information to the Title IX Coordinator or a Deputy Title IX Coordinator. The College, in conjunction with the Department of Public Safety, will take all reasonable and legal action to implement the order.

### **Amnesty**

The College's Medical Amnesty Policy applies to situations involving sexual misconduct. Conduct charges (e.g., underage drinking) will not be pursued against a student calling for assistance for themselves or actively assisting an individual requiring assistance related to incident of sexual misconduct. However, the College's commitment to amnesty in these situations does not prevent law enforcement agencies from pursuing violations of the law.

### **Investigation and Confidentiality**

All complaints of sexual misconduct will be promptly and thoroughly investigated in accordance with the procedures outlined below, and the College will take disciplinary action where appropriate. The College will make reasonable and appropriate efforts to preserve an individual's privacy and protect the confidentiality of information when investigating and resolving a complaint. However, because of laws relating to reporting and other state and federal laws, the College cannot guarantee confidentiality to those who make complaints.

In the event a complainant requests confidentiality or asks that a complaint not be investigated, the College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name not be disclosed to the alleged perpetrator, the College's ability to respond may be limited. The College reserves the right to initiate an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the College community.

The Title IX Coordinator is the person responsible for evaluating requests for confidentiality. The Title IX Coordinator may consult with other appropriate College officials and legal counsel as necessary when considering a confidentiality request.

### **Academic Freedom**

While the College is committed to the principles of free inquiry and free expression, sexual misconduct is neither legally protected expression nor the proper exercise of academic freedom.

## **Educational Programming**

Because the College recognizes that the prevention of sexual misconduct is important, it offers educational programming to a variety of groups such as: campus personnel; incoming students and new employees participating in orientation; and members of student organizations. Among other elements, such training will cover relevant definitions, procedures, and sanctions; the role and identity of the Title IX Coordinator and Deputy Title IX Coordinators; safe and positive options for bystander intervention; and risk reduction information, including recognizing warning signs of abusive behavior and how to avoid potential attacks. To learn more about education resources, please contact the Title IX Coordinator.

## **Procedures for Investigating and Resolving Complaints of Sexual Misconduct**

### **General Principles**

The following general principles apply to these procedures:

- The procedures are used for the resolution of complaints of sexual misconduct involving any student, staff, or faculty member.
- The Title IX Coordinator is responsible for administering the procedures. As necessary, the Title IX Coordinator will work with the Deputy Title IX Coordinators, other College officials, legal counsel, collectively acting as the College's Title IX Team, to investigate and resolve a complaint.
- These procedures provide for prompt, fair, and impartial investigations and resolutions. All College officials involved in the investigation or appeal process shall discharge their obligations fairly and impartially. If an involved College official determines that he or she cannot apply these procedures fairly and impartially because of the identity of a complainant, accused, or witness, or due to any other conflict of interest, another appropriate individual will be designated to fill the role of the conflicted individual.
- These procedures will be implemented by College officials who receive annual training on the issues related to sexual misconduct and how to conduct an investigation that protects the safety of victims and promotes accountability.
- Throughout all stages of the investigation, involved College officials are responsible for maintaining documentation of all proceedings conducted under these procedures.

### **Preliminary Matters Related to the Investigation**

The following concepts also apply to these procedures:

- The College will attempt to conclude its investigation and resolution of the complaint within sixty (60) calendar days of receiving it, though this timeframe may be extended if necessary based on the circumstances surrounding the complaint. Both parties will be given periodic updates regarding the status of the investigation.
- Informal means of resolution, such as mediation, may be used in lieu of the formal investigation and determination procedure. The following standards apply to any informal resolution method that is utilized:
  - The informal process can only be used with both parties' voluntary cooperation and appropriate involvement by the College (e.g., the Title IX Coordinator).
  - The complainant will not be required to "work out" the problem directly with the accused.
  - Either party may terminate the informal process at any time and elevate the complaint to the formal investigation procedures described below.
  - Informal resolution in the form of mediation, even on a voluntary basis, will not be used to resolve complaints alleging sexual assault.
  - At any time during the investigation, the College may determine that interim remedies or protections for the parties involved or witnesses are appropriate. These interim remedies may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative class placement or workplace arrangements. Failure to comply with the terms of these interim remedies or protections may constitute a separate violation of the Sexual Misconduct Policy.
- The parties will be entitled to have a support person, of their choice, present at all meetings and proceedings

related to the complaint. The following apply to support persons:

- The support person may be any individual including but not limited to legal counsel, mental health counselor, faculty or staff member, relative, etc. However, in cases involving multiple complainants or accused individuals, the support person cannot be another complainant or accused.
  - It is the responsibility of the parties to notify the Title IX Coordinator or a member of the Title IX Team that they will have a support person present at any meeting. Notification must be received 48 hours before any scheduled meeting or the meeting may need to be rescheduled at the discretion of the Title IX Coordinator or a member of the Title IX Team.
  - The support person does not serve as an advocate on behalf of the complainant or accused, may not be actively involved in any proceedings, and must agree to maintain the confidentiality of the process. A support person may be removed if he or she becomes disruptive or does not abide by the limitations discussed in the previous sentence.
  - The College is not required to allow a particular support person to be involved in the process if it would cause undue delay in the process. Additionally, a support person may only be in attendance the party the individual is acting as a support person for is present.
  - A support person will be asked to sign an affirmation that he/she understands his/her role in the process.
- In all cases of sexual misconduct, the preponderance of the evidence standard will be used to determine whether there has been a violation of the Sexual Misconduct Policy (i.e. whether it is more likely than not that the alleged sexual misconduct occurred).
  - Some types of sexual misconduct may also constitute criminal conduct. In such instances, the complainant is also encouraged to file a report with the appropriate law enforcement authorities and, if requested, the College will assist the complainant in doing so. An ongoing criminal investigation, however, does not relieve the College of its responsibilities under the law. Therefore, to the extent doing so does not interfere with any criminal investigation, the College will proceed with its own investigation and resolution of the complaint.
  - During the investigation and resolution of a complaint, the complainant and the accused shall have equal rights. They include:
    - Equal opportunity to identify and have considered witnesses and other relevant evidence.
    - Similar access to all information considered by the Investigating Officer.
    - Equal opportunity to review any statements or evidence provided by the other party.
    - Equal access to review and comment upon any information independently developed by the Investigating Officer should the Investigating Officer share such information with the other party.
    - Equal opportunity to appeal.

