



Student Handbook



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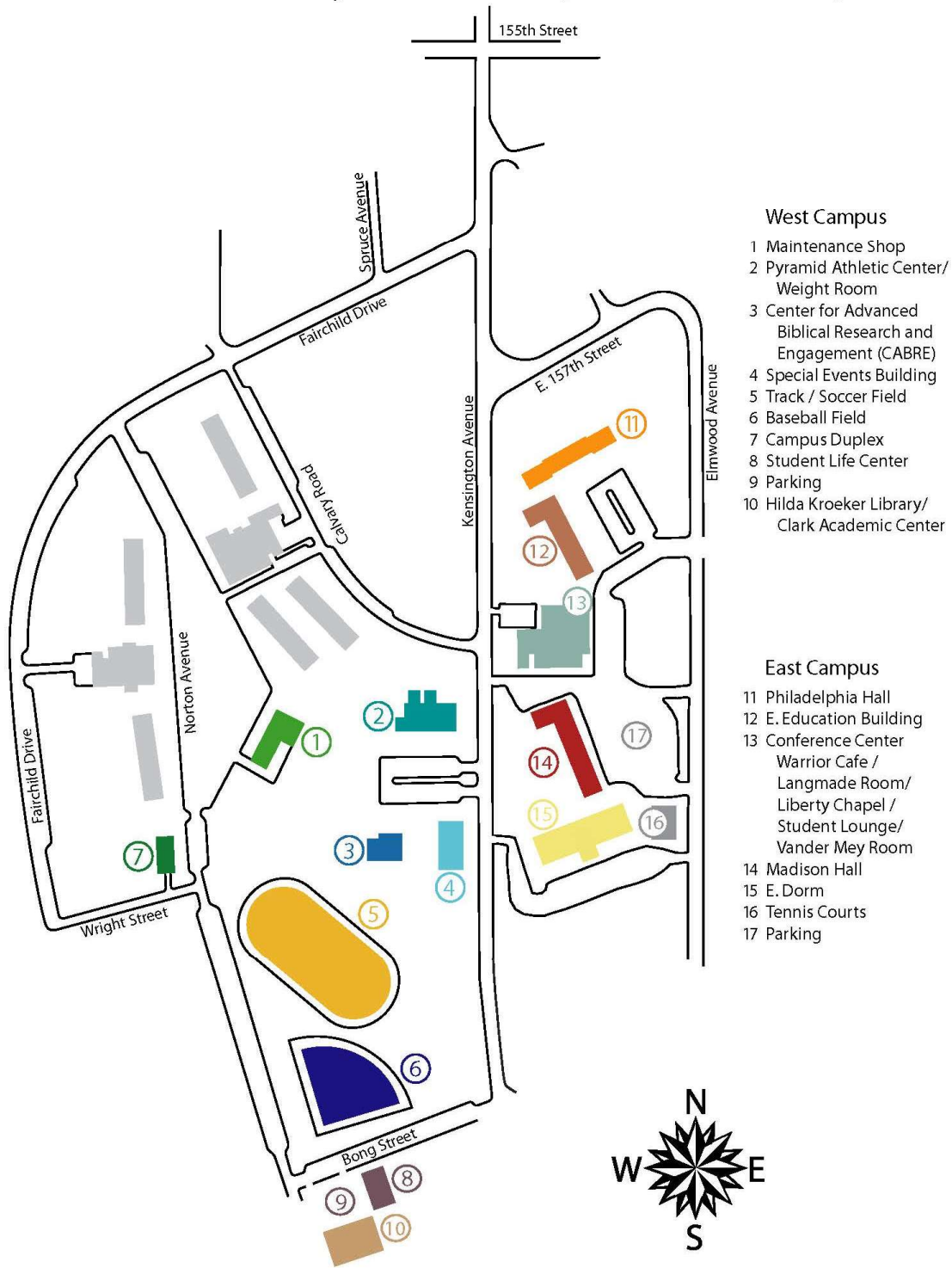
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Calvary Campus Map



WELCOME TO CALVARY

Welcome to Calvary University. We are excited to have you here! Here you will have a great opportunity to grow spiritually, volitionally, emotionally, mentally, and to develop in Christian character. This type of growth requires discipline and perseverance, but the effort is worth the reward. We love you, and it is our sincere desire to provide an encouraging environment for you, guiding you toward the truth of God in Christ, and how to make that truth visible in a world blinded to the truth.

This handbook provides important information to help you have a successful year at Calvary. Please read and familiarize yourself with this information, as it outlines essential policies and expectations that apply to you as a student.

This handbook covers the policies for different students with different living situations.

We are happy you've chosen to pursue your education here. Calvary has a longstanding tradition of excellence, and we look forward to continuing that tradition with you! If you ever have any questions or concerns, please don't hesitate to contact us. Our desire is to serve you in any way we can.

-The Student Development Department



CALVARY MISSION AND CORE VALUES

Mission:

Calvary University is an independent, non-denominational institution providing undergraduate, graduate, and post-graduate education which prepares Christians to live and serve the church and the world according to the biblical worldview. This is accomplished by providing appropriate educational curricula and a climate that fosters intellectual and spiritual maturity, develops leadership potential, encourages servanthood, and promotes a sense of mission.

Core Values:

- Truth – We hold the Scriptures to be true - the focal point of our education process, and the authority for all we teach and do.
- Service – We prepare men and women to live according to the biblical worldview by consistently linking education with the implications for Christian service in the church and in the world.
- Character – We foster intellectual and spiritual maturity, develop leadership potential, encourage servanthood, and promote a sense of mission.
- Relevance – We prepare men and women to understand and effectively relate to the world.
- Relationship – We cultivate godly relationships among students, staff, faculty, alumni, the local church, and society.

BIBLICAL FOUNDATION FOR LIFE AT CALVARY

The undergraduate, graduate, and post-graduate experiences encompass the whole person, developing biblical wisdom that is applied to every academic field and detail of life. A distinctive Christian higher education promotes a comprehensive Christian life within a believing community harmonizing what a student is learning inside the classroom to what the student is living outside the classroom. Therefore, Calvary University stands strong on its foundation to cultivate the personal and spiritual life of each student. Because of this goal, Calvary provides the resources and opportunities to train the next generation of Christian leaders serving in the church and in the workplace.

As a follower of Jesus Christ, you have the privilege and responsibility to grow closer to God each day. You have a choice to take in God's Word, communicate with Him in prayer, meditate on who He is and what He does, follow His will, and love others. Similarly, you may choose to fill your mind with worldly thoughts, unwholesome influences and follow your own will.

At Calvary University, we desire that you make a daily choice to walk in obedience to God and grow in Christlikeness (Ephesians 4:15). This will be evident in the classroom with the Biblical

teaching you receive and outside of the classroom through activities and campus life. We desire to be a part of equipping you to follow God today and the rest of your life – from Calvary University and into the world.

Remember as you draw near to God, He will draw near to you (James 4:8a). Being equipped requires understanding and practicing spiritual disciplines. Among these disciplines are:

- Personal time with God – setting aside time specifically devoted to focusing on God through His Word and prayer.
- Praying continually – having a lifestyle of constant communication with God.
- Meditating on God’s Word – taking time to think through truths about God and His Word.
- Memorizing God’s Word – securing God’s Word in your mind so that it is ever present for meditation, encouragement, counsel, or spiritual warfare.
- Living in community – everyone has been made as a unique creation. Lessons can be learned as you interact with a variety of people in the body of Christ.
- Submission to authority – Every believer is called to honor the Lord by honoring those that have been placed in authority (*Romans 13:1-2*).

At Calvary University, demonstrating Christian character is *a requirement for graduation*. We realize people come to Calvary at all stages in their spiritual journey, so we do not expect everyone to leave Calvary at an equal level. However, we anticipate that as you practice the spiritual disciplines stated above, there *will be growth!*

STUDENT HANDBOOK PHILOSOPHY

Calvary University is a biblically based Christian institution; therefore, those associated with the University are expected to live in such a way as to demonstrate integrity both personally and academically. Calvary University’s mission is to: “**prepare Christians to live and serve in the church and the world according to the biblical worldview.**” The foundation for every aspect of the University’s life and work is based upon completing this mission.

Because of Calvary University’s desire to honor the Lord in all ways, the University has adopted policies and articulated commitments included in this handbook that fit into three categories introduced below. The University understands that its primary goal is to live in obedience to God’s word. The University also understands that to build a godly community, to maintain a testimony to those outside of the University, and to comply to the governing laws of the state, these standards commitments, and policies are structured as follows:

Biblical/Moral – These commitments and expectations are based on God’s requirements in His Word. They are timeless and not adjustable. They are for every believer in Jesus Christ and are to be demonstrated in the life of a Christ-follower. Obedience motivated by love give evidence of our new life in Christ.

Community – These commitments and expectations are in place to encourage a healthy and godly community. While these often pertain to areas of personal conviction and

preference, they are often the most difficult to set because they deal with issues of Christian liberty and may impact people in different ways. These are subject to review, although general philosophies will not change since they are based on biblical principles. Part of living in a community is recognizing the necessity of both discipline and discipleship. A godly appeal may be made when a student believes a commitment or expectation is not supported biblically either explicitly or implicitly.

Organizational – These commitments and expectations help our institution function effectively. Every organization has these to achieve operational excellence. A high level of commitment shows the importance of preparing students for ministry, enabling all within the university community to be good stewards of the resources God has given. These may be adjusted as needed.

A student's adherence to community and organizational policies does not make them a better Christian but helps promote a community committed to living out a distinctively Christian life. Overall, these commitments help us fulfill the two responsibilities of every Christian: *Love the Lord your God with all your heart, soul, and mind and your neighbor as yourself (Matthew 22:34-40)*

Student Conduct Agreement

All Calvary University students are expected to follow the conduct policies set forth in this handbook. Unfamiliarity with institutional regulations or policies does not excuse a violation. Attempting or supporting any prohibited act set forth in this handbook may be considered the same as a completed violation.

The University operates in accordance with its sincerely held religious beliefs. Not all policies are explicitly found in Scripture, but all can be derived from Biblical truths and teachings. The following are reasonable expectations of conduct that promote a comprehensive learning community committed to living out a distinctively Christian life.

There are several reasons to have policies relating to a student's conduct at Calvary University. First, there are expectations that are valuable for conducting everyday life that are biblically based, civil, and promote safety. We strive to limit our policies to allow for as much independent life management as possible while maintaining a beneficial campus learning community. Second, these expectations recognize that there is a broad spectrum of life experiences and maturity among a large group of Christian young people. It is reasonable to ask the community to set aside personal preferences, allowing every member of this community to be undistracted in their individual commitment to grow spiritually. Finally, it is important to recognize that these expectations are designed in loving protection from common sinful strongholds that traditionally are a source of temptation for the maturing student. Students, like all members of the campus community, are to grow in the grace and knowledge of the Lord Jesus Christ (II Peter 3:18). A student's adherence to these policies does not make them a better Christian but enhances the welfare of a community committed to godly living.

Adhering to these policies, the student is not only loving their brothers and sisters who attend Calvary, honoring the leadership of Calvary University, but also demonstrating a commitment to Christ, and demonstrating a Christian testimony to the unbelieving world.

Any student who is employed or commissioned to participate in any University function or service is responsible for adhering to the expectations articulated in the student handbook. Any student living in residence for any amount of time has a similar obligation.

All University policies are in effect on the Calvary University campus and at all CU events. Calvary's campus and events are under the purview of the Student Handbook guidelines. Violation of any University policy by a registered student, while attending or visiting Calvary's campus or events, is strictly prohibited.

Student Bill of Rights

Calvary University desires students to thrive in their walk with the Lord and to succeed in life. Listed below are the rights of every CU student regarding the education they receive here.

1. Students have the right to live and learn in a safe campus environment and to be informed of the existence of known dangers and the location and nature of crimes committed on campus. Students have the right to accurate statistics regarding campus crimes. CU desires to provide this safety and keep the student always informed of any danger. Calvary's security ensures this by having a security guard on call 24 hours a day, 7 days a week. For more information on safety, please see the "Public Safety" section of this handbook.
2. Students have the right to freedom from discrimination or harassment in accordance with Calvary's non-discrimination policy.
3. Students have a right to accurate information relating to maintenance of acceptable academic standing, graduation requirements, program student learning outcomes, and individual course objectives and requirements. Every CU course provides this information in the syllabus given at the beginning of each course and in CU's catalog.
4. Student records will be maintained in keeping with the Family Education Rights and Privacy Act of 1974 and subsequent amendments and guidelines for implementation.
5. In all instances of general discipline, academic discipline, and academic evaluation, the student has the right to fair and impartial treatment.
6. Students have the right to discuss concerns with department heads/chairs. Academic department heads are expected to incorporate student input into decisions affecting academic instruction, advising, and student learning assessment. This input usually takes form through departmental advisory committees and student evaluation of faculty members. Individual students, however, may make appointments with their department

heads to discuss specific problems, plans, or suggestions. CU's faculty will always strive to encourage and help the students work through any concerns they may have.

7. Students have the right to file a grade appeal. Instructors are responsible for stating clearly the instructional objectives of the course at the beginning of each term and for evaluating student achievement in a manner consistent with these objectives. Students are responsible for maintaining standards of academic performance established for each course in which they are enrolled. Instructors are responsible for determining and assigning final course grades. Graded examinations, papers, and other materials used as a basis for evaluating a student's achievement will be available to the student for inspection and discussion. Students may appeal instructors' grading decisions by submitting a written appeal to the Academic Office. The burden of proof, however, rests with the student. For more information on this process, please refer to the section "Academic Policy" in this handbook or CU's catalog.
8. Students have the right to file a complaint. CU is committed to treating all students fairly and respectfully. CU's policies that apply to students are published annually in the Student Handbook and the catalog, in addition to those found in other resources from individual departments and offices. In an instance of perceived violation of a CU policy, a student may file a complaint in accordance with CU's Grievance Procedures found under the "Grievance & Appeal Procedures" section of this handbook.

COMMUNITY STANDARDS

You have chosen to attend a university with a biblical worldview to prepare for life and ministry in the church and the world. Therefore, Calvary expects its students to grow in and demonstrate the character of Christ. The importance of living in agreement with the beliefs of Calvary University cannot be overstated. Calvary has a responsibility to ensure the individuals we train for roles in Christian leadership hold firmly to biblical standards. This includes demonstrating a love for God through:

- Making lifestyle changes in obedience to biblical truth
- Addressing personal areas of sin and struggle biblically
- Loving others and contributing to their spiritual growth

As these categories relate to an individual's personal, academic, social, and spiritual life, Calvary University students are committed to:

- Submitting to the leadership of Calvary University as an expression of commitment to the Lord Jesus Christ (Rom. 13:1-2). This is the beginning point. All other items below result from the application of this principle.
- Seeking to relate every academic discipline and detail of life to the sufficient truth of the Word of God (2 Pet.1:3-8)
- Striving to walk according to the Spirit and not according to the flesh (Gal.5:16-25)
- Advancing in redeeming everyday opportunities as worship to God from the heart (Eph.5:15-16)
- Pursuing a contrite heart as the implications of sin in our lives are dealt with honestly (Ps.51:10-12)
- Increasing in our love for God and relating that to how we love and serve others (John 3:30)
- Cultivating relationships that promote discipleship in our lives and in the lives of those around us (1 Thess.5:11)
- Addressing sin in the lives of those around us in a spirit of gentleness as we desire to present every person complete in Christ (Gal.6:1, Col.1:28)
- Developing opportunities to employ the instruction we receive through practical and on-going acts of godly service to others (Rom.12:9-13)
- Investing in the local church through membership and ministry as a stewardship of our education and God-given gifts (Eph.4:12-13)
- Being an ambassador of Jesus Christ in every context to advance the proclamation of the Gospel locally and worldwide (2 Cor.5:20-21)

Individuals who demonstrate a lack of Christian character or care for ministry, and an unwillingness to grow in those areas may be asked to consider whether remaining at Calvary is in their best interest. These desires are fundamental for Calvary's essential mission.

Investing in the local church through membership and ministry, as listed above, is a requirement to continue as a student at Calvary University. This requirement is detailed in the Practical Christian Ministries Handbook available at calvary.edu.

In keeping with the principle of James 3:1, students enrolled in advanced programs (i.e., M.Div., Ph.D., etc.) will be held to a higher standard. As Calvary is preparing its students for leadership and service at the highest levels it is expected that the individual character of those in these programs is “above reproach” (1 Tim 3:2).

To maintain the distinctive Christian nature of our community, Calvary University establishes the following lifestyle expectations and standards. It should be stated that this list is considered a baseline and is not comprehensive or all-inclusive in nature. Calvary’s faculty and administration reserve the right to confront and address other behaviors that are viewed by the University as unbiblical, disruptive, dangerous, destructive, or inconsistent with the Calvary University mission. We believe the choices that students make in how they spend their time is part of maturing in Christ. Our desire is that our students would see Christ glorified in all that they do and say and understand how the lessons learned in the classroom are applicable for daily living.

Calvary University fully expects all its students to abide by the legal standards of the county, state and federal governments. The University reserves the right to discipline students when made aware of any such violations, or any violation of federal, state, or municipal law, whether on or off campus. In addition to any punishment imposed by the University, any student suspected of violating any federal, state, county or local law will be referred to the appropriate law enforcement agency. Students are not to disregard or fail to comply with the reasonable directive, verbal or written, of any university official. This is applicable while the authority is acting within the scope of his/her prescribed duties and also applies to the police or other law enforcement officers acting in the performance of their duties.

While a student’s personal convictions may differ with the standards and policies that are set by the University, their choice to become a part of the Calvary University community declares a commitment to willingly abide by these standards. The student, by virtue of his or her signature on the Application for Admission, commits to live within the framework of the standards of the University both on and off campus while each semester is in session (including all breaks) or while living in the Residence Hall or participating in any University-sponsored program.

All students are under the community guidelines from the day they register through the completion of their program.

Good Standing

Certain privileges may require being in “good standing” with the Student Development Department. Good standing means more than “following the rules.” While following the expectations set forth by the University is important, students in good standing will also demonstrate:

- Consistent and intentional spiritual growth
- A positive contribution to campus life
- Responsibility with academics and University activities
- A generally healthy attitude and good maturity

Integrity & Respect

It is our goal that Calvary University be an environment that is safe for all students, faculty, and staff, and conducive to spiritual growth. Any language that is incompatible with the claims of Christ and righteous living is unacceptable on campus. This includes, but is not limited to, all remarks that are vulgar, racist, or sexist, gossip, slander, and sexual innuendo, and disrespectful behavior/discrimination based on ethnicity, age, gender, or handicap.

We also follow biblical standards of morality in relationships with one another. Physically or emotionally intimidating another individual through written, electronic, or verbal communication is unacceptable and may lead to disciplinary action.

Dishonesty, including lying, cheating, and plagiarism, will not be tolerated.

Building a Biblical Community

Calvary University is committed to developing its students into people who obey God because they sense personal accountability to Him and His Word rather than to man and his standards. We expect students to build relationships with one another that are in harmony with loving obedience to the Word of God.

Biblical mandates are specific commands from God's Word which apply to every believer's life. Our standards for relationships are illustrated in two categories - walking in the Spirit and walking in the flesh (Galatians 6:16-18).

Biblical Mandates

We seek to lovingly serve students by encouraging them to walk by the Spirit and to put off the works of the flesh (Galatians 5:16-23). These are not two actions, but rather one; as one walks in the Spirit, the works of the flesh will become less visible.

Some examples of walking in the Spirit include:

Loving One Another

As believers we are called to love one another (Col. 3:12-14). This love is not always easy, and applies to loving family, university faculty and staff, fellow students, and even roommates. We will call students to love, honor, and prefer one another, and to manifest that love in their lifestyle.

Submission to Authority

Romans 13:1-7 states that believers should have an attitude of submission toward all authorities as God ordained. We will call students to submit to all authorities in their life, including parents, school administration and government. This submission is applicable in all situations, except those in which the authority requires disobedience to the clear teaching or command of Scripture. In such an instance, an appeal must be made as soon as possible to the president of the university or his designee.

Modesty

All believers are called to exhibit modesty. This is expressed in an attitude of submission rather than pride in 1 Peter 3:8. Modesty can be seen in speech, in action, and in choice of clothing or personal appearance. We will call both men and women to have a humble spirit and therefore to be modest in word, deed, and appearance.

Some examples of Walking in the flesh include:

Deception

Ephesians 4:25 calls believers to lay aside falsehood and speak the truth with others. Deception can occur in many subtle forms. We can be tempted to lie outright, to change circumstances to make ourselves or others look better, to hide the truth in silence, or to spread lies about others. All of these are sin and have destructive consequences. We will call students to speak truthfully.

Unwholesome Speech

Ephesians 4:29 calls believers not to speak with unwholesome words, but to build up others with their speech. The sin is in speaking words that tear people down, disrespect people, are spoken with the intent to hurt others, or contain coarse or sensual joking. We will call students to speech which edifies others.

Sexual Immorality

First Thessalonians 4:3-5 says, “For this is the will of God, your sanctification; that is, that you abstain from sexual immorality; that each of you know how to possess his own vessel in sanctification and honor, not in lustful passion, like the Gentiles who do not know God.” Sexual intimacy is designed by God within the context of marriage between one man and one woman (Gen 2:23-24; Heb 13:4). Any form of sexual immorality such as pornography, fornication, adultery, homosexuality, bi-sexual conduct, is sinful and outside of God’s design for sexual intimacy (Lev 18:1-30; Romans 1:18-29). God’s standard is toward progressive purity and holiness, with both the desires of the heart and the actions of the body. Students should exhibit this in upholding the biblical standard of sexual purity in identity, thought and deed (I Cor.6:9-11). Calvary University’s policy on gender, sexuality, and marriage, is stated below.

A Biblical Statement on Gender, Sexuality, and Marriage

God created human beings distinctly as male and female (Gen 1:27). The distinctness, complementarity, and relational nature of the human race as “male and female” is based on the created order given by God when He created humanity “in His image” (Gen 1:26-27; 5:1-3; 9:6; 1 Cor 11:7; Jam 3:9; 2 Cor 3:18; Eph 4:23-24; Col 3:10), and these establish a normative connection between biological sex and gender. The created distinctness, complementarity, and relational nature also establish the basis for the marital relationship as being between one man and one woman (Gen 2:23-24; Eph 5:21-33).

The Bible affirms two options or giftings for sexual expression: monogamous marital relations between one man and one woman (Gen 1:27-28; 2:18, 21-24; Mt 19:4-6; Mk 10:5-8; 1 Cor 7:7; Heb 13:4; Eph 5:22), or sexual celibacy, if one is not in a monogamous marital

relationship between one man and one woman (1 Cor 7:7; Mt 19:12). Within these two Biblical designs there can be found sexual fulfillment, whereas outside of these two designs sexual expression is improper.

The Bible affirms that human sexuality is a gift to be treasured and enjoyed (Gen 2:24; Prov 5:19, 31:10; 1 Cor 7:4), as is sexual celibacy (1 Cor 7:7). The fall of humanity (Gen 3) corrupted human sexuality in both spiritual and physical ways (Rom 1:18-32, Eph 2:1-10), and one result is confusion and pain in the lives of those who struggle with brokenness regarding gender, and who struggle with the guilt of desiring sinful expressions of sexuality (Gen 3:1-7; Rom 3:9-18; 5:12-17). The Bible prescribes faith in Jesus Christ (1 Cor 15:2-3) as the remedy for guilt and as the provision for life (Rom 3:23, 6:23; Jn 3:16), and the Bible prescribes an ongoing relationship with Him as the means for a whole and fulfilling life (Jn 15:1-11, 17:3; Col 3:16; Gal 5:16-25; Rom 8:28-38).

Christian Liberties

Believers must make daily decisions about issues that are not explicitly mentioned in God's Word. It is in these decisions that the believer must exercise discernment about what is God honoring and what is not. In all areas about which the Bible is silent, all Calvary students are expected to be willing to exercise self-restraint to strengthen our community and to be sensitive to others (Romans 14:19-21). If there is an area in which the student is unsure, the Deans' offices are available to provide guidance.

Calvary reserves the right to discipline any student whose behavior is deemed to be contrary to the standards herein or engages in any activity which violates biblical principles and:

- Negatively impacts class atmosphere and campus life.
- Reflects unfavorably on the student's personal testimony or Calvary's testimony.
- Improperly influences other students or campus life.

Student Life

Dress Code

We desire students apply principles of biblical wisdom towards appropriate and respectful dress in all situations. Biblically, our appearance is to honor the Lord and show deference to others (1 Peter 3:3-4, 1 Corinthians 10:31-33, Romans 14:13, Galatians 6:2). Culturally, our appearance is an outward demonstration of the value we place in our activities, our work, our school, and ourselves.

In harmony with biblical mandates, appearance and clothing should be neat, clean, modest, appropriate, and not distracting. Additionally, on chapel days, clothing should be worn that is reflective of worship and the God whom we are worshipping.

Sexually Suggestive Dancing

While enrolled at Calvary University, students are not to participate in any form of sexually suggestive dancing.

Purity

The following rules are to help you pursue wisdom, purity, and sensitivity to others in your life and in your public and private relationships. Please note that the University has the right to exercise discipline for any conduct deemed inappropriate for unmarried relationships.

- Students are expected to demonstrate sexual purity in:
 - Both their public and private lives. God intended the gift of sexuality to be used within the contexts of heterosexual marriage. Outside of marriage, sexual activity of any form is sin: sinning against our own body, against others, and against God.
- Students are to always abstain from the following:
 - Viewing/purchasing/distributing obscene materials or websites.
 - Sexual activities of any kind outside of a heterosexual marriage.
- In public, displays of affection should:
 - Be appropriate to the situation and context
 - Not jeopardize personal purity
 - Promote a comfortable atmosphere for those present.
- In private, displays of affection should:
 - Hold to a high standard of purity
 - Not defraud your brother/sister in Christ

Entertainment

Whatever we do, we should do to the glory of God (I Cor 10:31), and that includes our choices of entertainment. Entertainment choices should not be a detriment to a student's spiritual health, either by content or time consumption (Eph 5:16). Our entertainment choices should be beneficial to all, edifying those in attendance (I Cor 10:23-24). Students are expected to be sensitive toward the conscience and convictions of others regarding general entertainment choices (1 Corinthians 6:12, Romans 14:19-21).

In public settings on campus (Student lounge, Warrior's Cafe, dorm lounges, etc.), students are to refrain from watching 'R' rated movies, 'TV-MA' rated television shows, or playing 'M' rated video games unless specific written permission has been given by the deans.

Alcohol, Drugs, & Tobacco

Calvary University is an alcohol, tobacco, and drug free campus. Use, consumption, possession, distribution, or manufacture is strictly forbidden on campus property and will result in disciplinary action. E-cigarettes and vaping are also not allowed on campus.

All students are to refrain from use, consumption, possession, distribution or manufacture of illegal drugs or illegal use of controlled substances always. Doing so will result in a minimum penalty of Disciplinary Probation and may result in expulsion.

Students are to always refrain from public possession or use of alcohol and/or tobacco. Disciplinary sanctions for violations will range from disciplinary warning to expulsion based on the following factors:

- Legality - Did the violation break any local, state, or federal laws? Providing alcohol to minors will result in immediate expulsion.
- Location - What was the proximity to campus?
- Impact - What is the on-campus impact of the violation?
- Abuse - Was the infraction an instance of “use” or “abuse”?

All violations in violation of local, state, or federal laws will be referred to the appropriate Law Enforcement Agency.

Students who may struggle with drug or alcohol abuse are encouraged to contact the Student Dean’s Department (student.deans@calvary.edu) for support, counseling, and treatment options.

For more information, please see Calvary’s Alcohol and Other Drugs Policy (Appendices).

Gambling

While enrolled at Calvary University, students are not to participate in gambling.

Pranking

Calvary University recognizes that most pranks are done in fun, but they are only appropriate when they are fun for everyone involved. Believing that we should take care of the buildings and facilities we have been given, be good neighbors to our surrounding community, and honor one another’s dignity, we ask that pranks not be malicious, damage property, or pose any risk of injury to individuals.

It is the policy of the University that any prank which results in physical injury, public humiliation, emotional trauma, sexual harassment, and/or physical damage is not promoted or allowed by any student group or individual. Students participating in a prank that is harmful or dangerous to others will be disciplined according to the determination of the Student Deans. Any prank that violates local or federal law will be reported to the appropriate law enforcement department. All students involved in such pranks will be expected to comply with local and national law enforcement, and to provide appropriate restitution. Students are encouraged to abstain from any activity that may be considered a violation of this standard.

Damaging University Property

If a prank damages or hurts Calvary property, the student(s) involved will be fined according to the damage done. The damage will be assessed by the Maintenance department. Further discipline may be given if deemed appropriate.

Student Life Activities & Programs

There are many events throughout the year in which students are expected to participate and serve. These may include Calvary Days, workdays, the President's Dinner, Feast & Fund, the annual award dinner, etc. These events are intended to encourage the student body in their walk with the Lord. The goal of these activities is also to build a godly community within the University. Note the following events.

Chapel

Hebrews 10:24 encourages us to "...consider how to stimulate one another to love and good deeds..." Chapel at Calvary University provides excellent opportunities for us to come together as students, faculty, and staff to think about things that are excellent and worthy of praise (Philippians 4:8), and to encourage and challenge one another in several different formats. Our central focus in chapel is always getting to know God better through His Word. Chapel typically includes elements of teaching, discussion, interaction, praise and worship, prayer, service, and theatre. Regardless of the specific format, there is always an emphasis on understanding the Bible and putting it into practice. This is all part of our mission to "...prepare Christians to live and serve in the church and in the world according to the Biblical worldview..."

Chapel is held Mondays, Wednesdays and Fridays from 11:05am-11:55am in the Liberty Chapel.

At certain times, such as during Spiritual Emphasis Week, the Conference on Global Engagement, and graduation week, special chapel services will take place. There may also be chapel on Tuesday and Thursday of those weeks.

Chapel attendance is required of all students living on campus or enrolled in any course that meets on chapel days, but all students are invited to attend. Students are allowed three unexcused absences throughout the course of the session. For a student to be considered present, they should be present no more than 5 minutes after chapel begins. For attendance purposes, illness and travel are not considered an excused absence. If an illness, medical condition, or medical treatment requires that a student miss a substantial number of chapels, students may request to be excused by contacting the Student Dean's Office (student.deans@calvary.edu). Such instances will require a doctor's note. Upon a fourth unexcused absence, students will be required to meet with an individual chosen by the Student Deans or the Student Dean. Disciplinary action will be at the discretion of the Student Dean in consultation with the President of the University.

Students who are required to attend chapel but have legitimate scheduling conflicts may request a chapel appeal form through the Student Dean's Office. This appeal must be submitted to Student Development before each session begins.

Spiritual Emphasis Week

A special week is set aside for Spiritual Emphasis Week. It is a week of getting together as a student body and helping each other grow together and in Christ. There will be a day of prayer

and other events planned. Additional chapels may take place on Tuesday and Thursday. This special week occurs in the fall semester.

The Conference on Global Engagement

The Conference on Global Engagement is a week set aside for missionaries to come and take part in the student's everyday lives. Missionaries will be taking part in classes, chapel, student activities, and meals. There will be chapel Monday-Thursday (unless notified differently by the Missions Committee), where we will hear from a special speaker on missions and its importance. There are also required sessions to be attended during the week of COGE. This special week is in the spring semester.

Day of Prayer

Day of Prayer is a special time where students may get into small groups and pray with each other along with faculty and staff. The morning starts off at 8:30 beginning with a short devotional and a few songs. After opening the morning with prayer in preparation for this day, students will gather into small groups of four to six students and pray with faculty and staff on campus. Chapel will begin at 11:05 a.m. Daytime classes may be canceled.

Any student taking a daytime course is required to participate in the Day of Prayer. If a student is absent, it will be counted as a chapel absence.

Student Organizations

There are many organizations on campus for student involvement. These student organizations benefit the student body and the community to work towards Christlikeness and better the University as a whole.

Starting a New Student Organization

The steps to register a New Student Organization are listed below.

- 1) Confirm with Student Development that a similar organization is not already in existence.
- 2) Select and agree with a member of Staff/Faculty who would like to come alongside you in the creation of this new organization.
- 3) Send an official request to begin your new student organization to the student deans.
- 4) Await your approval or denial which will be communicated in a timely manner.

Student Senate

Members of the Student Senate of Calvary University are dedicated to serving the student body by providing opportunities, direction, and resources for the overarching purpose of aiding in the spiritual growth of student life.

The Student Senate is the governing body that represents the student body, which consists of all students at Calvary University. One of the many roles of the Student Senate is to be a liaison between the students and the administration. The Student Senate consists of representatives from

the freshmen, sophomores, juniors, and senior classes, and representatives for the student body as a whole.