### **Formal Investigation and Resolution**

1. Once a complaint is made, the Title IX Coordinator will commence an investigation as soon as practicable, but not later than seven (7) days after the complaint is made. During this initial stage, the Title IX Coordinator will consult with the Title IX Team to strategize an investigation plan, including who will be the investigator(s), and to assist in providing any necessary services or interim measures. The Title IX Coordinator may also involve the Crisis Response Team if the circumstances warrant. In the event a staff member is the complainant or accused, the Vice President for Operations and/or Vice President for Academic Affairs will be notified.
2. The accused will receive written and verbal notification of the allegations from the investigator within 48 hours of a reported incident. This time line may be extended due to unforeseen circumstances such as breaks and holiday closings.
3. The investigator, in consultation with other College officials (including the Title IX Coordinator or members of the Title IX Team as applicable), will conduct a full investigation. During the investigation, the complainant will have the opportunity to describe his/her allegations (via a written and/or verbal statement) and present witnesses or other supporting evidence. The accused will have the opportunity to respond to the

allegations by giving a written and/or verbal statement and present witnesses and other supporting evidence regarding the matter.

4. The investigator will review the written statements (and notes from any verbal statements) and other evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaints. All parties and witnesses are expected to cooperate and provide complete and truthful information.
5. At the conclusion of the investigation, the investigator will prepare a written report. The written report will explain the scope of the investigation (including witnesses interviewed and evidence considered), identify findings of fact, and state whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence.
6. When there has been a finding that a policy violation has occurred, the College may use the sanctions and/or protective measures listed below in order to maintain an environment free from discrimination and harassment and to protect the safety and well-being of the complainant and other members of the College community.
  - Students: Warning, Probation, Suspension, Expulsion, Interim Removal/Campus Safety Suspension, Assessment of Fine, Educational Project or Program, Removal of Privileges (Note: All sanctions and protective measures are defined in the Student Code of Conduct)
  - Faculty/Staff: Verbal Warning, Written Warning, Suspension with pay, Suspension without pay, Termination.
7. Notice of the outcome of the investigation, including the written report, any sanctions and/or protective measures imposed, and information about appeal rights, will be concurrently, distributed to the parties within three (3) days of its completion. In certain circumstances, the Family Educational Rights and Privacy Act (FERPA) may prohibit particular information about sanctions and/or protective measures from being shared with the other party. In such circumstances, adjustments may be made resulting in the notifications to the parties being slightly different.
8. Upon notification of the parties of the outcome of the investigation, the complaint shall be final subject only to the right of appeal set forth below.
9. In the event sanctions are handed down and the reporting party/victim or accused disagrees or wishes to appeal, he or she may go through the appropriate appeal process. For students, he or she may petition to the Community Standards Board as described under the Student Code of Conduct. For faculty or staff, he or she may petition the appropriate grievance committee.

## **ACADEMIC DISHONESTY POLICY**

Academic integrity is expected and required of all students. Students and faculty are responsible and accountable for personally upholding that integrity. Academic dishonesty will not be tolerated, and students found to have engaged in academic dishonesty will be disciplined according to this policy.

### **Types of Academic Dishonesty**

Academic dishonesty includes, but is not limited to, the following:

- Copying from another student in a test or examination situation.
- Using unauthorized material or aids in the preparation of an assignment or project.
- Possessing unauthorized material or aids in a test or examination situation.
- Allowing another person to take a test or examination in one's place; taking a test or examination in another person's place.
- Altering or falsifying academic records in any way.
- Submitting false medical, academic or other documentation required by the College.
- Improperly obtaining through theft, bribery, collusion, or otherwise any test or examination paper prior to



the date and time for writing such test or examination.

- Aiding, assisting, or encouraging another to engage in an act of academic dishonesty.
- Plagiarizing materials or works, in whole or in part, prepared by another person without citing appropriate reference credit.\*
- Copying and submitting, in whole or in part, the work of another in an assignment, report, project, etc. as one's own.\*
- Claiming to have completed assigned tasks that were, in fact, completed by another person.\*
- Failing to accurately document information, wording, or visual images obtained on the World Wide Web.\*
- Violating federal copyright laws including unauthorized duplication of copyrighted materials.

\*Students are required to take the Plagiarism Tutorial at the Moodle site.

## Procedure

- For purposes of these procedures, “instructor” refers to a student’s instructor or any other faculty member or administrator who has reason to believe a student has engaged in academic dishonesty.
- When multiple students are involved in a single situation involving academic dishonesty, the situation may be addressed collectively.
- While these procedures are being carried out, the student will be allowed to continue in his/her academic program without penalty until the procedures have been completed. Notwithstanding, the College reserves the right to take any action allowed by College policy against a student for conduct unrelated to this process.

When an instructor has reason to believe a student has engaged in academic dishonesty, the instructor will:

1. Confer with student, explain why the instructor believes that academic dishonesty has occurred, and provide support for this assertion.
2. Allow the student to provide an explanation, including supporting evidence (if any).
3. Evaluate the student’s explanation and supporting evidence (if any).
4. Make a determination as to whether a violation of the Academic Dishonesty Policy has occurred.
  - A. If the instructor determines that a policy violation has occurred, the instructor will ascertain from the Vice President of Academic Affairs’ assistant whether the student has previously been found to have violated the Academic Dishonesty Policy while enrolled at the College.
  - B. If the student has no other substantiated violations of the policy, the instructor will apply an appropriate penalty (see the “Penalties” section below for a list of possible penalties that may be applied when there is a finding of academic dishonesty). The instructor should give due consideration to the seriousness of the offense as well as the impact of the penalty imposed on the student’s education.
  - C. If the student has one previous violation of the policy, the instructor should consult with the division chair. The division chair will determine the appropriate penalty and ensure it is more severe than the previous penalty imposed.
  - D. If the student has two previous violations of the policy, the automatic penalty is expulsion from the College.
5. Notify the student in writing of the decision as to whether a policy violation has occurred, including any penalties imposed (if applicable).
  - A. If there is no finding of a policy violation, the matter will be deemed resolved upon written notification of the student.
  - B. If there is a finding of a policy violation, the instructor (and division chair, if applicable) should complete the Academic Dishonesty Documentation Form. Copies should be provided to the student, division chair (if necessary), and the Vice President of Academic Affairs.
    - I. If the student’s violation of the policy involved plagiarism, the Academic Dishonesty Documentation Form should specifically notify the student that he/she has one week from the date of receipt of the form to complete the Plagiarism Tutorial.
    - II. If it is the student’s second violation of the policy, the Academic Dishonesty Documentation Form should specifically state that a third violation of the policy will

result in automatic expulsion from the College.