Missions and Outreach Student Team (MOST)

The Missions and Outreach Student Team is a volunteer-based student organization comprised of students from many degree programs who share a passion for missions and reaching the lost. They are led by the Intercultural Studies program director and a student leadership team. MOST exists to promote missions on campus and help the student body to be engaged in reaching our local community and the world. To this end they are involved in several activities throughout the school year. The main activities include: "The Haystack," a weekly time of worship and prayer for Calvary's alumni serving as missionaries around the world (they meet every Thursday in the Langmade room at 7pm), planning monthly outreach events for the student body (i.e. the Belton Fall Festival, basketball tournaments, Trunk or Treats, car washes and nursing home visits). They also assist with the Conference on Global Engagement.

Veterans Association

The purpose of the Veterans Association is to promote, support, and serve the diverse needs of its veterans to include students, staff, and faculty.

Some of the goals and responsibilities of the committee are:

- To encourage and support outreach and recruitment of veterans, active duty, retired, and reserve service members as students and employees of Calvary.
- Coordinate, publicize, and support veterans' achievements and success to include recognition at honors receptions, graduation, and other such activities.
- Encourage and support the educational needs and academic goals of veteran students.
- Support the development of courses which address veterans' concerns.
- Coordinate campus professional development about veterans and their specific needs and concerns such as workshops, guest speakers, attendance and presentations at conferences.
- Coordinate, publicize, and support veterans' events to include celebrations and remembrances.
- Act as a support network by bringing together various campus and community organizations and offices to form partnerships to assist veterans and their families.

Calvary Chapter of the S-MSTA

The Student Chapter of The Missouri State Teachers Association serves the Calvary University teacher education students. The purposes of the Chapter are to promote professional development, to develop leadership skills, and to inform teacher education students about the field of education. The Chapter also participates in community service projects. The Chapter meets once a month to participate in activities that are both professional and social. All education majors are encouraged to become active members.

Discipline, Accountability & Restoration

The Student Development Department desires to assist students in developing discipline, wisdom, and Christian maturity as they grow in Christlikeness. This also helps us to maintain an

atmosphere conducive to maximum academic and spiritual growth. Discipline is to help develop Christlike thinking, godly behavior, and mature Christian character by addressing choices which fall outside of the described limits. The goal of discipline is restoration of fellowship with God and others. We believe that the following areas summarize God's plan for the Student Development Department: responsibility, relationships, righteousness, and restoration. We further believe that discipline must not be interpreted or applied as a solitary act but must relate to discipleship. The two are indispensable.

Membership in a group obligates the individual to comply with the guidelines, regulations, and standards of the group and community. This holds true in the world which we live in whether it be in secular society, in the workplace, at Calvary University, or in the local church (Matthew 18 and 1 Corinthians 5). Each student has agreed to follow both biblical mandates and University policies.

Accordingly with Matthew 18, if a Biblical mandate or university policy seems to have been violated, the appropriate member of the Student Development team will speak to the involved student(s). Many violations can be settled at this level. If there have been severe or consistent violations of Biblical mandates or university policies, the student involved will meet with the deans. The goal of this conversation is maturation and restoration.

If necessary, the deans will determine if disciplinary action needs to be taken based on the unique needs of the student and the situation. The Deans, consistent with these commitments, maintain regular hours to meet with students, and students are encouraged to take advantage of that opportunity. The University administration prefers not to disclose personal information to others, and they will make every effort to help find ways to address problems as privately as possible while acquiring relevant information regarding the issue.

Definition of Disciplinary Actions

In all situations, the Student Development Office seeks to discipline in a way that is appropriate for the offense with the goal of restoration and discipleship. Disciplinary actions may include:

- **Verbal Disciplinary Warning:** This is the first step in the disciplinary process, and the point at which further discipleship is encouraged. Information is provided concerning the violation and what is needed to correct the issue.
- **Written Disciplinary Warning:** The second step of the disciplinary process is given if the offense merits more than a verbal warning or if the infraction from the verbal warning persists. Further misconduct will lead to Disciplinary Probation or Expulsion. A Disciplinary Warning may be accompanied by other forms of discipline (i.e.: work projects, fines, on-campus restrictions (suspensions), etc.).
- **Disciplinary Probation:** The third step of the disciplinary process is probation, which may be issued to a student for a year, a semester, or part of a semester. Further misconduct may lead to expulsion. A student on disciplinary probation will lose privileges at Calvary University. Some potential lost privileges are serving as an RDD/RDL, and serving in a Student Senate position, class officer position, etc. The student will not be able to participate in special groups of the University (athletic teams, musical groups, drama productions, etc. [unless it is required academically]).

- **Disciplinary Expulsion:** The final step in the disciplinary process occurs when a student is asked to leave during or after a semester. The student will not be permitted on campus without expressed permission from the Dean of Students. The student may or may not be allowed to return later depending on his/her repentance, behavior, and compliance with the readmission process.

At Calvary University we believe we are in partnership with parents as we aid students in their development process. Therefore, parents of minors may be notified when their student is subject to significant disciplinary actions. These notifications will follow FERPA regulations. In addition to any punishment imposed by the University, any student suspected of violating any federal, state, or local law will be referred to the appropriate law enforcement agency.

		General Examples	Alcohol	Drug	Purity
Verbal Warning	First time minor infractions made from ignorance. Little impact on the institution or community. No threat to person or property.	- Dress Code - Curfew - Room Checks - Music played at a distracting level - Inappropriate language - Characteristics inconsistent with Biblical character	N/A	N/A	Actions that are deemed inappropriate under the circumstances
Written Warning	Repeated minor infractions. Infractions with some impact on the institution and community	- Blocking dorm doors with deadbolt - Distracting Behaviors - Reckless driving - Violations of entertainment policy - Inappropriate pranks/teasing - Use of tobacco products on campus	Alcohol use is in accordance with legal use but violates institutional policy. There is little impact on campus.	The instance of drug use violated institutional policy, but the violation was more than 6 months before the report and has not been recurring	Consistent actions that are inappropriate under the circumstances
Probation	Repeated minor infractions with ignored warnings. Infractions with moderate impact on the institution and community.	- Accessing floors of the wrong gender - Unauthorized entry - Tampering with AV systems - Minor hazing - Threatening toward others - Harassment and any form of deliberately	- Alcohol use/possession on Calvary-owned property - The incident included minors - The incident had a	First offense of illicit or illegal drug use.	Any manner of sexual consensual contact outside of heterosexual marriage

	Actions which threaten safety.	disrespecting others - Minor damage to property - Failure to comply - Actions which threaten safety	significant impact on campus		
Expulsion	Repeated, unrepentant infractions. Infractions with significant impact on campus. Intentionally causing harm to others or property.	- Theft - Vandalism - Major hazing - Destruction of property - Intentionally causing harm to others - Assault - Creating a hostile environment for others to learn and live in	- The individual hosted an event where institutional standards were intentionally violated - The incident had a sweeping negative impact on campus - Providing alcohol to minors	- Repeated drug use - Production, manufacture, or distribution of illicit or illegal drugs - First offense drug use when on campus	- Sexual intercourse outside of heterosexual marriage - Sexual touching without consent

This matrix is intended to serve as a basic guideline for disciplinary sanctions. Actual sanctions may be increased or decreased based on circumstances. At any level of disciplinary action, punitive and/or restorative measures may be given. In all cases, determination of a violation and definitions are determined by Calvary University and may be enforced by any faculty or staff member, including Residence Life Staff. Again, our goal is restoration, within the context of discipleship. Questions about specifics may be addressed by the Student Dean's office.

Disciplinary Procedures

When alleged violations occur that would merit Disciplinary Probation, Suspension, or Expulsion, Calvary uses the following procedure:

Notice	Student Development receives notification of an alleged violation.
Initial Remedial Actions	If necessary, actions are taken to protect individuals or to prevent recurrence of violation.
Preliminary Inquiry	An inquiry is done to determine the legitimacy and possible scope of the violations. If confirmation of the violation is determined at this point, proceed to Findings and Sanctions
Notification to Parties involved	Responding parties are notified of the charges if they were not previously informed.
Investigation	Student Development investigates the alleged violation.
Findings and Sanctions	The evidence is evaluated, and a decision is made based on the preponderance of the evidence. Sanctions are enforced. The party(s) are notified of the outcome.
Appeal	If students choose, they may appeal the decision by appealing to the Vice President of Student Affairs (See Appeal Procedures, p. 78). If the Dean of Students was directly involved in the investigation, appeals may be made to the Cabinet.

During an investigation:

- If the alleged violations are against the Title IX policy, the Title IX coordinator will be notified and will coordinate the investigation.
- If, at any point in the process, the allegations involve the violation of local, state, or federal laws, the proper Law Enforcement Agency will be informed.
- The responding party will have the opportunity to respond to the allegations prior to the school issuing the Findings and Sanctions.
- If an accused student does not respond within 5 business days of being informed of notification, the Student Deans will proceed with the information at hand.
- Calvary will work to maintain a fair and impartial process.

- Students needing disability-related accommodation during the process, should contact Calvary’s Accommodations Support Office.
- At meetings and interviews, students may bring one individual to meetings and interviews for support. The Student Deans must be informed of the identity of the individual beforehand. The support person will not be permitted to advocate for the accused in the process, or to have any role in the process other than to advise and assist the accused. Advisors may not participate in the investigation in any way, except to support their advisee.
- During a disciplinary interview, students should plan to bring all evidence, documents, or items you believe will be helpful to the interviewers.
- Students are permitted to ask questions of the interviewers and should be prepared for them to ask several questions. Honesty and cooperation are expected.
- Disciplinary decisions are made on the “Preponderance of the Evidence”. This means that decisions are made from the greater weight of the evidence; that the accused is “more likely innocent/guilty than not”.

Appeal of Disciplinary Action

Disciplinary appeals follow the same general guidelines as the institutional Appeal Procedures. Please refer to the section entitled “Appeal Procedures” on page 74 to learn how to appeal disciplinary action.

CAMPUS POLICIES

Events on Campus

Recruiting Groups

Outside groups that are unaffiliated with a specific department on campus are to obtain permission to be on campus from either the President’s Office or the Chief Operating Officer.

Music Groups Performing on Campus

For a group to perform on campus, these steps must be observed:

Information will be collected about the group through the following means:

- The group will submit a digital copy/video of their music, along with lyrics.
- Each member of the group must provide a brief salvation testimony.
- The group’s website (if available) will be reviewed.
- The group must provide references from previous performances concerning lifestyle issues, conduct, character, drugs, alcohol, tobacco, etc.
- All the information provided will be reviewed by Student Development, the Music and/or Theatre Arts Department(s), the Academic Office, and the President’s Office

before permission can be granted.

Scheduling Events

Campus Calendar

When planning an all-campus event, it is important to have the dates approved by the Calendar Committee to ensure that there are no conflicts. For more information contact Gary Rogers in the Registrar's office (816) 425-6166 or gary.rogers@calvary.edu.

Facilities

To enhance the atmosphere and general efficiency of the University, students are encouraged to take part in keeping the campus neat and orderly. Calvary desires its students take personal pride in the appearance of the campus. Students who damage school property either willfully or accidentally will be charged for the repairs.

Some reminders are:

- Take care of your campus.
- Treat all furnishings with care.
- If you notice a maintenance problem, inform your RDL or your RDD.
- If you damage or break something, act maturely by reporting it to the proper person. Maintenance request forms are available at www.calvary.edu

The Hilda Kroeker Library

Hours

For information regarding library hours, visit www.calvary.edu/library.

Cell Phone Use

Cell phones are to be turned off or put on vibrate. Security personnel are exempt from this. Cell phone calls may be made outside.

Food and Drinks

Drinks in sealable containers and food are allowed in the library; however, they are not allowed in the computer lab.

ID/Library Card

All students, staff, and faculty are to have an ID card. This card is also used as a library card for local AND online resources. You are required to present your ID/library card every time you check out material. If you lose it, you will need to contact Security for a replacement. This is your permanent card until you are no longer a student.

Checkout Rules/Fines

Students have a 21-day checkout for regular circulating items and a two-hour checkout for reserve items. Once the material is overdue, the patron's account will be charged \$.50 per day (\$.50 per hour for reserve items) until the item is returned or until the fines reach \$5. For the full list of checkout rules see the library handbook.

The Clark Academic Center (CAC)

Hours During the Academic School Year:

Hours for the Clark Academic Center are posted in The Chatter each week as well as on their web page.

Purpose:

The Clark Academic Center (CAC) ministers to Calvary students to facilitate their academic success while providing encouragement and academic resources. The Center is designed for all students, and it is ready to assist in any academic area. The CAC's services include tutoring in any subject area, reviewing papers and projects, helping students improve study and time-management skills, proctoring tests, and providing accommodations for students with disabilities.

To contact the CAC, email learning@calvary.edu.

The Pyramid Athletic Center

Building Hours

The Pyramid Athletic Center is accessible for CU students and staff from 6am- 11pm (M-F) with a keycard. On Saturday the hours are 8am - 10pm. On Sunday, the hours are from 1pm- 5pm. When the red light on the keycard reader is on the gym is closed and the cards cannot be used.

Pyramid Athletic Center Rules and Regulations

Please note that the use of the Pyramid's gym and weight room is a privilege not a right. No street shoes are allowed on the gym playing surface. Calvary students are encouraged to use their own basketballs, volleyballs, indoor soccer balls, and other equipment. The Athletic Department does have some equipment for students to use during regular business hours but reserves the use of its varsity equipment for sports teams and in-season practice.

Students using the Pyramid will need to clean up after themselves. The Athletic Department encourages students to use its facilities, but the Department understands the importance that rules and regulations play in ensuring safety and fun for all students. Should a Calvary student violate the above policies, the Student Development Department and Athletic Department will work together to correct and restore the situation according to the procedures outlined in this handbook.

East Education Building

Building Hours

The East Education building is open from 7:00 a.m.-11:00 p.m. Monday-Friday. The East Education Building is where most classes will be scheduled. Please take note and double check your schedule as to the correct location of your class.

Practice rooms

The music department has specific rooms set apart for students to practice for music classes, performances, or other musical events. If two people of the opposite gender use the practice room together, the door to the room is to remain open.

The Student Life Center

Dining Hours

	Breakfast	Lunch	Supper
Monday-Friday	7:30am-8:30am	12:00pm-12:45pm	5:30pm-6:15pm *Wednesday supper served from 4:45pm-5:30pm
Saturday		12:00pm-12:45pm	5:00pm-5:45pm
Sunday		12:30pm-1:15pm	

Meal Plans

Sophomores, juniors, and seniors (see academic classification) are given meal plan options. Note that all freshmen (by Registrar standards) living in the dormitory must be on the full meal plan.

Total meals (for 2 sessions)	Est. meals per week	Student Cost for 2 Sessions
320	20	\$ 1,588.00 (\$794 per 8-week session)
224	14	\$ 1,430.00 (\$715.00 per 8-week session)

112	7	\$ 1024.00 (\$512 per 8- week session)
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Off-campus students and guests are welcome to eat in the Dining Hall. Prices for meals are posted in the Dining Hall. Non-board paying students can purchase meal passes in the Cashier's Office. Carry out meals are available upon request.

Consumer Advisory

The consumer advisory is intended to assure that all consumers are informed about the significantly increased health risk to vulnerable populations of eating undercooked animal foods. Informed consumers are best able to assess their individual risk and assume responsibility for their ordering decisions based on their knowledge and understanding of the situation. The consumer advisory consists of a disclosure and a reminder.

Disclosure

This establishment serves, at the consumer's request, an undercooked animal-derived food (eggs ordered "sunny-side-up," "over easy," or "over medium").

Reminder

Consuming undercooked eggs may increase your risk of foodborne illness, especially if you have certain medical conditions.

Special Dietary Needs

Any student who has special dietary needs is urged to contact the Accommodations Support Office (ASO) to work out a menu to meet the specific needs. A doctor's note will need to be provided.

Warrior Cafe & Mailroom

Hours

Generally:

Monday, Tuesday, Thursday: 9:00 am-7:00 pm

Wednesday, Friday: 9:00am-5:00pm

Saturday: 9am-1:00 pm

Specific weekly hours can be found in the Calvary Newsletter.

Location

The Warrior Cafe & Mailroom is located on the first floor of the Conference Center.

Purpose

The Warrior Cafe is the campus coffee shop and mailroom. You can buy a latte, check your mail, purchase food, send a package, or meet up with your friends. You can also reserve The Warrior Cafe to watch a movie or host a party outside of regular hours -- just talk to the Cafe manager or one of the student employees to reserve a spot.