### **Penalties**

A student guilty of cheating will be subject to a penalty appropriate to the nature and seriousness of the offense. A record of all such cases will be kept in the Vice President of Academic Affairs Office. Second offenses for the same individual will be subject to a more serious penalty than the one previously imposed.

The following penalties may be applied:

- Reprimand.
- Requirement that the student repeats and re-submits the same or alternate assignment. In such cases, the grade or mark awarded will be reduced or limited at the discretion of the faculty member.
- Completion of the Plagiarism Tutorial found at the student's Moodle site. (Must be completed if this is the student's first plagiarism offense)
- A mark of "0" will be given for the assignment with no opportunity to resubmit. This may result in failure of the course.
- A failing (F) grade will be awarded in the course.
- Automatic failing (F) grades in all courses in which the student is registered, and no fees will be refunded for that semester. This penalty will only be imposed by the student's program division chair or the Chief Academic Officer.
- Expulsion from Missouri Valley College, permanently recorded on the student's record. This penalty will result in automatic failing (F) grades in all courses in which the student is registered, and no fees will be refunded for that semester.

### **ACADEMIC APPEALS AND RE-ADMISSION**

Appeals of academic suspension, petitions for readmission, and other academic matters should be directed to the Office of the Vice President for Academic Affairs in 207 Baity Hall. Students who are academically suspended may appeal for readmission as follows: those with a cumulative 1.00 Grade Point Average (GPA) or higher, after six months; those with a 0.999 GPA or below, after one year. Appeals for readmission must be accompanied by evidence that the student is capable of performing satisfactory work.

### **ALCOHOL AND DRUG POLICY**

In accordance with federal law, Missouri Valley College annually distributes information related to alcohol and drugs, including, but not limited to, standards of conduct, legal sanctions, and health risks. This information is made available to students, faculty, and staff through electronic version of the appropriate handbook, in addition to through an educational website serviced by Campus Clarity / Law Room. All students are required to complete an informational online course.

### **ATTENDANCE POLICY**

Attendance is expected and required at each class meeting. Any student who misses two consecutive weeks of class or has missed 50% of class periods by mid-term may be administratively withdrawn from class. If the withdrawal takes place within the first 6 weeks of class, the student will receive a grade of "W". If the withdrawal takes place after the 6th week of class, the student will receive a "WF" or "WP". The student will be notified of this action by the Registrar's Office. Readmission will be considered only for extenuating circumstances as approved by the Vice President for Academic Affairs and Registrar. In such cases, where readmission is approved, a readmit fee of \$350 will be charged. If a student drops below full-time status of 12 hours, financial aid may be adversely affected. Resident students dropping below 12 hours will be asked to move out of campus housing.

### **COPYRIGHT INFRINGEMENT POLICY**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the

exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

The unauthorized distribution of copyrighted materials may subject an individual to civil and criminal penalties. As a general matter, a person who is found liable for civil copyright infringement may be ordered to pay actual damages or “statutory” damages in an amount of not less than \$750 and not more than \$30,000 per work infringed. For a “willful” infringement, damages may be awarded by a court up to \$150,000 per work infringed. Courts can also assess costs and attorneys’ fees, in its discretion. See 17 U.S.C. §§ 504 and 505. Also, “willful” copyright infringement can result in imprisonment of up to five years for a first time offense and additional fines. See 17 U.S.C. § 506 and 18 U.S.C. § 2319.

#### Peer-to-Peer File Sharing

It is a violation of copyright law to use file sharing software (e.g., BitTorrent, KaZaA, Limewire, etc.) to download music, movies, and other copyrighted material without permission from the copyright holder.

All network traffic is subject to monitoring procedures conducted by the Information Technology Department for purposes of determining compliance with MVC policies. Outside parties also actively monitor the internet to find incidents of illegal file sharing and may notify MVC of such activity. When such a notification is provided by an outside source, the College may disable a person’s network access until the situation is resolved.

If a campus community member is found to have illegally shared files over the MVC network, the full range of disciplinary sanctions are available (along with the civil and criminal penalties the person may be subject to), including:

- Indefinite or permanent loss of computer privileges and network access;
- Denial of future access to IT resources;
- All disciplinary sanctions available pursuant to the Student Handbook;
- Dismissal from the College; and/or
- Legal action.

Alternatives to illegal downloading include, but are not limited to, iTunes, Amazon, Netflix, and Hulu.

## **CRIME AWARENESS & SECURITY POLICY**

Missouri Valley College complies with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, formerly known as the Federal Student Right to Know and Campus Security Act of 1990. The College has developed and implemented policies and educational programs, maintained pertinent institutional statistics, and distributed particular information to students, employees, and applicants through the Missouri Valley College website and e-mail. The Missouri Valley College website also has an up-to-date campus crime log. Policies pertain to:

- Timely reporting of criminal actions and other emergencies along with the College’s response processes
- Access to and the maintenance of facilities for the purpose of security
- Law enforcement process, the authority of security personnel, and working relationships with state and local law enforcement agencies
- Possession, use, and sale of alcoholic beverages and the enforcement of underage drinking laws
- Monitoring of any off-campus student groups and facilities

Educational Programs are designed to inform the campus about:

- Security procedures and encouragement for students and employees to be more responsible for their own security
- General crime prevention
- Alcohol and drug abuse prevention
- Stress and depression prevention

- Sexual responsibility

Statistical Records include:

- Incidents of criminal offenses (murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft)
- Data relating to arrests on campus for violations of liquor laws, drug abuse, weapons possession, and other violations are available in this handbook, and in the offices of Admissions, Student Affairs, Registrar and Security

## **DIRECTORY INFORMATION POLICY**

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal privacy law affording students certain rights related to the release of and access to their education records. The Registrar's Office ensures compliance with FERPA at Missouri Valley College, and this office should be contacted with any questions or concerns about this policy. Additionally, you may contact the following with any questions about your FERPA rights or to request clarification or further information:

Marsha Lashley, Registrar  
 lashleym@moval.edu  
 (660) 831-4115

### **Definition of Education Records and Exclusions**

The definition of "education records" is any record maintained by the College that is directly related to a student and includes, but is not limited to, grades, transcripts, and disciplinary files. Education records can exist in any medium, including hardcopy, typed, or electronic. However, there are some exclusions from the definition of education records, including:

- Records kept in the sole possession of the maker, that are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
- Records of the College's law enforcement unit that are created by it for law enforcement purposes and maintained by it;
- Records relating to an individual who is employed by the College (except if the individual is a student employed as a result of his or her status as a student) that are made and maintained in the normal course of business, relate exclusively to the individual in that individual's capacity as an employee and are not available for any other purpose;
- Records on a student 18 years of age or older made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity so long as the records are made, maintained or used only in connection with treatment of the student and are disclosed only to individuals providing treatment;
- Records created or received by this College after the student is no longer in attendance and are not directly related to the individual's attendance as a student.

### **Directory Information**

Directory information is data about a student which can be released without prior consent because it would not generally be considered to be harmful or an invasion of privacy if disclosed. The College designates the following items as directory information:

- Student name
- Address
- Telephone number
- Date and place of birth
- Email
- Class Standing
- Enrollment status (full-time/part time)
- Dates of attendance
- Grade level

- Photographs
- Degrees, honors and awards received
- Previous institutions attended by the student
- Fields of study
- Participation of officially recognized activities and athletics
- Height and weight of members of athletic teams

Unless the College has been notified by the student that directory information about himself/herself is not to be released, the College may release such information at its discretion and without further permission. Note, however, that the College reserves the right to not disclose directory information in some situations or may choose to limit the scope of the release to specific parties, for specific purposes, or both, even if a student has not opted-out of such disclosures.

Students who do not wish to permit the distribution of such information should notify the Registrar's Office in writing during the first week of each semester. The College will honor these written request for non-disclosure for only one semester; authorization to continue withholding directory information must be filed during each ensuing semester of attendance. Students may request that all or part of their directory information not be released.

The College will honor all requests to withhold any of the categories of directory information, but will not assume any responsibility to contact the student for subsequent permission to release that information. Student should realize that requesting that directory information be withheld could have negative consequences. For example, the names of students who have restricted their directory information will not appear in the commencement program or other College publications. Also, employers, potential employers, credit card companies, loan agencies, scholarship committees, and the like will be informed that the College has no information available about the student's attendance at the College if these entities were to request directory information that has been restricted. Regardless of the effect on the student, the College assumes no liability for honoring a request of the student to restrict the disclosure of directory information.

Notwithstanding the above, a student may not opt-out of the disclosure of the student's name, identifier or College email address in a class in which the student is enrolled.

### **Authorizing the Release of Education Records**

Students may authorize the release of education records protected by FERPA to designated parties by using the College's available at [http://www.moval.edu/registrar\\_office/reg-office-forms.php](http://www.moval.edu/registrar_office/reg-office-forms.php)

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal privacy law affording students certain rights related to the release of and access to their education records. The Registrar's Office ensures compliance with FERPA at Missouri Valley College, and this office should be contacted with any questions or concerns about this policy. Additionally, you may contact the following with any questions about your FERPA rights or to request clarification or further information: Marsha Lashley, Registrar ([lashley@mval.edu](mailto:lashley@mval.edu) or (660) 831-4115).

### **Definition of Education Records and Exclusions**

The definition of "education records" is any record maintained by the College that is directly related to a student and includes, but is not limited to, grades, transcripts, and disciplinary files. Education records can exist in any medium, including hardcopy, typed, or electronic. However, there are some exclusions from the definition of education records, including:

- Records kept in the sole possession of the maker, that are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
- Records of the College's law enforcement unit that are created by it for law enforcement purposes and maintained by it;



- Records relating to an individual who is employed by the College (except if the individual is a student employed as a result of his or her status as a student) that are made and maintained in the normal course of business, relate exclusively to the individual in that individual's capacity as an employee and are not available for any other purpose;
- Records on a student 18 years of age or older made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity so long as the records are made, maintained or used only in connection with treatment of the student and are disclosed only to individuals providing treatment;
- Records created or received by this College after the student is no longer in attendance and are not directly related to the individual's attendance as a student.

### **Student Rights Under FERPA**

Beginning with the first day of the student's first term at MVC, students have the following rights under FERPA:

- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. A student should submit to the Registrar, Vice President of Student Affairs/Dean of Students, Division Dean/Chair or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
  - The College reserves the right to have a school official present during a student's review of his or her education records.
  - The right of inspection and review includes the right to access and an explanation of the record. It does not include the right to a copy of the education record except in limited circumstances when failure to provide a copy would effectively prevent the student from inspecting and reviewing the record (e.g., the student lives outside of a reasonable commuting distance from the College).
  - Students have the right to inspect their education records regardless of their financial status with the College. However, the College is not required to release an official transcript if the student has a past due account.
  - At the postsecondary level, parents have no inherent rights to inspect or review their son or daughter's education records. This right is limited solely to the student. A student's education records may be released to parents only if they have been given a written release by the student or if an exception to FERPA's general rule against nonconsensual disclosure applies (such as in the case of a health and safety emergency or in order to comply with a lawfully issued subpoena).
  - This right of inspection and access does not extend to the financial records of a student's parents. Also, certain restrictions apply to a student's access to confidential letters and confidential statements of recommendation placed in a student's education records.
- 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 student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College 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, but the following general procedures will be followed:
    - A hearing officer or board will be appointed by the appropriate College official.
    - A hearing will be held within a reasonable amount of time after the request for the hearing has been received.
    - The hearing officer/board will notify the student, reasonably in advance, of the date, place, and

time of the hearing.