Student Lounge

Hours

The Student Lounge is opened at 7:00 a.m. and is closed every night at curfew.

Location

The Student Lounge is located outside the Warrior Cafe on the first floor of the Conference Center.

Purpose

The Student Lounge is a place where students can hang out with friends or do homework. There is pool, ping-pong, and foosball tables to be used at any of your free time, as well as a community movie room. If two people of the opposite gender use the movie room together, the door must remain open, or a third person must be present.

Please take note not to leave your personal items lying around the Student Lounge. It is important to have a clean environment and a place that all people can enjoy.

Health Requirements

Health Records

Calvary requires that on campus students have their health information on file with the Student Development Office.

On campus students must have the following on file:

- Proof of health Insurance
- Copy of insurance card
- Health history/TB history

Immunizations

Immunizations are required for all students that are living on campus.

Immunization Legal Requirements

As a private institution, we are legally obligated to require the following immunization:

- Meningococcal (Meningitis)

Immunization Recommendations

Immunizations recommended that we encourage (but do not require) students to receive due to increased risk of exposure by living in dormitories are:

- 1) DTP or Td/Tdap (Tetanus, Diphtheria, Pertussis)
- 2) MMR (Measles, Mumps, Rubella)
- 3) Influenza
- 4) Hepatitis B

Other

Other immunizations recommended by the medical community for persons aging from 19 to 26 years (but are not required by any schools):

- 1) Varicella
- 2) Pneumococcal
- 3) Human Papillomavirus (HPV)
- 4) Hepatitis A

Property

Personal Property

The University cannot assume responsibility at any time for the private property of its residents and is not liable for loss or damage of any article of personal property for any cause anywhere on the premises of the campus.

Dorm students are issued key cards to their rooms upon moving into the residence and are responsible for their possessions. It is highly recommended that doors be kept locked at all times residents are not in their rooms. It is advisable to label all possessions, including books, CDs, clothing, toiletries, etc.

Students should never leave personal items such as purses, book bags, electronics, etc., unattended anywhere on campus.

Personal Property Insurance

If a residential student wishes to have personal property insurance, he or she may be covered by a parent's home policy or take out an insurance policy through an insurance company. Calvary University is not responsible for lost, stolen, or damaged items in students' rooms or in the Residence Hall.

Respect for the Property of Others

The theft, vandalizing, or defacing of another person's property or possessions is strictly forbidden. Although the university is not responsible for items stolen, defaced or vandalized, we do encourage respect for the property of others and may administer disciplinary consequences for students who do not abide by these community guidelines. Additionally, doors to dorm rooms should be locked when the student is not present in the hall. Doors should not be propped open

with the deadbolt lock. Students who prop their dorm room door open with the deadbolt will automatically be fined \$25 for each occurrence.

Inspection of Property

Officials of CU reserve the right to inspect and/or search any University-owned building or property, including the Residence Hall and individual rooms within the Residence Hall, without prior notice for the purposes of maintenance, prevention and safety, or detection of a suspected violation.

Entering a Student Room

The University reserves the right to enter student rooms for the purpose of inspecting the premises for adherence to fire and life safety guidelines or when an authorized agent of the University has reasonable belief that:

- An occupant of the room may be physically harmed or endangered
- Significant damage is being done to university property
- University policies as stated in the Student Handbook, the staff manuals, the Residence Hall Contract, or subsequent written notices are being violated
- Housekeeping, maintenance, and/or repair are necessary
- Unattended noise related problems (i.e. alarm clock or computer or radio playing too loudly)

Room Search

A room search for security, or regulatory, purposes may be made only by authorization of a member of the Cabinet. A room search may be conducted by campus security, another employee of the University, or a Law Enforcement Officer in the presence of a witness who must also be an employee of the University or law enforcement official. If possible, the student should be present during the search.

Lost & Found

Items that have been lost will be taken to the Student Development Office. If you have any questions, contact them at (816) 322-0110 ext. 1327.

Public Safety

It is Calvary University's desire to provide a safe place to learn, live, work and grow. The stated purpose of the Calvary Security Department (CSD) is to protect lives and property, maintaining a safe and secure environment for the students, staff, faculty, and visitors to our campus. Our approach is to involve the entire Calvary community in the process of maintaining a safe campus.

The CSD office is located on the second floor of Madison Hall, Room 211. A security officer can be reached 24 hours a day, 365 days out of the year by dialing (816) 331-8700.

Emergency Numbers

Any imminent, life-threatening emergency (i.e., fire, crime, etc.) should be immediately reported by calling 911. There are blue cards posted by most entryways throughout the campus which show the address of the building you are in. When calling in an emergency, please be sure to tell the dispatcher your address, including the city in which the building is located. In the event of a life-threatening situation, call 911 *first* and then contact Security. Calvary Security can be reached by dialing (816) 331-8700. Maintenance is also an important part of Calvary safety. They can be reached by dialing extension 4444 or (816) 768-6964.

In the event of an emergency, Security will send an alert text, email, and/or voice message to students, staff, and faculty containing important safety information. If you receive an emergency notification, inform those around you of the situation and take proper action. Students are automatically enrolled into the program during the registration process, but an individual may opt out at any time by contacting the IT department, aaron.heath@calvary.edu.

<p>Maintenance Emergencies Phone: (816) 768-6964 Calvary Extension: 4444</p>
<p>Campus Security Phone: (816) 331-8700</p>

Security Procedures

Tornado Drills

A tornado drill is held annually in preparation for tornado season, either announced or unannounced. Before announced drills, Calvary Security Department will publicize its emergency procedures to students, staff, and faculty.

Fire Drills

One fire drill is conducted during both the fall and spring semesters. Fire drills may be announced or unannounced. The fire drills are designed to give students an opportunity to evacuate the Residence Hall in a non-emergency situation. All residents must leave the building when the alarm sounds for the drill. Failure to do so will result in disciplinary action.

Individuals discovering a fire at a Calvary University building should dial 911 and the Calvary Security Department at (816) 331-8700 to report the fire and activate the fire alarm system. Although fire alarms on campus are monitored by a central station and are programmed to automatically summon the fire department upon activation, the fire should still be promptly reported.

Lockdown Procedures

In case of an emergency lockdown, you will receive a notification from Calvary Security Department via the Emergency Text Alert Program (ETAP). This text, phone call, and/or email will contain critical information about the nature of the emergency.

Calvary Security will, without delay, consider the safety of the campus community, determine the content of the notification and initiate the notification system unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Security will activate the appropriate emergency notification system(s) and provide subsequent incident update notifications as may be required.

Weapons Policy

Concealed Carry

Any student, staff, or faculty member who wishes to obtain permission to carry a concealed weapon on campus must obtain approval from the Cabinet. To obtain approval, the individual must contact the office of the Chief Academic Officer and provide the following:

- A completed application.
- A copy of your current concealed carry license or permit issued by a state honored by the State of Missouri.
- Proof that you have successfully completed a concealed carry course by a qualified state licensed or NRA certified handgun instructor.
- Proof that you have successfully completed an intermediate level handgun course.
- Proof of liability insurance covering the carrying of concealed weapons in public. \$100,000 minimum.
- Student Life endorsement from the Student Dean's Office. The endorsement will address the student's academic standing, standing with the Dean's Office, and financial (business office) standing. Also, the endorsement should discuss the degree to which applicants serve as campus community leaders.
- The applicant must articulate why they are requesting permission to carry on campus.

Approval is granted on a case-by-case basis. Once approved to carry concealed, Calvary has no restrictions regarding where a student, staff, or faculty member may carry a weapon except that a student may not possess a firearm in the dormitory (without expressed permission), which functionally limits a dorm student's ability to carry concealed.

If the Cabinet approves a student request for permission to carry concealed on campus, the student will receive a letter from a designated Cabinet Officer outlining the limitations of the approval. Those limitations include the following: students may lose the ability to carry on campus if they are no longer in good standing academically or financially or are on disciplinary probation or not in good standing with the Student Development Department (page 18, Student Handbook). Permission to carry on campus will end when the student is no longer enrolled as a

regular Calvary student in accordance with student standing outlined in the University catalog. Enrollment status does not extend to individuals who are only auditing or who are only taking personal enrichment courses.

Basis for students, staff, and faculty to carry concealed weapons on campus comes from RSMO 571.107.

Bringing a Firearm on Campus for Instruction or Use Other Than Concealed Carry

If you plan to bring a firearm to campus which you intend to remove from your vehicle, security should be informed, and you must receive prior written authorization. A report of an unauthorized firearm will trigger a lockdown, and security will respond with appropriate action pursuant to an armed intruder.

Other Weapons

- The State of Missouri considers any knife with a blade longer than 4” a weapon. As such, it is illegal to carry a knife over 4” concealed on campus.
- Many objects may easily become weapons and inflict harm on others. Any object being used to inflict harm or threatening to be used to inflict harm will be treated as a weapon by security and administration.

Visitors are not permitted to carry concealed on campus per Missouri law unless they specifically have written permission from the University leadership. If someone is detected carrying concealed without permission, they will be asked to secure their weapon in their vehicle for the duration of their visit. A report of an unauthorized firearm will trigger a lockdown, and security will respond with appropriate action pursuant to an armed intruder.

Vehicle Registration & Parking

All vehicles that will be on campus need to be registered and have parking permits properly placed. Unregistered vehicles may be ticketed. For Security to help keep the campus safe they need to be aware of who is on campus. As part of the registration process, Security sends each student an email which contains a link to a form which can be filled out online so you can receive your permit. Students may go the Security office to register vehicles during normal office hours.

Please be aware that parking on Calvary’s campus is at your own risk. Take note that any vehicles that are inoperable or abandoned will be towed at the owner’s expense. Small vehicle repairs may be done on campus in the Maintenance Shop, arrangements must be made with the Maintenance Shop. Any large repairs that will take a full day must be done off-campus.

Campus roads have a speed limit of 25 mph. Campus parking lots have a speed limit of 15 mph. Please note that these speed limits are enforced, and tickets will be given.

Student IDs

All students are required to have a Calvary student ID card. This card must be always carried when on Calvary campus. Please note that Calvary Security can ask you at any time to see your student ID.

Missing Students

Missing Student Notification

Calvary University will investigate any report of a missing CU student residing in an on-campus residential facility and take appropriate action to ensure all notifications and actions comply with legal mandates. Investigation of such reports will be initiated immediately by CSD and local law enforcement.

Registering Student Information

Emergency contact information is collected during the application process and the information is stored in the student's electronic records. This data is only available to authorized individuals. For a person under the age of 18 (who is not emancipated), and for purposes of missing student notification, the person(s) to be contacted must be a custodial parent or legal guardian.

Reporting a Missing Student

A student shall be deemed missing when they are absent from the campus for more than 24 hours or are absent from the dorm at curfew without a known reason. All reports of missing students are to be reported immediately to CSD, the Student Development Department, and/or other Campus Security Authority which will then begin an immediate investigation. CSD is available 24 hours per day, 7 days per week at (816) 331-8700.

Investigation

CSD and/or the Student Development Department will initiate an investigation to determine the whereabouts of the reported missing person. All essential information will be gathered from the person making the report and from the student's acquaintances. This information includes, but is not limited to, personal descriptors, clothing last worn, locations where the student may be, persons or witnesses who may have information, vehicle descriptions, information of the physical and mental well-being of the student, up-to-date photographs, class schedule, etc.

When a student who resides on campus is determined to be missing CSD and/or the Student Development Department will notify and work with KCPD, (816) 234-5000, and/or other jurisdictional authorities in attempting to determine the whereabouts of the student.

Contacting Family Members

Individuals identified by the student as their emergency contacts, and/or the parent(s) if the student is under 18 years of age, will be contacted by CSD, the Student Development Department or other Campus Security Authority, within 24 hours of the initial report.

In situations in which the student has failed to designate a contact for missing student notification, CSD and/or Student Development Department will use CU records and resources to continue its investigation. Family members, including those not formally identified by the student, may be contacted during the investigation to resolve a report of a missing student.

Methods of Contacting a Reported Missing Student

CSD and other Calvary departments may work in cooperation and share records and information as appropriate to assess the status of a student reported as missing. Methods of attempting to locate a reported missing student include, but are not limited to, the following:

- Checking phone numbers and email addresses provided as well as social networking sites
- Surveying the student's room or apartment, including contacting those with whom the student may live
- Contacting friends, family members, known associates, faculty and other campus community members
- Contacting extra jurisdictional law enforcement for assistance; and
- Assessing student's use of campus resources, such as ID card access, video surveillance data, or computer network systems.

Resolution of Missing Student Status

The missing student's emergency contacts will be advised of the resolution of a student's missing status. These contacts will further be advised of law enforcement options in cases where the student is not contacted through measures in this protocol. Contact notification will be made by CSD, the Student Development Department or other Campus Security Authority

Video and Audio Surveillance

Surveillance cameras have come into increasing use on university campuses, principally as part of crime prevention strategy, to aid in the protection of public safety and personal property. Regarding investigative procedures, the University may use video and audio surveillance, when appropriate, as part of its inquiry efforts. It is anticipated that the surveillance will be reviewed by Calvary Security, who will involve any necessary persons for identification and confirmation of information. Video surveillance will be maintained by Calvary Security and will be accessible to authorized University personnel on an as needed basis only.

Procedures for Reporting Crimes

Reporting a crime or notifying law enforcement of suspicious activity helps to protect Calvary University property and the campus community. To report a crime the campus community should contact an appropriate law enforcement agency, CSD at (816) 331-8700, 911, or other appropriate off-campus law enforcement agency.

Reports may also be made to an identified campus security authority (CSA): *

- Director of Security 816.331.8700; 816.425.6164
- Dean of Students 816.425.6157
- Associate Dean of Students 816.425.6172

- Housing personnel – Resident Discipleship Directors (RDDs) and Resident Discipleship Leaders (RDLs) (816) 322-0110 ext. 1327
- Title IX Coordinator (816) 425-6148
- Athletic Director (816) 425-6156
- All Head Coaches (816) 322-0110 ext. 1210

Breaking the Law

All students are expected to abide by the laws of the local, state, and national governments and are subject to judicial action at the hands of the University and/or law enforcement agencies. Formal charges, complaints or indictments by government entities are not prerequisites for university action under this section.

In all cases of violation of university rules and regulations or actions in violation of local, state or federal laws, Calvary University reserves the right to proceed with its own disciplinary action independent of governmental charges or prosecution.

Crime Victims Information

In accordance with federal law, HEOA Sec. 493 (a) (1) (A) amended HEA Sec. 487 (a): added HEA Sec. 487 (a) (26), Calvary University must, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceeding conducted by Calvary University against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased because of the crime or offense, the information shall be provided to the next of kin of the alleged victim.

Timely Warning

Calvary University will issue a timely warning when it receives a report of a crime that represents a serious or continuing threat to the safety of members of the campus community. CU may also issue a warning to the campus community when other instances pose a safety concern.

Initiating Timely Warnings

First responders and essential personnel in Calvary Security Department are primarily responsible for initiating timely warnings. Those responsible include, but are not limited to:

- Chief of Security
- Security Lieutenant
- Security Officer(s) on duty

CSD in conjunction with various campus offices will distribute timely warning announcements when there appears to be a serious or continuing threat to the safety and security of persons on campus for the following crimes:

- Aggravated assault
- Arson
- Burglary
- Negligent manslaughter
- Motor vehicle theft

- Murder/non-negligent manslaughter
- Robbery
- Rape, Fondling, Incest, and Statutory Rape
- Domestic violence, dating violence, and stalking.
- Violations of liquor laws, underage drinking, drug laws, or weapons possession laws
- Any other crime in which the victim was chosen based on race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin

Decisions concerning whether to issue a timely warning will be made on a case-by-case basis using the following criteria:

- Nature of the crime
- Continuing danger to the campus community
- Possible risk of compromising law enforcement efforts

If the threat is sudden and serious, a warning will be issued immediately and will be continually updated until the threat is contained or neutralized. If a threat is less immediate the warning will be fully developed and distributed after that point in time.

Crimes that could constitute a continuing threat include, but are not limited to:

- Serial crimes that target certain campus populations such as sex crimes or race-based crimes in which the perpetrator has not been apprehended, and
- Ongoing criminal activity in which there is no apparent connection between perpetrator and victim

Crimes that would not constitute a continuing threat include, but are not limited to:

- Crimes in which the perpetrator has been apprehended, thereby eliminating the threat, and
- Crimes in which an identified perpetrator targets specific individuals to the exclusion of others, such as domestic violence.

Warning Content

The warning contains sufficient information about the nature of the threat to allow members of the campus to take protective action:

- A succinct statement of the incident
- Possible connection to previous incidents if applicable
- Date, time, and location of the warning
- Description and drawing of the suspect, if available
- Risk reduction and safety tips
- Other relevant and important information

Messages disseminated by the ETAP notification system are necessarily limited in message length and may include only the most critical and timely content. Additionally, CSD may need to keep some facts confidential to avoid compromising an ongoing investigation.

Sex Offenses

Domestic Violence

Domestic violence includes physical harm, bodily injury, sexual activity compelled by physical force, assault, or the infliction of fear of imminent physical harm, bodily injury, sexual activity compelled by physical force, or assault, not committed in self- defense, on the complaining family or household members.

Domestic Assault

A person commits the offense of domestic assault in the first degree if he or she attempts to kill or knowingly causes or attempts to cause serious physical injury to a domestic victim, as the term "domestic victim" is defined under section 565.002.

A person commits the offense of domestic assault in the second degree if the act involves a domestic victim, as the term "domestic victim" is defined under section 565.002, and him or her:

1. Knowingly causes physical injury to such domestic victim by any means, including but not limited to, use of a deadly weapon or dangerous instrument, or by choking or strangulation; or
2. Recklessly causes serious physical injury to such domestic victim; or
3. Recklessly causes physical injury to such domestic victim by means of any deadly weapon.

Stalking in the First Degree

1. As used in this section and section 565.227, the term "disturbs" shall mean to engage in a course of conduct directed at a specific person that serves no legitimate purpose and that would cause a reasonable person under the circumstances to be frightened, intimidated, or emotionally distressed.
2. A person commits the offense of stalking in the first degree if he or she purposely, through his or her course of conduct, disturbs or follows with the intent of disturbing another person and:
 - Makes a threat communicated with the intent to cause the person who is the target of the threat to reasonably fear for his or her safety, the safety of his or her family or household member, or the safety of domestic animals or livestock as defined in section 276.606 kept at such person's residence or on such person's property. The threat shall be against the life of, or a threat to cause physical injury to, or the kidnapping of the person, the person's family or household members, or the person's domestic animals or livestock as defined in section 276.606 kept at such person's residence or on such person's property; or
 - At least one of the acts constituting the course of conduct is in violation of an order of protection and the person has received actual notice of such order; or
 - At least one of the actions constituting the course of conduct is in violation of a condition of probation, parole, pretrial release, or release on bond pending appeal; or
 - At any time during the course of conduct, the other person is seventeen years of age or younger and the person disturbing the other person is twenty-one years of age or older; or

- He or she has previously been found guilty of domestic assault, violation of an order of protection, or any other crime where the other person was the victim.
3. Any law enforcement officer may arrest, without a warrant, any person he or she has probable cause to believe has violated the provisions of this section.
 4. This section shall not apply to activities of federal, state, county, or municipal law enforcement officers conducting investigations of any violation of federal, state, county, or municipal law.

Sexual Harassment

Sexual harassment is a form of sex discrimination and is a violation of Calvary University policy as well as federal and state statutes. Calvary University views with the utmost seriousness offenses against an individual such as stalking, inappropriate sexual touching, sexual assault, and any other form of non-consensual sexual activity.

For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexual assault and all other verbal and physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status.
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive environment in which to work or learn.

Calvary University considers harassment a very serious matter. Any person found to be engaging in sexual harassment will be subject to disciplinary action, up to and including dismissal from Calvary University or its Residence Hall

Examples of Sexual Harassment

Sexual harassment can be directed toward a person of the opposite sex or same sex and can take many forms. Sexual harassment may occur regardless of the intention of the person engaging in the conduct. The following are some examples of conduct which, if unwelcome, may constitute sexual harassment, depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Sexual advances (whether they involve physical touching or not)
- Requests for sexual favors in exchange for actual or promised academic or job benefits such as favorable grades or continued employment
- Sexual jokes
- Use of sexual epithets, written or oral references to sexual conduct, gossip regarding one's sex life and comments on an individual's body, sexual activity, deficiencies, or prowess
- Displaying sexual objects, pictures, written materials, or cartoons
- Leering, brushing against the body, sexual gestures or suggestive or insulting comments
- Sexual exhibitionism
- Inquiries into one's sexual activities

- Cyber-harassment including non-consensual videos or audio tapings of sexual activity

Sexual Assault

The most egregious form of sexual harassment is sexual assault which will not be tolerated at Calvary University.

For the purposes of sexual assault violations, the following definitions apply:

A person who knowingly causes another person to engage in a sexual or deviant sexual act—by using force against that other person or:

1. by threatening or placing that other person in fear that any person will be subjected to death, serious bodily injury, or kidnapping
2. renders another person unconscious and thereby engages in a sexual act with that other person; or
3. administers to another person by force or threat of force, or without the knowledge or permission of that person, a drug, intoxicant, or other similar substance and thereby—
 - substantially impairs the ability of that other person to appraise or control conduct; and
 - engages in a sexual act with that other person
4. causes another person to engage in a sexual act by threatening or placing that other person in fear (other than by threatening or placing that other person in fear that any person will be subjected to death, serious bodily injury, or kidnapping); or
5. engages in a sexual act with another person if that other person is—
 - incapable of appraising the nature of the conduct; or
 - physically incapable of declining participation in, or communicating unwillingness to engage in, that sexual act
 or attempts to do so, commits sexual assault.

Calvary University defers to current Missouri Revised Statutes (RSMO) Chapter 566 regarding specific definitions of sexual assault.

Sexually explicit touching is the unwanted touching of another person in a sexual manner. Examples of sexually explicit touching include, but are not limited to, the touching, either directly or through clothing, of another person's genitalia, breasts, inner thigh, or buttocks of any person with a clothed or unclothed body part or object.

Sexual assault is engaging, or attempting to engage in, any one or more of the following sexual acts with or directed against another person:

- Sexual penetration without the consent of the other person;
- Sexually explicit touching through the use of coercion or where the person is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity;
- Sexual penetration by coercion or where the person is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

Clery Disclosures

The Clery Act requires Calvary University (CU) to provide timely warnings of crimes that represent a threat to the safety of students or employees and to make their campus security policies available to the public. The act also requires CU to collect, report, and disseminate crime data to everyone on-campus and to the Department of Education annually.

When the Higher Education Opportunity Act (HEOA) was signed into law in 2008, it amended the Clery Act by adding several safety and security related requirements to the Higher Education Act of 1965. To be in full compliance with the law, CU must do the following:

1. Publish and distribute an Annual Security Report to current and prospective students and employees by October 1 of each year. The report must provide crime statistics for the past three years, detail campus and community policies about safety and security measures, describe campus crime prevention programs, and list procedures to be followed in the investigation and prosecution of alleged sex offenses. The Annual Security and Fire Safety Report is emailed to every member of the CU community each year. In addition to the report itself, the email contains an exact Internet web link to the report, briefly describing the content of the report and announces the availability of a paper copy of the report.
2. Provide students and employees with timely warnings of crimes that represent a threat to their safety. The Calvary Security Department (CSD) must also keep and make available to the public a detailed crime log of all crimes reported to them in the past 60 days. Crime logs must be kept for seven years and logs older than 60 days must be made available within two business days upon request.
3. Keep the past three years of crime statistics detailing crimes that have occurred: on-campus; in CU residential facilities; in public areas on or near campus; and in certain non-campus buildings, such as fraternities/sororities and remote classrooms. CU must also report liquor and drug law violations and illegal weapons possession if they result in a disciplinary referral or arrest.
4. Disclose missing student notification procedures that pertain to students residing in any on-campus student housing facilities.
5. Disclose fire safety information related to any on-campus student housing facilities. This includes maintaining a fire log that is open to public inspection and publishing an Annual Fire Safety Report containing policy statements and fire statistics associated with each on-campus student housing facility. These statistics must include the location, cause, injuries, deaths and property damage of each fire.
6. Submit the collected crime and fire statistics to the Department of Education each fall.
7. Inform prospective students and employees about the availability of the Annual Fire Safety Report. The following statement is included on every prospective student enrollment application and every employment application:

“The Annual Security & Fire Safety Report, which contains statistics regarding crime on or near campus as well as campus fire statistics and institutional policies and procedures related to campus safety, may be found on Calvary’s website under Student Life or following this link: calvary.edu/campus-security . You may also request a paper copy of The Annual Security & Fire Safety Report by contacting the Calvary Security Department at 816-331-8700.”

Accessing Closed Buildings

Calvary University is a private institution and is not open to the public except during special events. With the exception of essential personnel and services, and others as designated, buildings are locked, and access is permitted only with proper authorization and identification after normal building hours. Buildings have individual hours which may vary at different times of the year. In these cases, the buildings are secured according to schedules developed by the department responsible for the building. During Thanksgiving, Christmas Eve, and Christmas Day, ALL facilities are closed, regardless of approval.

Service Animals

Service animals for students are always welcome on campus. All service animals are to have proper documentation submitted to the Accommodations Support Office (ASO) (aso@calvary.edu) before arriving on campus. If a student with a service animal desires to live in the Residence Hall, the student is to make sure that all areas of the dormitory are left clean and usable for others after they use any area. The following fines/penalties will be given for destruction of property:

- Staining or destroying carpet: \$100/square.
- Holes in walls or ceiling: \$150.
- Breaking furniture: \$75-\$500, depending on item.

If the dorm room is left unclean at the time of check out, the student's deposit will be forfeited.

Refunds will only be returned if:

- There is no damage to the room
- Room is left clean
- Proper checkout procedure is followed with RDD and RDL signing off on checkout sheet (If a student leaves campus without properly checking out, the room deposit refund is forfeited, and a new room deposit will be required for the next session for returning students)
- There are no unpaid balances owed to CU
- All fines have been paid

Emotional Support Animals

An Emotional Support Animal is an animal (usually the same animals used as common household pets) that alleviates one or more identified symptoms or effects of persons with disabilities.

For questions regarding emotional support animals, please contact the Accommodations Support Office, aso@calvary.edu.

RESIDENCE LIFE

Residence Hall Policies

Living in the Calvary University Residence Hall is part of the Calvary experience and a significant component to the Calvary community. Rules, guidelines, and procedures for CU's Residence Hall are intended to cultivate an atmosphere that is conducive to study, fellowship, sleep, and mutual respect of all residents. Furthermore, living in the Residence Hall will also provide opportunities for students to develop and learn self-discipline in organizing time for study, work and social activities. The Residence Hall staff (Resident Discipleship Director–RDD, Resident Discipleship Leader–RDL) functions with the authority of the Student Development Department in helping to maintain a healthy campus environment.

Requirements for Living in the Residence Hall

All single, undergraduate students who are under 22 years of age *at the start of the semester* must live in the University Residence Hall unless living locally with parents or grandparents.

Students must be enrolled in a class taking place during the session(s) in which they are living in the Residence Hall unless a written exemption has been given. Appeals must be put in writing and submitted to the Student Development Office two weeks before the beginning of the session. The Student Development Department will respond in writing to the student's exemption request.

Requirements for Living Off-Campus

Students who are 22 years of age or older may reside in other housing. Students wishing for an exception to this policy should contact the Student Development Department.

Any student who moves out of the Residence Hall mid-session for any reason other than Administrative Action (note that Administrative Action is not the same as dismissal or expulsion) is still responsible for the full session's room and board charge.

Requesting to Live off Campus

Students who are at 21 at the start of the fall semester, have earned more than 60 credit hours, have been a student in the dormitory for two or more years and have demonstrated good character, academic ability, and are in good standing with the Student Development Department may submit an appeal to reside in housing other than the dormitory. Fulfilling this list of requirements does not grant you approval to live off campus; instead, it grants you the ability to appeal. Please note: **living off campus is a privilege, not a right.**

Housing Manager Contact

The Residence Hall is under the direct supervision of the Student Deans. The Resident Discipleship Directors (RDDs) and the Resident Discipleship Leaders (RDLs) are responsible for

maintaining order and interpreting and enforcing University regulations within the housing units and for inspecting and protecting University property. Their aim is also to cultivate a community that glorifies God.

Dorm Rooms

Dorm students may choose to room alone or with a roommate. Specific room rates are listed at calvary.edu/finances. Most single rooms are set up to be used for double occupancy should it be required. The availability of single rooms is not guaranteed. Single rooms are assigned on a first come, first served basis. Students may make changes to their living arrangements for a specific session with the Residence Life Coordinator before or during the first week of that session. The only allowable change during the school year is moving between double and single rooms. Roommate changes (going from one double room to another) are not allowed once roommate assignments have been issued, unless otherwise arranged by the Student Deans and Residence Life Coordinator. Furniture may not be changed between rooms without prior approval of the Deans' office and must be replaced in the original room as part of the check-out process. Students will complete a form noting the furniture moved – from which room and to which room.

Check In & Check Out Procedures

Moving Into the Residence Hall

New Students

All new students must fill out a dorm application to receive a dorm room assignment from the Residence Life Coordinator. They are available via the 'New Student Orientation' in Canvas or can be requested through the Residence Life Coordinator.

Traditionally, new students move into the Residence Hall on Registration Day at the beginning of the fall semester. If the student is starting classes at another time throughout the year, the student can move into the Residence Hall as early as the Saturday before their classes begin. A specific date will be provided by the Residence Life Coordinator.

Returning Students

Returning students must fill out a dorm application prior to moving back into the dorms to receive a dorm room assignment from the Residence Life Coordinator.

Returning students are permitted to move into the dorm on the Saturday before their classes begin in the Fall, and the Sunday before classes begin in the Spring. Students who wish to return to the dorm prior to these communicated days must obtain approval from the Residence Life Coordinator. If permission is granted, the student will be charged \$25 per day.

Move In Day

New students receive their keys and welcome packets upon arrival at registration day. All other students moving in will receive the key to their rooms at the dorm front desk.

As much as they are able, RDLs and RDDs will be available to assist those moving into the dorms. A few carts are available for those moving in who need extra assistance transporting their items. Persons of the opposite gender are permitted to assist others in moving their items into the dorm. It is the student's responsibility to coordinate this exception to the gender regulations policy with their respective RDL or RDD.

Checking Out of the Residence Hall

All students must be checked out and moved out of the dorms by 8:00 am on the Sunday after their final session for the semester ends.

Check Out Procedures

When the time comes for the student to move out of the dorms, the student must follow the dormitory check out procedures, which includes:

- Completing everything on the Dormitory Check Out sheet
- Setting up a time with their RDL to inspect the room
- Turning in their key with the Dormitory Check Out sheet to their RDL.

Failure to follow this check out procedure may result in a forfeit of the student's dorm deposit.

Move Out Day

Like moving in, RDLs and RDDs will be available to assist those moving out of the dorms. Persons of the opposite gender are permitted to assist others in moving their items out of the dorms.

Room & Key Deposit

A \$250 room and key deposit is due at the time of registration for all on-campus housing. The deposit, less any itemized deductions for cleaning and repairs, will be refunded at the end of the school year. If the student intends to return the following session, the refund will be transferred to the following session's bill. If the student does not intend to return, the refund will be sent to the student by mail. Students are asked to communicate with their RDD if they plan on moving out of the dorm at the end of a session. Students will receive their refund if the following conditions are met:

- There is no damage to the room
- Room is left clean
- Proper checkout procedure is followed with RDD and RDL signing off on the checkout sheet (If a student leaves campus without properly checking out, the room deposit refund is forfeited, and a new room deposit will be required for the next session for returning students)
- There are no unpaid balances owed to CU

- All fines have been paid

Key Cards

Residence Hall students are issued a keycard at the beginning of the semester. If the key card is lost or damaged during the semester, replacement charges are as follows:

- First occurrence – Fee of \$5.00
- Second occurrence – Fee of \$25.00
- Third occurrence – Fee of \$50.00 plus a written warning

Further occurrences will be handled as a disciplinary infraction. Fees will be charged against the student's housing deposit.

If any lost key poses a threat to campus security, the student may also be charged all or part of the cost of re-keying affected locks.

Appliances & Furniture

Electrical appliances which may be used in a Residence Hall room include small personal refrigerators, coffee makers, curling irons, electric blankets, electric razors, fans, hair dryers, and humidifiers. Other appliances for food preparation must be used in the kitchen areas only. Personal refrigerators must be kept clean (inside and out) and must be plugged directly into a surge protector. Waste food and empty food containers should be securely wrapped before depositing in waste receptacles.

Stereo equipment and televisions are permissible if they are not disturbing to the roommate or others. Other items may be brought to add to the attractiveness of the rooms.