- If the hearing officer/board supports the complaint, the education record will be amended accordingly and the student will be so informed.
- If the hearing officer/board decides not to amend the education record, the student has the right to place in the education record a statement commenting on the challenged information and/or stating the reasons for disagreement with the decision. This statement will be maintained as part of the education record as long as the contested portion of the record is maintained
- Requesting an amendment to an education record is not the proper avenue for challenging course grades. A student may challenge a final course grade by using the Grade Appeals Process located in the Student Handbook and College Catalog.
- The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Below is a non-exhaustive list of parties and conditions under which FERPA allows the College to disclose education records without consent (other exceptions can be found at 34 CFR § 99.31):
  - To school officials with a legitimate educational interest. A school official is defined at the College as a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.
  - To officials at another college or postsecondary institution where the student seeks or intends to enroll or has enrolled.
  - In connection with the application for, or receipt of, financial aid.
  - To accrediting organizations.
  - To comply with a judicial order or lawfully issued subpoena. All subpoenas will first be reviewed by the College's legal counsel to determine the appropriate course of action.
  - To parents of a dependent student under the Internal Revenue Code.
  - When there is an articulable and significant threat to the health or safety of a student or other individuals. Factors to be considered in making a decision to release such information in these situations are: (1) the severity of the threat to the health or safety of those involved; (2) the need for the information; (3) the time required to deal with the emergency; (4) the ability of the parties to whom the information is to be given to deal with the emergency.
  - When the information has been classified by the College as "directory information" (see below for more discussion about directory information).
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the 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 20202-5920

## **FINAL EXAMINATION CHANGES POLICY**

Students requesting exceptions to the MVC final examination schedule, for any reason, must complete a Final Examination Alternative Time Form. The form may be obtained in the Academic Affairs Office. A copy of this

form must be completed and submitted to the Academic Affairs Office and to the instructor of each affected class not later than one month prior to the start of final examinations.

### **Decision Making Process**

A decision concerning the request will be made by the Vice President of Academic Affairs and communicated to the professor and student not later than three weeks prior to the official beginning of final examinations.

### **Payment of Exam Change Fee**

If the request is granted, students must take the approved form to the Business Office and pay a \$100 (per day of affected exams) Final Examination Change of Schedule Fee there, two weeks prior to the official beginning of final examinations.

### **Alternative Final Examination Time Schedules**

Up to five alternate exam times may be offered. Students who: 1) complete the Final Examination Alternative Time Form, 2) are granted approval to change their exam(s), and 3) pay the fee will be assigned to take their final during one of these times. Students will be able to request which of the alternative times they prefer, but all decisions will be based on space availability.

If a student is unable to take the final examination during the assigned alternate time, the student may take the exam during the originally scheduled time or accept a zero for the final exam involved.

### **Extended access to campus**

Students may request extended access to campus to provide them with greater travel flexibility. Students who wish to be permitted to stay on campus, in the residence halls, past regularly scheduled move out dates, must process a request to do this request through the Office of Student Affairs.

Students will be expected to pay a fee for extended residence hall stays and food service will not be provided. Requests will be approved or denied by the Vice President of Student Affairs/Dean of Students or an appropriate designee.

## **GRADE APPEAL PROCESS**

Students are responsible for meeting the standards for academic performance established for the course/s in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor. The grade appeal procedure is available for the review of allegedly capricious grading or clerical error by the instructor. It is the student's responsibility and burden to show that the instructor's grading was capricious and/or there was a clerical error. Students are advised that the professional judgment of instructors cannot be challenged and appeals made solely on that basis will not be considered.

Capricious grading consists of any of the following:

1. The assignment of a final grade to a particular student on some basis other than the performance in the course;
2. The assignment of a final grade to a particular student by resorting to more demanding standards than were applied to other students in the course;
3. The assignment of a final grade representing a substantial departure from the instructor's previously announced standards as stated on the course syllabus.

### **Student Grade Appeal Procedure**

- **Step One:** The student must discuss the course grade fully with the instructor of the course. This must be done no later than ten (10) business days after the final grades for the class are posted. This meeting is a prerequisite to filing a formal grade appeal. The instructor is required to make a good faith attempt to meet with a student who has contacted him/her to discuss a concern with a grade within the 10 day timeframe. Reasons for any delay should be explained and documented. The instructor should also document the meeting when it occurs.

- **Step Two:** If the situation is not resolved to the student's satisfaction after meeting with the instructor, the student may then discuss the matter with the relevant academic division chairperson/dean no later than ten (10) business days after meeting with the instructor. This meeting is also a prerequisite to filing a formal grade appeal. The department chairperson/school dean will review any information provided by the student and also consult with the instructor. The department chairperson/school dean shall notify the student, in writing, of the department's decision.
- **Step Three:** If the situation is not resolved to the student's satisfaction at the department level, the student may then file a formal written appeal to the Vice President of Academic Affairs. This appeal must be filed no later than ten (10) business days after receipt of the departmental decision. The written appeal should include the reason for the appeal, a summary of the previous meetings with the instructor and department chairperson/school dean, and any relevant documentation. Examples of relevant documents include, but are not limited to: 1) course syllabi, 2) course assignments, 3) the graded work of the student, and 4) samples of the graded work of other students who were in the same course as the appellant.
  - Upon receipt of a written grade appeal, the Vice President of Academic Affairs will determine if the appeal is appropriate under this process (i.e., timely filed and alleges capricious grading and/or a clerical error). If the appeal is not appropriate, the student will be so notified and the process will end.
  - If the appeal is appropriate, the Vice President of Academic Affairs will contact the department chairperson/school dean so that he/she can obtain a written response and all relevant documents from the course instructor and forward them to the Vice President of Academic Affairs. The written response and relevant documentation should be provided to the Vice President of Academic Affairs within five (5) business days of the request for such information. The course instructor is expected to comply with all requests for a written response and relevant documentation from his/her department chairperson/dean.
  - Upon review of the written appeal and the documentation provided by the student and the instructor, the Vice President of Academic Affairs may request any additional information deemed necessary from the student and the course instructor. The student and the instructor must provide the additional materials within five (5) business days of the Vice President of Academic Affairs request.
  - The Vice President of Academic Affairs will make a final decision on the matter. If deemed necessary, the Vice President of Academic Affairs may convene a committee to review the materials. The student will be notified of the decision in writing within ten (10) business days of receipt of the the additional materials. This notification will be delivered by regular mail to the postal address on file for the student and by e-mail to the student's MVC email address. The Vice President of Academic Affairs will also notify the course instructor, the department chairperson/dean, and Registrar of the decision. This notification will be transmitted to these individuals by campus e-mail. If it is determined that the student's grade will be changed, the Vice President of Academic Affairs must submit a Revised Grade Report Form to the Registrar's Office. The Registrar will modify the student's transcript within ten (10) business days after receipt of the form. The decision of the Vice President of Academic Affairs is final.

## **GRIEVANCE POLICY (STUDENT COMPLAINTS)**

Missouri Valley College is committed to providing a nurturing a campus culture which embraces all individuals with compassion, civility, and respect. The grievance policy is established to provide clear options for all students to find resolution for issues or concerns relating to the College community. This policy does not trump or negate other policies, rather it should be used when the conduct being complained of does not clearly fall under another policy or procedure or as relief for issues not otherwise being resolved.

### **Informal Grievance Process**

A student may file an informal grievance by speaking with the individual and/or supervisor of any department or area of the College concerned. This may be done in person, writing, or electronic communication. Each department or area will handle grievances in a manner seen fit. Students should understand that this is an informal process; while many grievances will be readily resolved to a students' satisfaction, if the grievance is not resolved the student should follow the formal grievance process for resolution.

## **Formal Grievance Process**

A student may file a formal grievance if he or she believes that there has been a violation of general College policies and/or any local, state, or federal law with regard to fellow students, faculty, staff or affiliates of the College. To file a formal grievance, students should contact the Vice President of Student Affairs/Dean of Students or his designees (Director of Housing & Residence Life, Director of Public Safety). The Dean will meet with the student privately to discuss the concern, at which time the Dean may request a formal statement from the complainant. The Dean will provide information regarding next steps and/or resolution. Response may include an investigation and the involvement of additional College administrators and/or other personnel as needed. A resolution to the grievance will be reached within a reasonable time of notification and the student will be notified of such in writing. If the Dean's response is not satisfactory, the student may appeal to the President of the College (who may appoint a designee) for further review within 72 hours of receiving the Dean's written response. The President will consider the appeal and make a final decision in a timely fashion given the circumstances. The student will be notified of the President's decision in writing. Please note: Grievances regarding Academic policies or Assault, Discrimination, Harassment and Violence Policy have separate processes that should be followed in lieu of this general process.

## **Anonymous Reporting**

A student may anonymously report an issue to the College via electronic form, found on the Department of Public Safety website ([http://moval.edu/student\\_affairs/index.php](http://moval.edu/student_affairs/index.php)). The College will take reasonable action to respond. Students should understand that due to the nature of anonymous tips, not all issues may be resolved or resolved to a students' satisfaction. If the grievance is not resolved or resolved to a students' satisfaction, the student should follow the formal grievance process for resolution.

## **ACADEMIC GRIEVANCE PROCESS**

**Grounds for Filing an Academic Grievance:** This process is designed to address an academic situation the student perceives as unfair or unjust. It is not a process to be used when there is dissatisfaction with a grade or to obtain a grade change. For that type of grievance, see the Grade Appeal Process. For non-academic grievances, refer to the other relevant sections of the Student Handbook.

**Initial Attempts at Resolution:** The student should try to resolve the situation by discussing it with the following people in the order listed below. The procedure would halt at any point that satisfaction has been reached. If the administrative path for the appeal is unclear, the student should consult with the Vice President of Academic Affairs for clarification.

1. Course Faculty
2. Division Dean/Chair
3. Vice President of Academic Affairs

The employees listed above are responsible for documenting their meetings with an aggrieved student, including any resolutions that have been reached.

**Formal Academic Grievance:** If, after discussion with the people listed above, the issue has not been resolved, the student may file a formal written academic grievance with the Vice President of Academic Affairs. The formal grievance must be filed by the student within thirty days of the end of the semester in which the incident occurred. This time frame may be extended by a showing of good faith attempts to resolve the situation pursuant to the "Initial Attempts at Resolution" section above. The written grievance should clearly describe the subject matter of the grievance and include any available supporting materials. Within three working days of receiving the written grievance, the Vice President of Academic Affairs will review it to determine if it has been timely filed and if it is covered by this policy and therefore warrants review by the Community Standards Board (CSB). If the Vice President of Academic Affairs determines that the grievance should go forward, the grievance will be reviewed by the CSB in accordance with the procedures outlined below.



**Procedures:**

- If the Vice President of Academic Affairs determines that the written grievance will be reviewed by the CSB, the student and the faculty member(s) who are the subject of the grievance will be notified in writing. The faculty member(s) will also be given a copy of the grievance and supporting materials provided by the student and given the opportunity to provide a written response and any supporting materials. Such response should be provided within three working days.
- The Vice President of Academic Affairs will then notify the CSB of the grievance and arrange for a meeting of the CSB. The meeting should occur as soon as is reasonably possible, and it will typically occur within five working days of receipt of the faculty member's response absent extenuating circumstances. The student's grievance (and supporting materials) and the faculty member(s)' response (and supporting materials) will be provided to the CSB members in advance of the meeting.
- Though the parties will be notified of the time and place of the CSB meeting, they will not typically be invited to address the CSB. However, the Vice President of Academic Affairs may, in his/her sole discretion, determine it is necessary for the parties to meet with the CSB in certain situations. If one party is given the opportunity to address the CSB, the other party will be given a similar opportunity. The Vice President of Academic Affairs may also determine that witnesses with relevant information will be called to speak with the CSB as it considers its decision.
- At the meeting, the CSB will review and discuss the grievance, response, and supporting materials provided by the parties. The CSB will then vote to determine the appropriate resolution of the grievance. The Vice President of Academic Affairs, serving as chair of the CSB, will only vote in the case of a tie.
- The decision of the CSB is final and not subject to appeal. The decision will be communicated to the parties in writing within three working days of the CSB's decision.

**GRIEVANCE POLICY (STUDENT COMPLAINTS), OUTSIDE AGENCIES**

In compliance with federal law (34 CFR 668.43b), the College provides students and prospective students with the contact information for filing complaints with our accreditor (Higher Learning Commission) and State approval or licensing entity (Missouri Department of Higher Education). Those wishing to seek the assistance of or file complaints with these agencies may use the contact information listed below.

**Missouri Department of Higher Education**

The Missouri Department of Higher Education (MDHE) serves as a clearinghouse for postsecondary student complaints. The MDHE complaint policy may be found at <http://www.dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION.pdf>. This webpage contains information about the complaint process and includes instructions for how to file a formal complaint.