Because of the danger of possible fires, candles and incense are prohibited in housing units. Furnishings are placed in the rooms for the best possible utilization for that room. No furnishings are to be moved from the rooms.

Maintenance & Housekeeping

When something in the residents' rooms or the Residence Hall needs repair, students should contact an RDL or RDD immediately. The RDL/RDD will submit a work request to the Residence Life Coordinator who will then relay the request to maintenance. All requests are placed in order of importance. Maintenance visits the Residence Hall regularly to perform routine care of the facility. These regularly scheduled times are Mondays and Wednesdays from 11am to 1pm. In case of a maintenance emergency, please dial extension 4444 or (816) 313-9384.

Residence Hall Hours

The following Residence Hall hours are set for students living in the Residence Hall:

- Sunday–Thursday: dorm students must be in the dorm from 12:00 a.m.–5:00 a.m.
- Friday–Saturday: dorm students must be in the dorm from 1:00 a.m.–5:00 a.m.

In addition to this, each semester, dorm students are given one hour of grace minutes. A record of grace minutes used will be kept at the front desk of the Residence Hall. The designated RDD or RDL that will be on duty for the night will record the number of grace minutes used. Students who go over their grace minutes will receive a monetary fine.

Exceptions to Residence Hall Hours

If a student is leaving overnight, they must sign out at the front desk of the Residence Hall and inform their respective RDL or RDD. When signing out overnight, the student should not return to campus until the next morning (after 5:00 a.m.). The student should stay at the designated sign-out location unless there are extenuating circumstances. If this occurs, the student should notify their RDL or RDD at the earliest convenient time.

If a student is working past curfew, they are required to fill out a “Work Absence Form” located in the folder that is at the front desk of the Residence Hall and leave it in the binder. They are also to inform their RDD and RDL. The student may receive more information from their respective RDD or RDL.

Important Residence Hall Dates

All students who plan on staying during the open breaks of Fall, Thanksgiving, and Spring will be required to notify their respective RDL or RDD. All policies and standards of conduct in the student handbook apply during breaks (unless specifically notified by the Student Development Department). There will be no meals provided during Fall, Thanksgiving, and Spring breaks.

Fall Study Break: October 14-20, 2024

Thanksgiving Break: November 27-29, 2024

Christmas Break: December 14, 2024 – January 10, 2025

Spring Break: March 10-14, 2025

Sprinkler Systems in the Residence Hall

The Calvary University Residence Hall is equipped with sprinkler systems for fire protection. Tampering with or hanging items from this fire safety equipment is strictly prohibited by law and by CU rules. Any student violating these rules will be subject to discipline and possible legal action.

Calvary University will not be liable for loss or damage to students’ personal belongings caused by activation of the sprinkler system if such act is caused by student negligence or intentional act. Further, the institution will seek restitution from students, and/or their insurance carriers, their parents, or their parents’ insurance carriers for any damage to Institution property caused by student actions.

Residence Hall Regulations

Halls/Floors

- 1st and 2nd floor are men's halls. Women are not to be on these halls.
- 3rd and 4th floor are women's halls. Men are not to be on these halls.

Disciplinary action will be enforced on any students found in the halls of the opposite gender without expressed permission of a proper authority. Disciplinary action may include, but is not limited to, disciplinary probation or disciplinary expulsion. If appropriate, the school may also enact legal action on the student.

Stairwells & Elevators

Students must conform to campus dress code for decency in the stairwells. Men are not to go above the 2nd floor landing; women are not to loiter on the 1st and 2nd floor landings. The elevator is for the use of women and those with disabilities ONLY. Exceptions will be made on certain days for students moving in/out. Exceptions for the elevator use must be cleared with the Student Development Department and/or Accommodations Support Office (ASO).

1st Floor Common Area

The first-floor common area is open to both genders until curfew. Students must conform to campus dress code for decency when in this public place.

Exceptions to These Regulations

Students may access the halls of the opposite gender in fulfillment of campus job requirements (i.e., security access for injuries) or approved Residence Hall activities (i.e., open dorms). Determination of the legitimacy of the student's access will be determined by their respective department head and the Student Deans.

General Residence Hall Care

Calvary University desires to be good stewards of what the Lord has given including the Residence Hall. Because of this, CU requires the following rules to be honored. Common areas of the dormitory such as halls, lounges, kitchens, and restrooms must be kept free of personal items, trash, unauthorized furniture, etc. There are to be no water fights or other activities that can damage property. Please turn off all lights and appliances when they are not in use. Any belongings left by individuals on campus past the closing session date will be disposed of.

Fines/penalties for destruction of property are as follows:

- Staining or destroying carpet: \$100/square.
- Staining/destroying mattresses: \$100.
- Holes in walls or ceiling: \$150.
- Breaking a window: \$200.
- Breaking furniture: \$75-\$500, depending on the item.

- Pulling the fire alarm for no reason: *immediate suspension*.

Students are encouraged to purchase a mattress protector for their beds. They are available from the Residence Life Coordinator, or any department store or online.

Lounge

Each floor of the Residence Hall has its own lounge space and is equipped for relaxation and enjoyment. Special care should be taken in keeping them presentable and in being considerate to guests or fellow students. On Sunday evenings from 5pm-10pm the first-floor lounge is open to both men and women. Otherwise, men and women are never to be in the lounge of the opposite gender. The first-floor lounge is occasionally shared with guests, so there is the possibility of women being always present.

Lounge furniture is provided for the mutual enjoyment of all and must remain in the lounge for that purpose. Students are expected to clean up after themselves in the lounges. Dishes, food, supplies, etc. left unattended will be confiscated and disposed of. Destructive activity is not allowed. Students will be obligated to pay for any furniture they damage. Lounges will be inspected regularly by Residence Life Staff for cleanliness.

Kitchen

Each lounge has its own kitchen space and is available for use at any time by the appropriate gender. Each resident is responsible for providing their own dishes, utensils, or other necessary cooking and cleaning supplies for the kitchen area. After use of the kitchen area, all dishes must be washed, dried, and put away. Food and drinks may only be kept in the refrigerator and freezer. Any food not requiring refrigeration should be kept in the student's room. Any food or dishes that are not clearly marked are assumed to be available for public use. Throughout the week, an RDD or RDL from that floor will do an inspection of the lounge and kitchen. Any dishes (including those properly marked) or food found left out will be disposed of, donated, sold or permanently claimed. To avoid this, it is essential that all dishes be cleaned AND put away.

This policy and more details are posted at the entrance of every lounge.

Laundry

Each floor of the Residence Hall has a 24-hour laundry facility. Students are expected to clean up after themselves in the laundry rooms. Please be prompt in removing your laundry from the washers and dryers to enable the next person to use them in a timely manner. Clothes and laundry supplies left unattended will be disposed of.

Room Decorations

To best preserve the Residence Hall, we ask that the following rules be used as guidelines when decorating rooms.

No permanent forms of decorating are permitted in the Residence Hall without permission of the Student Deans. No holes are to be put in walls. No tape of any kind is to be used on walls or windows.

Please use only the picture rail and the provided rail hooks. DO NOT use sticky tack or 3M-type strips as they will chip the paint. Students will be charged for any damage done to the wall because of decorations.

Decorations may include materials that are in good taste according to the University's Christian philosophy. Because CU is a tobacco, drug, and alcohol-free institution, advertisements of these industries are prohibited in any form. Decorations of alcoholic beverages and containers, or lewd and obscene materials and pictures are strictly prohibited. Spray snow may not be used as decoration on any surface in university housing. The Residence Life Coordinator will make final rulings should a student disagree with the RDD or RDL's request to remove such items. If such items are not removed, the RDD or RDL may confiscate items and the student will be able to have them returned at the end of the semester.

Pets

Out of courtesy for fellow Residence Hall students and for sanitary reasons, no pets, except for fish, are permitted in or around the dormitory.

Living in the Residence Hall

Room Checks

Room checks will be done weekly by the RDD or RDL of the floor. The RDD or RDL will make sure that residents' rooms are neat and orderly. This includes the student's private bathroom.

Cleaning supplies will be made available in the supply closet by the center staircase entrance of each floor. Each hall will decide the day and time for room checks to be held. A list of what is expected will be left in the room. Failure of a room check inspection will result in a verbal warning. A second failure will result in a \$20 fine. A third failure will result in a written warning and a meeting with the Residence Life Coordinator.

Each resident will be issued one "free check pass" per semester. This may be used at any time during the semester. The resident must submit the "free check pass" to the RDL before room checks to use the pass.

Residence Hall Devotional Time

Calvary strongly encourages students to develop the habit of a consistent, meaningful, personal daily time with the Lord. CU believes that this is a vital component of a believer's walk with the Lord and therefore requires time and discipline. Because Calvary's desire is for every student to be encouraged and challenged in their walk with the Lord, weekly devotional meetings are organized for each floor in the Residence Hall. These meetings are held every Monday night.

Dormitory students are expected to attend their weekly Residence Hall devotional meetings. Any exceptions must be submitted to the student's respective RDL at least three (3) days prior to the absence. Absences without notice may result in the student meeting the RDL, RDD, and/or representative from the Deans' office. Any off-campus student may also attend these weekly

meetings to receive encouragement and be in fellowship with other students outside of the classroom setting as well. Please contact the appropriate RDD if this is your desire. Periodically, there will be devotional meetings in the Langmade Room or another on-campus location for everyone in the Residence Hall and any other student off-campus that would like to attend. There may also be some meetings held off-campus (usually at faculty or staff member's house). These are organized to have times of fellowship outside of the classroom setting and receive mutual encouragement. These meetings will be in place of the weekly devotional time and dorm residents are required to attend.

Meal Plans/Exemptions

Calvary offers three convenient meal plans for students to choose from. Due to the nature of our Food Service program at Calvary, dormitory residents are required to participate in one of the available meal plans. For more information on the meal plans available, see "The Student Life Center" section on page 32.

Calvary does recognize that there may be medical conditions that require a special diet that cannot be reasonably accommodated by the dining hall. In these cases, exemptions will be considered based on medical need. To be considered for a medical exemption, the student will have to submit a doctor's note and justification to the Accommodations Support Office (aso@calvary.edu).

Residence Hall Doors

All doors to the staircases are to always remain closed. The propping open of the outside access doors or doors into the staircases will not be permitted without prior authorization of Residence Life Staff or Security.

All doors within the residence floors are encouraged to remain closed when the student or students are not present. Doors to the bedrooms are not to be propped open with the deadbolt lock. This will damage the lock. Students who prop their dorm room doors open with the deadbolt will automatically be fined \$25 for each occurrence.

Unauthorized entry to, presence in, or exiting/entering through windows and being in a restricted area of the Residence Hall without permission is prohibited and will be dealt with accordingly. Students who assist others in unauthorized entry to, or exit from the Residence Hall, and students who fail to properly register guests will be subject to the same disciplinary action.

Visitors & Guests in the Residence Hall

A guest is anyone not currently paying to live in the Residence Hall. To host a guest, the student-host must request to host a guest in the Residence Hall within one week of the guest's planned arrival. The request must be submitted to the RDL for approval.

All guests must check in with the RDL or RDD of the hall in which they are staying. If a dorm resident invites a guest and does not follow the proper procedure, the resident will be fined or have grace minutes revoked. Guests must be of the same sex as the student with whom they are staying. Visitors and non-dorm students should not be on campus after curfew unless they are

spending the night. Dorm guests are required to follow the same code of conduct as permanent dorm residents while using the Residence Hall facilities.

Residence hall students are allowed three free guest nights per semester at no charge. Approved guests may stay with a student in the Residence Hall for up to three consecutive nights. The student will be charged an additional \$10 per night for any approved guest stays beyond the original three. At the end of the approved stay, the RDL or RDD will go through the check-out process with the guest. A single guest is limited to 6 total overnight stays in the dorm per semester.

Prospective students must register with the Admissions Department.

Reservations for any of the guest rooms in the Residence Hall must be made in advance by contacting the front desk of the Administration building. After registering, a guest ID badge and a parking permit (if applicable) will be issued to them.

Students are fully responsible for their guests and ensuring their compliance with the rules found in this handbook. If a student is aware of an infraction, it must be reported to Student Deans immediately. Failure on the student's part to report the infraction may result in disciplinary action being enforced on the student. An infraction of these rules by a student's guest will result in action being taken against the guest, and the penalty will also be applied to the student. The University reserves the right to ask a guest to leave should problems arise. For an infraction of the hall rules (see above), the school may enact legal action on the guest.

ACADEMIC POLICIES

Calvary University has a proud academic tradition built on the foundation of biblical truth. Proverbs 1:7a says "The fear of the LORD is the beginning of knowledge". At Calvary, we believe this wholeheartedly; in all courses of study the Word of God is what underpins our academic offerings.

While at Calvary you will invest a great deal of time and energy into your academic pursuits, and we want to see you succeed in those. These policies are in place to help you familiarize yourself with some basic Academic Policies.

Calvary University is comprised of three divisions: the College, the Graduate School, and the Seminary. The College offers undergraduate education including certificates, Associate Degrees, and Bachelor's Degrees. The Graduate School and Seminary offer post-graduate education in liberal arts or theology, respectively.

Academic Classification

Undergraduate students are classified as being either degree students (those seeking a degree or certificate), non-degree students, those taking classes to satisfy requirements at another college/university, or those taking classes for personal reasons.

Degree students are classified according to the number of credit hours they have earned:

- Freshmen (1 - 29 credit hours)
- Sophomores (30 - 59 credit hours)
- Juniors (60 - 89 credit hours)
- Seniors (90 + credit hours)

Non-degree students are classified as ND; they are not classified based on hours.

Certain privileges are only available to students who have reached certain academic classifications (i.e. meal plan exemptions and housing appeals). Also, some student positions are only available to students who have reached a certain classification (i.e. Student Senate Executive Officers, Resident Discipleship Leaders, etc.)

Class Visitors

Students who wish to bring visitors to class must obtain permission from their individual instructors. A visitor must sign in at the front desk in Madison Hall.

Classroom/Chapel Decorum

- Drinks may be taken to class/chapel in a sealable container (water bottles or travel mugs). Be sure to clean up any spills.
- Due to Calvary's use of text messages for emergency response notifications, cell phones are allowed to remain turned on during class and Chapel. However, phones should remain on vibrate at these times and should be put away.
- Students must adhere to the technology policy of each professor.
- Laptops are not to be used during Chapel except for note taking. Individual instructors may or may not allow laptops in class. Please refer to your class syllabus.

Academic Honesty/Cheating

Academic dishonesty is considered a serious offense against a student's Christian character and testimony.

It includes, but is not limited to:

- Copying from another person's test or paper.
- Using concealed information during examinations.
- Falsifying assignments.
- Giving assignments to other students for the purpose of representing substantial portions as their own work.
- Receiving an assignment from another person and representing substantial portions as their own work.
- Giving information to another person during examinations.
- Obtaining information from a student who has already taken the examination.
- Submitting the same content in more than one course without approval/citation.

Academic dishonesty also includes plagiarism, which is defined as copying any part of a book or paper or content produced by artificial intelligence without identifying the author's source. This also includes taking another person's or entity's ideas or constructs and presenting them as your own. The use of AI generated content in student work is prohibited (even if cited) as it does not represent original work created by the student and is an unreliable aggregate of ideas from other sources. Plagiarism of any kind will not be tolerated.

In the event of academic dishonesty, the following will be enforced:

- The first offense in a course will result in a failing grade for the item connected with the dishonesty.
- The second offense in the course will result in failing the course.
- Repeated offenses during the student's academic program will result in further disciplinary action.

The use of, and overreliance on, artificial intelligence is also included in the above prohibitions.

In each case of academic dishonesty, the faculty member is responsible to inform the office of the Chief Academic Officer and the Student Development Office. The Student Deans will counsel the student.

Classroom Content

In many of the disciplines studied at Calvary, students may encounter objectionable material. This may include such content as profanity, substance abuse, violence, sexuality, perversion, bodily processes, false philosophy, and false religious practices, all of which are realities of our world. When subjects that include content of this nature are encountered in a course, it is the goal of faculty to approach them from a standpoint of biblical morality and integrity, communicating biblical truth, principles, and guidelines to such material.

Practical Christian Ministry

We believe that a practical Christian ministry experience is a necessary and crucial part of undergraduate training here at Calvary. Therefore, it is essential that you complete the Practical Christian Ministry requirements for graduation. Calvary's Practical Christian Ministry program is designed to give practical experience and guidance in ministry to augment lessons learned in the classroom. Our hope is that you will experience the joy of ministry and the benefits of this program.