**Contact Information**

Missouri Department of Higher Education  
205 Jefferson Street, P.O. Box 1469, Jefferson City, MO 65102-1269  
Phone: (573) 751-2361 / (800) 473-6757  
E-mail: [info@dhe.mo.gov](mailto:info@dhe.mo.gov)

**Higher Learning Commission**

Missouri Valley College is accredited by the Higher Learning Commission (HLC). As an affiliated institution, students, faculty, and other parties may file a complaint about the College's ongoing ability to meet the Criteria of Accreditation, the Commission forwards the complaint to the institution and request a formal response. Instructions for filing complaints can be found at <http://www.ncahlc.org/Information-for-the-Public/complaints.html>. Question can be e-mailed to [complaints@hlcommission.org](mailto:complaints@hlcommission.org).

**Contact Information:**

The Higher Learning Commission  
230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411  
Phone: (312) 263-0456 / (800) 621-7440

## **HAZING POLICY**

Hazing, whether by a group, organization, or team of Missouri Valley College of any degree as defined by Missouri law, will not be permitted. If any members of a group, organization, or team at Missouri Valley College are present for, or act as participants in hazing activity, they will be subject to disciplinary actions and/or dismissal from the College, and the individuals may be held criminally responsible for the act under state law. In the event that a hazing act is reported implicating a recognized campus organization, the national office of that particular recognized organization will be notified and requested to do an investigation. The particular organization may also be placed on temporary suspension until the investigation is completed.

Consistent with Missouri law, MVC defines hazing as behavior 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 probably risk of the loss of life or probable bodily or psychological harm. Act of hazing include:

1. Any activity which recklessly endangers the physical health or safety of the student or prospective member, including but not limited to physical brutality, whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or forced smoking or chewing of tobacco products;
2. Any activity which recklessly endangers the mental health of the student or prospective member, including but not limited to sleep deprivation, physical confinement, or other extreme stress-inducing activity; or
3. Any activity that requires the student or prospective member to perform a duty or task which involves a violation of the criminal laws.

## **IDENTIFICATION CARD POLICY**

ID cards are provided without cost at registration in the Student Affairs Office. The ID card, which should be carried at all times, is required to attend the cafeteria, library, receive support from the IT department, and various athletic, dramatic, or social events. There will be a \$15 charge for a lost ID card. Abuse of a student ID, including use of another student's ID card, may result in the student's meal plan being revoked. The ID card is not transferable. Any alteration of the ID card invalidates it. The ID card must be surrendered upon graduation or upon withdrawal from the College. Students are expected to present their college ID or other form of legal identification to any Missouri Valley College staff member who requests their identification.

## **MEDICAL AMNESTY POLICY**

Student health, safety, and well-being are the primary concerns of the College. While the College expects that students abide by all College policies, as well as local, state, and federal laws, it is recognized that there may be times when students experience medical emergencies related to excessive drinking and/or drug usage. In these situations students are expected to call for assistance for themselves or others. The College will not pursue conduct charges against any student calling for assistance for themselves or actively assisting an individual requiring assistance. Students may be required to meet with the Office of Student Affairs to review the incident and may be referred for counseling and/or alcohol/drug assessment. A record of the incident will remain on file. Those who wait until College or law enforcement officials arrive before seeking assistance will not be exempted. Other serious violations occurring at the time of the incident, including but not limited to assault, distribution of drugs, and property damage are not covered by this policy. Students should remember that they are always subject to legal action for violating local, state, and federal laws, and the College's commitment to amnesty does not prevent law enforcement agencies from pursuing such violations.

## **MISSING STUDENT POLICY**

If a student is thought to have been missing from a residence hall community for 24 hours or more, a report should be made to the Resident Assistant (RA), Hall Director (HD), Director of Housing & Residence Life, Director of Public Safety, Vice President of Student Affairs, or the Department of Public Safety (DPS). There is no requirement that a student be missing for 24 hours in order to file a missing student report. Reports will immediately be forwarded to the on-duty Department of Public Safety Officer. If a missing student report is made to an individual/office noted above other than DPS, the matter will be immediately referred to DPS. Upon receiving a report, the on-duty Department of Public Safety Officer will immediately initiate an investigation. Local law enforcement agencies will be notified of the missing student by the entry of the missing student's information into the National Crime Information Center (NCIC) database for missing persons.

Immediately upon a student being reported as missing, the on-duty Department of Public Safety Officer will contact the Director of Public Safety, Director of Housing & Residence Life, and Vice President of Student Affairs/Dean of Students or designee to determine how best to proceed, including notification of any person(s) the missing student might have earlier opted to list with the College, as "contact person(s)." This "confidential contact" may be different from any general emergency contact that the student may also identify and the College will not assume that a general emergency contact is also the missing person contact. These contact person(s) information will be kept confidential and disclosed only to authorized campus officials and law enforcement for the purpose of a missing student investigation. If a missing student is under 18-years of age and not emancipated, the student's custodial parent or guardian will be notified within 24-hours of a determination that the student is missing, in addition to notifying any additional contact person designated by the student. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, the College will inform local law enforcement that has jurisdiction in the area within 24 hours that the student is missing.

## **NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Missouri Valley College emphasizes the dignity and equality common to all persons and adheres to a nondiscrimination policy regarding the treatment of individual faculty, staff, students, third parties on campus, and applicants for employment and admissions. In accord with state and federal law, the College does not discriminate on the basis of race, color, sex, religion, age, national origin, ancestry, disability, military status, genetic information, or any other legally protected class, in the hiring process, during employment, and in the operation of all College programs, activities, and services, including, but not limited to, academics, athletics, other extracurricular activities, the awarding of student financial aid, recruitment, admissions, and housing.