It is very important that you read, understand, and follow through with your responsibilities in the Practical Christian Ministry program. Your Practical Christian Ministry requirements for graduation can be found in the Practical Christian Ministry Handbook which can be downloaded from the website (www.calvary.edu), or you can pick up a copy in the Practical Christian Ministry Office.

Course Grades

Grades become final six weeks after they are posted at the end of the semester or session in which they were earned. Appeals regarding a grade given in a particular class should first be made to the professor, and then, if satisfactory terms are not reached, further appeal may be made to the Academic Office (within the six weeks following the posting of the grades at the end of the semester or session). Appeals to the Academic Office must be in writing. See “Grievance and Appeal Procedures” on page 72.

Recording Policy

Any student who records Calvary University personnel without the permission of the person being recorded will be subject to discipline, up to and including dismissal from Calvary University. Any student who misuses a video lecture posted by a faculty member in a class taught for Calvary University will be subject to disciplinary action as well, up to and including dismissal.

SERVICES & RESOURCES

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are as follows:

- 1. The right to inspect and review the student’s education records within 45 days of the day Calvary receives a request for access.**
Students should submit to the registrar, Student Deans, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The Calvary official will arrange 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 Calvary official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- 2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.**
Students may ask Calvary to amend a record that they believe is inaccurate or misleading. They should write to the Calvary official responsible for the records, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
If Calvary decides not to amend the record as requested by the student, Calvary will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Calvary 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 Calvary has contracted (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/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Calvary 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
600 Independence Avenue, SW
Washington, DC 20202-4605

FERPA Directory Information

The following information is directory information by Calvary and, therefore, information that is generally not considered harmful or an invasion of privacy if disclosed:

- Name, address, & telephone listing
- Date and place of birth
- Dates of attendance, degrees, and awards
- Most recent previous school attended
- Field of study (major)
- Participation in officially recognized activities & sports
- Weight and height of athletes
- Photographs
- E-mail addresses
- Full-or part-time status

If you do not wish any one or all of the above items to be released to anyone who does not have an authorized and/or legitimate need to know the above information, please notify the Registrar's Office in writing of this desire and the noted information will not be released. (Note: specifying that your address and phone number not be released will prohibit even friends and relatives from being able to obtain that information from Calvary.)

Academic Support

The Hilda Kroeker Library & Clark Academic Center

See "The Hilda Kroeker Library" and "The Clark Academic Center" on pages 31-32.

Success Advising

See the University Catalog for more information.

Administrative Support

The different departments at Calvary University are here to serve the students and help them to succeed. If you have any questions, contact the Switchboard by calling them at (816) 322-0110 or email at switchboard@calvary.edu.

Madison Hall

Building hours for Madison Hall are 8:00 a.m. to 4:30 p.m., Monday through Friday. This building is the main office building. The Academic Office, Cashier, Financial Aid, Human Resources, President's Office, Registrar, Security, Student Development, and other staff and faculty offices are found in Madison Hall.

Cashier/Financial Aid

Students may arrange to pay for their account balance by either paying in full (by cash, check, or credit card), setting up a payment plan, and/or making financial aid arrangements such as loans, grants, veteran's benefits, scholarships, etc.

Cashier's Office (816) 322-0110 ext. 1310 (816) 425-6135 cashier@calvary.edu	Financial Aid Support (Basic information & scholarship information) (816) 425-6136 finaid@calvary.edu	Financial Aid Office (Federal student aid specifics) (816) 425-6143 finaid@calvary.edu
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Please note that the financial arrangements need to be in place at least two weeks before the first class starts. Also, be advised that a conviction for any offense, during any period of enrollment for which the student was receiving Title IV, HEA program funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance.

Business Office Hold:

Students that are on **Business Office Hold** for owing an outstanding balance to Calvary will not be eligible to participate in extracurricular activities (music, theatre, athletics, etc.).

Registrar

The Registrar's office manages the official academic records for each student. Students may contact the Registrar's office to request an official or unofficial transcript or process this request through Calvary's website. Students will be required to pay a fee when requesting transcripts.

Academic Advising

Calvary University offers Academic Advising to all students. The Academic Advisor works closely with the director of each program offered at Calvary to ensure that the student has accurate information concerning their program. The advisor's function is to guide students through their academic career at Calvary. Students are encouraged to contact the Academic Advisor(s) regarding any academic problems they may face.

While the Academic Advisor is there to help guide, students are responsible to see that all courses are taken according to the program requirements specified for the student's professional major and that all degree requirements are met. The ultimate responsibility for knowing program requirements and proceeding to satisfy those requirements in an orderly and timely manner belongs to the student.

Information Technology (I.T.)

Wireless internet access is available for wireless devices. In addition, there are networks ports located on the wall of each dorm room where a hard connection to the internet may be made for a computer. To connect a computer to a network port, the student must purchase/obtain a CAT5e network cable, 10 feet or more in length.

You have received a sheet of instructions in your Registration Packet for connecting to the Internet. If you need additional assistance, stop by the I.T. office in Madison Hall, Room 119, or call (816) 425-6131.

Internet Filter/Accountability

Calvary has an internet content filter installed on its network. Sites related to or lending themselves to sexual immorality should be avoided. Attempts to access these types of sites will be reported to the Student Deans. Other types of sites are blocked but will not necessarily result in a report. Attempt to circumvent Calvary's filter may result in loss of Internet privileges. Those violating Internet usage policy will be subject to what is deemed an appropriate response. If you find yourself blocked from a site which you legitimately need for education purposes, please send an email to the Information Technology Department at aaron.heath@calvary.edu with the site address and the reason you need access. Once received, the request will be evaluated.

Email- official form of communication

After you have registered for courses at Calvary, you will be assigned a Calvary email address. You will receive an email in your personal email account that you gave on your application with information you need to access your Calvary email account. Your Calvary University email account will be used as the official form of communication. While other means of communication may be used, be advised that University personnel will most frequently contact students via this email account and will hold the student accountable for said communication. If you need additional assistance, stop by the I.T. office, Madison Hall, Room 119, or call (816) 425-6131.

President's Office

Office Hours

Monday-Friday 8AM - 4:30 PM

Treatment of the students

With respect to interactions with the students or those seeking to be such, the President shall not cause or allow conditions, procedures, or decisions that are unbiblical, unsafe, undignified, or unnecessarily intrusive.

Further, without limiting the scope of the foregoing by this enumeration, the President shall not:

- Permit a request of information where there is no clear necessity.
- Use methods of collecting, reviewing, transmitting, or storing student information that fail to protect against improper access to the material elicited.
- Fail to operate facilities with appropriate safety, accessibility, and privacy.
- Fail to establish with students a clear understanding of what may be expected and what may not be expected from the service(s) offered.
- Fail to use biblical principles in regulating student conduct or in counseling and discipline of a student.
- Fail to inform students of this policy as applicable or to provide a way to be heard for persons who believe they have not been accorded a reasonable interpretation of their protections under this policy.
- Graduate any student who fails to possess a foundational understanding of the Holy Scriptures and Calvary's Doctrinal Statement.

Student Development

Office Hours

Monday-Friday - 8:00 a.m.- 4:30 p.m. Offices are closed Saturday and Sunday; however, the Student Deans are available during off-hours via the ResLife team.

Student Development includes the Accommodations Support Office, Student Deans, Nikao Leadership Institute, Residence Life, Title IX, and International Student Services.

Counseling Services

All counseling from Student Development will be biblical with the goal of the individual being changed into the image of Christ.

Student care is a top priority for the Student Development department. We desire to provide counseling and support for our students as they process life experiences. Students may contact the Student Deans to request counseling and prayer. At the student's request, the Student Deans can refer students to an external counseling center with licensed counselors. Upon referral, the initial counseling evaluation with a licensed counselor is provided at no cost to the student, however follow-up sessions may be charged to the student at the discretion of the counselor and Student Deans. There are no fees associated with counseling offered by the Student Deans.

Students may schedule appointments with Student Deans by contacting student.deans@calvary.edu. Confidentiality is very important to us, but **please be advised** the Student Development Personnel are mandated reporters and cannot promise confidentiality on every issue (see Limits of Confidentiality below). Licensed counselors, however, are not mandated reporters.

Students are also encouraged to seek guidance and advice from trusted faculty and staff members. Faculty and staff have a wide variety of backgrounds and experience and are happy to share their wisdom and guidance with students.

Occasionally students are faced with life circumstances which cause significant emotional, behavioral, and/or mental difficulties. In these cases, students are expected to cooperate with counselors and administration to obtain appropriate care. The University reserves the right to require a student to seek appropriate care under any circumstances. A student who refuses to cooperate in obtaining and following through with prescribed counseling, therapy, or medical treatment will not be allowed to continue as a student, especially when their behavior negatively impacts others, or they pose a health or safety risk to themselves or others. The student bears financial responsibility for any treatment received.

Mandated Reporting & the Limits of Confidentiality

All university employees* (faculty, staff, administrators, and student employees) are to immediately report the following to appropriate officials:

- Actual or suspected discrimination or harassment.
- Violations of Calvary's Gender-Based Misconduct Policy.
- Violations of Calvary's Alcohol and Other Drugs Policy.
- Threats of self-harm or harm to others.

*This excludes Calvary's designated victim advocates, more information on the victim advocates can be found in the appendix, under the gender-based misconduct policy, and the Title IX Policy.

To make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. Other resources exist for the reporting party to report crimes and policy violations and these resources will be activated when an incident is reported to them.

If a student would like their information to remain confidential, they may talk to the following off-campus individuals:

- Licensed professional counselors
- Local rape crisis counselors
- Domestic violence resources
- Local or state assistance agencies
- Clergy/Chaplains

Off-Campus resources should be chosen with discernment and at the discretion of the student.

International Student Services

Calvary is happy to serve international students! If you are studying at Calvary on a student (F1) visa, there are some important rules that you must keep in mind:

1. **Address Changes:** You must let the International Student Services office know when your address changes. You are required by law to always have an updated address on your I-20.
2. **Minimum Class Load:**
 - a. If you are studying for a bachelor's degree, you must take 12 credit hours per semester. Most classes are three credit hours, so this means that you must take 4 classes per semester.
 - b. If you are studying toward a Master's or Doctorate you must take 9 credit hours per semester. Most classes are three credit hours, so this means that you must take 3 classes per semester.
 - c. Remember that a "Semester" at Calvary is THREE 8-week sessions: January through early July is one semester, and early July through December is the second semester. This means that if you want to take the summer as vacation, you must take your full load in sessions 2 and 3 in the fall, and sessions 4 and 5 in the spring.
 - d. All the classes you take MUST apply to your degree. If you would like to take extra classes for your own interest, they must be above the normal load.
 - e. If you have a health situation that makes it difficult to take a full load, International Student Services can help you apply for a reduced load, but it will require documentation from a doctor.
 - f. In your last semester, you are allowed to take less than a normal course load.
 - g. Those studying in courses which require a thesis may take up to two "thesis semesters" to complete their thesis. Your department head must approve the number of semesters that will be allowed for the thesis, but the maximum is two.
3. **Online Classes:**
 - a. If you are studying towards a bachelor's degree, 9 of your 12 credit hours per semester must be taken in class. This means that under a normal load, you can only take one class online per semester.
 - b. If you are studying toward a Master's or Doctoral degree, 6 of your 9 credit hours per semester must be taken in class. This means that under a normal load, you can only take one class online per semester.
4. **Grades:** You must be making normal progress toward your degree. If you are a graduate student, you must be making a 3.0 grade point average (at least a "B"). If you are an undergraduate student, you must be making a 2.0 grade point average (at least a "C"). Students who do not meet this average will be given one semester to correct the situation. If the student does not correct this, their I-20 will be terminated.
5. **Traveling outside the U.S.**

- a. You must have a “travel authorization signature” on your I-20 from International Student Services if you wish to re-enter the country. Travel authorization signatures are good for one year and can be used multiple times.
 - b. It is always a good idea to check with International Student Services before you leave the country. It is a VERY good idea to have the mobile phone number of the Calvary DSO (the person that is registered with SEVIS). Many times, if immigration has a question, a call to the DSO will resolve things.
6. **Understand Your Visa and I-20:** It is important to understand the relationship between your visa and your I-20. The Visa is just a KEY used to get you into the country. Your I-20 shows that you have the authority to use the “key” and to remain in the U.S.
7. **Visa Expiration and renewal:**
- a. Your visa may expire while you are in the U.S., and it is NOT a problem! (Remember, the visa was just a “key”). You can live in the U.S. on an expired visa. What gives you the right to stay in the U.S. is your I-20. You will need to renew your visa, however, the next time you leave the country, prior to returning.
 - b. You cannot renew your visa in the U.S. It is best to do this at the U.S. consulate in your home country, though it may be possible to renew in other countries as well. If you need help with this, please contact International Student Services.
8. **Work:**
- a. International students may not work off-campus unless you have arranged for a CPT or OPT (See below). Our university is required by law to terminate the I-20 of any student if we learn that they are illegally working off campus.
 - b. International students may work on campus. Here are the steps:
 - i. Visit the Human Resources office to apply for an on-campus job.
 - ii. Upon receiving an offer, contact International Student Services for assistance in getting a social security number.
 - iii. You may work no more than 20 hours per week. It will be your responsibility to make sure of this. We are required to terminate your I-20 the FIRST time you work more than 20 hours per week.
 - c. Curricular Practical Training: In many of our degree programs, it is possible to arrange for an off-campus internship. There is usually a one-year wait prior to applying for CPT. Please contact the International Student Services office for more information.
 - d. Optional Practical Training: After completing your degree, it may be possible for you to remain in the U.S. and work for a full year in the field for which you studied. This is a more involved process than applying for **CPT** and requires a substantial fee paid to USCIS. Contact the International Student Services office for details on how to apply.
9. **The Five-Month Rule:** If there is an interruption in your studies that lasts more than 5 months, either inside or outside the United States, your I-20 will automatically be terminated, and you will need to leave the country. You may certainly apply for a new I-20 and begin studies again with the new I-20.

10. **Grace period:** After you finish your course of study at Calvary University, you will have 60 days to leave the country (provided you did not apply for an OPT). It is important that you leave within the grace period to keep a good standing with the U.S. government.
11. **Health Insurance:** Calvary University does not require you to have health insurance but does strongly recommend it. The International Student Services office can help you compare prices and features from different providers to better help you make your choice.
12. **Taxes:** As an international student, you must file a form 8843 every year, even if you did not work in the U.S. If you did work (CPT, OPT, or on-campus), you also need to file a form 1040NR. The International Student Services office is happy to help you with the 8843 as well as your tax forms.
13. **Documents:**
 - a. **Passport and I94:** Technically, you are required to always have your passport and I94 with you. If you do not have your I94, you can easily print one from this website: <https://i94.cbp.dhs.gov/I94/>
 - b. Your passport should not expire in the U.S. It should always be valid for at least 6 more months. You can renew your passport at your country's consulate in the U.S.

Resources

International Student Services: The International Student Services office is here to help you. We deeply care about our international students and desire to help you. We have helped students with transportation, shopping, opening bank accounts, getting health insurance, buying cars, finding housing, getting a driver's license, and many other needs. Please do not hesitate to contact us at internationalsupport@calvary.edu or to call us at 816-322-0110.

Intercultural Club: Our Intercultural Club meetings are a great place for you to deepen your friendships with other Calvary students. It is also a great opportunity to learn about and pray for other cultures.

Service Opportunities: Being an international student gives you a special ability to serve in ways you may not have thought. Christian camps, local refugee ministries, and inner-city ministries have all requested international students from Calvary to serve here in Kansas City. Contact International Student Services for more information on serving.

Clark Academic Center: If you are having difficulty in your classes, the Clark Academic Center is there to help! Our tutors are friendly and are trained in working specifically with speakers of other languages, and can help you understand assignments, write outlines, and grammar check your papers. This is a very important resource, and we encourage you to visit the center.

Accommodations Support Office (ASO)

Calvary offers Accommodations Support to students with special needs in compliance with the Americans with Disabilities Act (1990) and Section 504.

Students with disabilities have the responsibility of informing the Accommodations Support Office (ASO) at aso@calvary.edu of any disabling condition that may require accommodation. These disabilities can range from learning disabilities to physical disabilities. This service is free of charge and is open all semester to those who may need help. Please note that if one chooses to have learning accommodation halfway through the semester, they will not be granted coverage for the previous weeks. ASO services are arranged only at the time of the request and approval of the ASO.

It is the student's responsibility to maintain contact with the ASO over the course of the semester in order to ensure that appropriate accommodation will be arranged for each session.