Persons having inquiries concerning the College's compliance with this policy or any laws and regulations prohibiting discrimination are directed to contact the following:

- An employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of the Vice President for Finance, who may be contacted at: silveyg@moval.edu. Additionally, employees should feel free to raise concerns of discrimination with their immediate supervisors at any time.
- Questions or concerns regarding the College's compliance with Title IX and its prohibition of sex discrimination may be directed to the Title IX Coordinator. MVC has designated the following Title IX Coordinator and Deputy Title IX Coordinators:

Heath Morgan  
Vice President of Student Affairs/Dean of Students/Title IX Coordinator  
(660) 831-4087  
morganh@moval.edu

Jason Amezcua  
Director of Residence Life and Housing/Title IX Deputy Coordinator

(660) 831-4652  
amezucaj@moval.edu

Nick Boehmer  
Director of Public Safety/Title IX Deputy Coordinator  
(660) 831-4228  
boehmern@moval.edu

- For disability-related questions or concerns, please contact:

Debbie Coleman  
ADA/Section 504 Coordinator  
(660) 831-4170  
colemamd@moval.edu

- For all other inquiries related to discrimination at the College, an individual may contact the Vice President of Student Affairs/Dean of Students.
- The U.S. Department of Education's Office for Civil Rights (OCR) enforces discrimination laws related to race, color, national origin, sex, disability, and age. Complaints related to these protected classes can also be filed with OCR by visiting: <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the College's nondiscrimination/EEO statement, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of the law or College policy will be subject to disciplinary action, up to and including dismissal or termination of employment.

## **PARKING POLICY**

All students must register their automobiles with the Department of Public Safety or the Office of Student Affairs and display a valid parking permit. All vehicles are expected to follow standard rules of the road with regard to parking, speed limits, travel on recognized roadways, and compliance with federal, state and local laws. Only authorized people are permitted to use the College's vehicles. The College does not assume responsibility for loss or damage to vehicles or their contents while parked on campus.

Parking Violation Charges are as follows:

Not Registering Vehicle	\$50 (first time)
Not Registering Vehicle (2nd offense)	Vehicle Will Be Towed at Owner's Expense
Parking outside a Marked Space	\$35
Parking in an Unauthorized Space	\$35
Parking in Grass or on Sidewalk	\$150
Blocking another Vehicle	\$50
Parking in Fire Lane	\$150
Parking in Handicap Area	\$200

Repeated violations may result in loss of parking privileges on campus. Repeated parking violations at off-campus residential facilities will result in the loss of off-campus housing assignments, as well as charges for any damage done to the yard. Driving across any area on-campus not designated for driving (i.e. Grass) may result in a fine and disciplinary action. Vehicles may be towed without warning from fire lanes and illegal parking areas. Owners of the vehicles will be liable for the tow charge and any storage fee. The student in whose name the vehicle is registered is responsible for any and all violations assessed against the vehicle. Abandoned vehicles will be towed at the owner's expense.

## **SKATEBOARDS, BICYCLES, AND ROLLERBLADE POLICY**

All skateboards, bicycles, skates, and motorized vehicles are prohibited from being ridden on the inner campus. Bicycles should be left outside buildings in the bike racks provided.

## **SMOKING POLICY**

Missouri Valley College shall be a smoke-free campus. Smoking is prohibited in all facilities, grounds, and vehicles, regardless of location – including outdoors on all campus property. This policy applies to all students, faculty, and staff, and other persons on-campus. Smoking is defined as inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe (including hookah), or any other lighted tobacco or plant product intended for inhalation in any form. This extends to e-cigarette devices, which create a vapor.

## **SOCIAL NETWORKING POLICY**

Missouri Valley College recognizes that social networking web sites (i.e. Facebook, Twitter, Snapchat, Instagram), are a part of the College's culture. Social networking web sites offer students many opportunities to keep connected with their family, friends, and other social groups, not only at MVC, but across the world. When students connect with others online, they typically post information, including pictures and other content to share, with all of those who are able to access the web site.

Occasionally, students will post information that is deemed threatening or illegal or may be a violation of MVC policy. Examples include photos or statements depicting hazing, harassment, illegal drug or alcohol use, or containing threatening. Violations of MVC policy, or evidence of such violations in the content of social networks or platforms, are subject to investigation and sanction under MVC's Student Handbook or Student Code of Conduct, and may result in discipline up to and including dismissal from MVC.

### **Guidelines for Students Accessing Social Networking Web Sites**

These guidelines are intended to provide a framework for MVC students to conduct themselves safely and responsibly in an online environment. Student at Missouri Valley College should:

- Be careful with how much and what kind of identifying information is posted on social networking web sites. Virtually anyone with an email address can access your personal page. Posting personal information such as date of birth, social security number, address, residence hall room number, class schedule, bank account information, or details about daily routine is extremely dangerous and is not recommended. Such personal information can facilitate identity theft or stalking. Facebook and other sites provide numerous privacy settings for information contained in its pages, so use these settings to protect personal information; however, once posted, the information becomes the property of the web site.
- Potential and current employers often access information placed on social networking web sites, so any information posted on Facebook or similar directories provides an image of you to an employer. The information is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.
- Do not respond to unsolicited emails asking for passwords or PIN numbers. Reputable businesses never ask for this information in emails.
- Be aware that messages or postings placed on a social networking web site may be perceived as offensive or threatening, or as a violation of MVC's Student Handbook or Code of Conduct. Messages or postings on social networking web sites often lack context, and, though intended to be a joke or something merely humorous, they may not be perceived in that way. MVC retains complete discretion in determining whether activity on a social networking web site constitutes a violation of MVC's policies.

## **STUDENTS' RIGHT TO KNOW**

Missouri Valley College complies with the Student Right-to-Know Act of 1990, which requires institutions to produce the graduation rates of first-time, full-time, degree-seeking students who enter the institution and graduate from that institution within six years. This information is readily available in the Registrar's Office.



## **WITHDRAWAL PROCESS**

Any student wishing to withdraw from Missouri Valley College must contact the Office of Student Success to obtain a “Withdraw/Departure Form” and instructions on the proper procedure for withdrawal. Offices included in the withdrawal procedure are the Office of Student Success, Registrar’s Office, Financial Aid Office, Business Office, and Office of Student Affairs. All students who withdraw completely from MVC are subject to the MVC refund policy. If a student withdraws prior to the beginning of the term, all payments except the \$250 non-refundable down payment and the \$850 housing contract termination fee will be refunded. When withdrawals occur during a term, there is a \$100 administrative fee, and the refund for tuition, housing, board, and miscellaneous fees (including overload charges) is as follows:

For Fall and Spring Semesters

- 1st week: refund 80%
- 2nd week: refund 60%
- 3rd week: refund 40%
- 4th week: refund 20%
- 4th week and after: no refund

For Summer Sessions, the refund is 25% during the first week and no refund after that point.



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C O L L E G E

500 East College Street   Marshall, MO 65340   (660) 831-4000   [moval.edu](http://moval.edu)