Voter Registration

At the beginning of every semester, notifications may be sent to the students of their voting options. These notifications will be sent in The Calvary Newsletter (on-campus paper) and by all-student mass emails. Part of the notification will include information on absentee voting. These notifications will be generated from the Student Development Office.

Health Services

Calvary does not provide on-campus health services and each student is responsible for their own health services.

First-aid treatment and minor medical supplies are available through the Residence Life Staff, the Student Development Office, and Campus Security. For additional services, a list of physicians, dentists, optometrists, clinics, and hospitals may be obtained from the Student Development Office. Transportation can be arranged for students to have access to these services.

The University reserves the right to require a student to seek medical care under any circumstances. The student still bears financial responsibility for any medical treatment received.

For attendance purposes, illness is not considered an excused absence. If an illness, medical condition, or medical treatment requires that a student miss a substantial number of classes students may request excused absences from the Registrar's office. Such instances will require a doctor's note.

Calvary University strongly recommends that all students carry health insurance that covers them in the area in which they will be attending. Many insurance plans do not provide coverage outside the home area, so it is important that you contact your insurance company to find out whether you will be covered in the area in which you will be attending. All students attending

classes on campus must complete a Proof/Waiver of Student Health Insurance Coverage form and present it along with a copy of their insurance card (or other proof of coverage) to the Student Development Office prior to their first class. If a student is unable or unwilling to obtain coverage for the area in which they will be attending, that must be indicated on the Proof/Waiver form.

Calvary does not offer insurance plans, but students may contact Acrasure (816) 322-6350 for information on Short-Term or Long-Term medical plans that would be suitable or any carrier of their choosing.

Grievance & Appeal Procedures

Internal Grievance Procedures

The University is committed to the scriptural principles found in Matthew 18:15-17. Therefore, the student should first attempt to discuss the matter privately with the person to resolve the matter. However, the University understands the difficulty inherent in discussing an offense with persons in a position of authority.

A student may wish to present a grievance against a faculty or staff member, or another student, when the issues cannot be resolved informally or by use of other regular University procedures. A grievance is a concern related to an alleged illegal or improper action not otherwise addressed in policies contained within the Student, Staff, or Faculty Handbooks. Calvary has set procedures for all students who wish to present grievances. These procedures are listed below.

Type of Grievance	Contact	Grievance Procedure
Academic	Director of the Academic Office peggy.mullinix@calvary.edu 816-425-6165	Submit appropriate grievance information (per the procedure below) to the Academic Office.
Student Life	Student Development Department student.deans@calvary.edu 816-425-6162	Submit appropriate grievance information (per the procedure below) to Student Development Department.
Appeal of Disciplinary Action	President Granados or his designee	Submit appropriate appeal information (listed below). In the event that the VPSA was involved in the disciplinary investigation, appeals should be made to the President's Cabinet

FERPA Violation	Family Policy Compliance Office U.S. Department of Education 600 Independence Avenue, SW Washington, DC 20202-4605	See “Family Education Rights and Privacy Act (FERPA)” under <u>Campus Services</u> of <i>Calvary University Student Handbook</i> .
Gender-Based Misconduct (Title IX)	Jolayne Rogers Title IX Coordinator jolayne.rogers@calvary.edu 816-425-6148	See “Procedures for Formal Complaints” under <u>Gender-Based Misconduct Policy (Title IX)</u> in Appendices of <i>Calvary University Student Handbook</i> .
Grievances against a VP	President’s Office president@calvary.edu 816-425-6149	Submit appropriate grievance information to the President’s Office.

If the student is unsure how to proceed, they are encouraged to seek counsel from the Student Deans. The Student Deans are always available to provide advice and support for students who are uncertain as to how they should proceed in response to grievances.

For FERPA, Gender-based misconduct, and VP grievances, please contact the person listed above. For Academic and Student Life grievances, please contact the individual listed above and use the following procedure:

1. Grievances should be submitted as promptly as possible, within 12 months of the incident's occurrence, and should include the following information.
 - a. The date and place of the incident.
 - b. A description of what took place.
 - c. Why it is considered a grievance.
 - d. The date on which the grievance was recorded.
 - e. The name and signature of the grievant.
2. An investigation of the grievance will be conducted and, if warranted, appropriate action will be taken.
3. The student will be notified of the decision and action taken.

Any students filing a written grievance may be required to meet with a staff member face-to-face or over the phone to answer questions and provide more contextual information related to the alleged incident. If the student chooses not to submit their grievance in writing and/or chooses not to meet with university staff when requested to do so, the University reserves the right to not respond to the filed grievance (except in gender-based misconduct), although a copy of the report will be left in the student’s file.

When filing a complaint, it is important that the reporting party state the nature of the grievance, supply witnesses (if able), and be able to clearly state the facts, accusations, and situations. If the accusation against another student, staff, or faculty member is determined false or malicious, the student may be subject to discipline or expulsion. In all cases, confidentiality of the reporting party and responding party will be strictly adhered to except as required by applicable law. Any crimes violating federal, state, or local law will be referred to the appropriate enforcement agency.

Appeal Procedures

All students have the right to appeal disciplinary decisions and decisions about their grievance. Appeals must be made within five (5) academic days after verbal or written notification of the sanction and/or decision.

Should anyone be dissatisfied with an action taken because of the investigation of a grievance or the disciplinary procedures, an appeal may be made to the appropriate Vice President (VP). The VP will then submit the appeal to the appropriate committee for evaluation (see chart below). If the corresponding VP was involved in the grievance or disciplinary investigation, the appeal will be submitted to the President’s Cabinet.

Type of Appeal	Vice President/Cabinet Member	Evaluating Committee
Appeal of Disciplinary Action Student Life Grievance Appeal	Dean of Students	Student Life Committee
Academic Grievance Appeal*	Chief Academic Officer	Academic Curriculum Committee

*For Non-Curriculum Academic Appeals, the Academic Office will ensure proper routing of the appeal. These appeals do not go to the Academic Curriculum Committee.

The written appeal must include the reason for the request. A student may appeal for three reasons which include:

1. The introduction of new information.
2. Failure to uphold the student's rights.
3. Appropriateness of the sanction.

To initiate the appeal process, the Appellant is to submit the following, in writing, to the appropriate VP:

1. A statement which includes all of the relevant issues and evidence to be considered. Issues/evidence not included in this statement will not be considered in the appeal hearing.

2. A list of material witnesses, if any, and the essence of their proposed contribution to the appeal hearing. Please note these are not character witnesses but individuals with first-hand knowledge of the situation in appeal. Their testimony will be limited to specified matters.

The VP will take the appeal to the appropriate committee. The Committee will, within ten working days of receiving the appeal request, review and evaluate the information the Appellant presented. Based on the appeal, the Committee can call the Appellant and/or his/her witnesses to appear before the Committee. If the Appellant and/or the witnesses will be called, they will be notified at least two (2) days in advance of the appeal hearing date. The Committee may audio-record the appeal hearing.

It is also important to note that in respect to appeal proceedings, formal rules of evidence are not followed, and past conduct may be considered in the appeal process. No model of procedural process is required; however, the Committee will try to structure the procedure to facilitate a reliable determination of the truth and be fair. During periods other than regular semesters (summer, Christmas, etc.), the University reserves the right to alter the timing of the appeals process as necessary, due to faculty/staff/student availability.

The Committee will review and render a judgment for the appeal. The VP will issue the Committee's decision in writing to the parties involved within a reasonable time (usually within ten (10) working days) of the conclusion of the appeal process. Once the committee renders a judgment, no other appeals are possible at an institutional level.

External Grievance Procedures

Calvary University students enrolled in online and on-campus courses should try to resolve complaints by following the Grievance Procedure in the CU Student Handbook. Students may also seek external assistance through the channels below.

Online & Distance Students Outside of Missouri

State Authorization Reciprocity Agreement Grievance Procedures (SARA)

Students enrolled in distance education courses (online classes) or online programs, who are residents of states other than Missouri, and when such state is a SARA participating state, may, after exhausting their options under Calvary's grievance procedures, appeal the institution's decision to the SARA Portal Agency, the Missouri Department of Higher Education (MDHE). Only complaints that do not involve grades or student conduct may be appealed within two years of the incident to the Missouri Department of Higher Education.

Leroy Wade

Assistant Commissioner
Missouri Department of Higher Education
205 Jefferson Street
P.O. Box 1469

Jefferson City, MO 65102-1469
573.751.2361
leroy.wade@dhe.mo.gov

If MDHE receives a complaint about a Missouri institution, the complainant will be contacted by MDHE staff to determine if the complainant has exhausted the grievance process at Calvary University. If the institutional grievance process has been completed, MDHE will provide appropriate forms to file a formal complaint against the institution. If the complainant has not utilized the institutional remedies available, the individual will be directed to contact Calvary University to seek resolution.

The formal complaint must be submitted in writing using the form provided by MDHE. The complaint may be mailed or faxed and must include supporting materials and documentation verifying that all institutional remedies have been exhausted. MDHE staff will acknowledge receipt of the formal complaint in writing.

SARA-related complaints that fall within the jurisdiction of MDHE will be investigated and resolved as appropriate by MDHE. SARA applies only to those complaints resulting from distance education courses offered by participating institutions to students in other SARA states. It does not apply to distance education activity inside Missouri or to on-ground campuses. Complaints concerning criminal misconduct will be referred to local law enforcement authorities. Complaints relating to violations of federal law will be referred to the federal agency having jurisdiction over the matter in question.

Calvary University will provide a response to the complaint within ten working days of official notification by MDHE. All parties to the complaint will be notified of its resolution by mail. MDHE will keep a log of all complaints, record the date received, the name of the complainant, the institution against which the complaint is made, a brief description of the complaint, and the date and nature of its disposition.

For Students in Missouri

Missouri Department of Higher Education

The Missouri Department of Higher Education (MDHE) has been assigned to serve as the clearinghouse for complaints concerning colleges and universities.

The State of Missouri recognizes that, “many issues fall within areas that generally are within the sole purview of an institution and its governing board.” Furthermore, “issues or complaints are generally more speedily and appropriately resolved within the grievance channels available at the institution.”

Missouri encourages students and prospective students with complaints to use all available informal means to resolve them. In other words, a complainant should first follow scriptural principles found in Matthew 18: 15-17, before proceeding to more formal steps. Calvary

University's Grievance Procedures can be found in our undergraduate catalog:
<http://www.calvary.edu/university-catalog/>

According to the State of Missouri, "Exhaustion of all informal and formal institutional processes, including both campus processes and any applicable system processes, is a prerequisite to filing any formal complaint with the MDHE." Simply put, the MDHE expects you to have followed Calvary's procedures, prior to contacting them.

If, "a mutually agreeable resolution can't be reached at the institutional level, the student or prospective student may proceed with the MDHE's formal complaint process. Prior to initiating this formal process, complainants must first call the MDHE at 573-526-1577 to indicate their desire to file a complaint."

The MDHE will screen calls to ensure that Calvary's complaint process has been followed. If the MDHE accepts the complaint, a complainant will be sent a form to be filled out and returned. Supporting documentation should be included in the formal complaint.

The MDHE will acknowledge receipt of your complaint. "If there is no indication that institutional remedies have been exhausted, the complaint will be returned for that purpose."

Complaints that fall within jurisdiction will be investigated and resolved by the MDHE. Some complaints may need to be forwarded to another State Agency, or Calvary's accrediting body. "All parties to the complaint will be notified of its resolution by mail."

Accreditation Complaints

Students and prospective students at Calvary University may file complaints with our Accreditors: HLC <http://www.hlcommission.org/HLC-Institutions/complaints.html>, ABHE <http://www.abhecoa.org/forms.abhe.org/webdocs/Policy%20on%20Complaints.pdf>, or the State's designated agency.

APPENDICES

Alcohol and Other Drugs (Part 86)

Alcohol Policy

Calvary University (the “University”), to promote its fundamental mission, has adopted a zero-tolerance policy for the use, consumption, possession, or distribution of alcohol on university property or at any University sponsored or sanctioned event, regardless of the age of the student. Participation in any of the above activities is strictly prohibited. Furthermore, individuals are to refrain from public possession or use of alcohol.

Anyone violating this policy will be subject to disciplinary sanctions including warnings, probation, expulsion, loss of employment, referral to law enforcement and/or prosecution.

Any person under the legal age for consumption of alcohol that is unlawfully using, consuming, possessing, or distributing alcohol will be subject to disciplinary sanctions including, but not limited to, expulsion. Any student over the age for legal alcohol consumption using, consuming, possessing, or distributing alcohol may be subject to disciplinary sanctions as described in the Disciplinary Sanctions Section of this policy. Any employee over the age for legal consumption of alcohol that is using, consuming, possessing, or distributing alcohol on university property or at any university sponsored or sanctioned events, may be subject to administrative review and appropriate action, up to and including dismissal.

In addition to any punishment imposed by the University, any person suspected of violating any federal, state, or local law proscribing the use, possession, or distribution of the unlawful consumption or possession of alcohol will be referred to the appropriate law enforcement agency.

The display of any advertising of alcoholic beverages, including containers, is not allowed at the University. This includes clothing, signs, lamps, posters, etc.

Legal Sanctions for Use, Possession, or Distribution of Alcohol

Missouri laws prohibit people under 21 years of age from purchasing, attempting to purchase, or possessing alcoholic beverages. (RSMo. 311.325) Anyone who sells or gives any alcoholic beverages to people under 21 years of age violates RSMo. 311.310. It is unlawful to obtain or attempt to obtain alcoholic beverages by using a fake or fraudulent identification. (RSMo. 311.328(3)) Anyone convicted of using fraudulent identification per RSMo. 311.320 is subject to penalties, including fines of up to \$1,000- and one-year imprisonment. Conviction of any offense involving the possession or use of a controlled substance; the alteration, modification, or misrepresentation of a license to operate a motor vehicle; or the possession or use of any alcohol while operating a motor vehicle will require the surrender of a driver’s license for a minimum of 90 days to a maximum of one year.

[City of Belton Legal Sanctions](#) – City of Belton Code of Ordinances, Article X, Division 2
[City of Kansas City Legal Sanctions](#) – City of Kansas City Code of Ordinances, Chapter 10
[State of Missouri Legal Sanctions](#) – Chapter 311, Chapter 577

Tobacco Policy

Calvary University, to promote its fundamental mission, does not allow the use or possession of any form of Tobacco on campus property. This policy includes E-cigarettes. Furthermore, individuals are to refrain from the public possession or use of tobacco.

Drug Policy

Calvary University, to promote its fundamental mission, has adopted a zero-tolerance policy for the use, consumption, possession, distribution, or manufacture of illicit or illegal drugs at all times. The University will not tolerate any of the above activities by any student, and any such activities may be cause for expulsion. Likewise, the University will not tolerate any of the above activities by any employee, and any such activities may be subject to administrative review and appropriate action, up to and including dismissal.

The University reserves the right to require a drug test from an individual where there is a reasonable suspicion that this drug-free policy has been violated. Failure to submit to a drug test is a major violation of the disciplinary rules and will result in expulsion or dismissal from the University.

In addition to any punishment imposed by the University, any person suspected of violating any federal, state, or local law proscribing the use, possession, distribution, or manufacture of illicit or illegal drugs will be referred to the appropriate law enforcement agency.

Legal Sanctions for Use, Consumption, Possession, or Distribution of Illicit or Illegal Drugs

Local, state, and federal laws provide specific penalties for Alcohol, drug, and narcotic offenses. Title 12 of chapter 195 of the Missouri Revised statutes makes it unlawful for any person to manufacture, sell, or deliver or possess with the intent to manufacture, sell, or deliver those drugs designated collectively as controlled substances. The punishment includes a term of imprisonment as well as a substantial fine.

[City of Belton Legal Sanctions](#) – City of Belton Code of Ordinances, Article X, Division 2
[State of Missouri Legal Sanctions](#), Chapter 195, Chapter 311, Chapter 577.
[Federal Legal Sanctions](#)

RSMo	Description	Prison Term
597.105	Keeping or maintaining a public nuisance.	Up to 4 years, E/Felony

579.015	Possession or control of a controlled substance.	Up to 1 or 7 years, A/Misdemeanor - D/Felony
579.055	Distribution, delivery, manufacture, or production of a controlled substance, violations and attempted violations.	C,B, E, A/Felony
579.020	Unlawful distribution to a minor.	5 - 15 years, B/Felony
568.070	Unlawful purchase or transport with a minor.	5 - 15 years, B/Felony
195.214	Distribution of a controlled substance near schools.	10 years - life (30 years), A/Felony
579.030	Distribution of a controlled substance near a park.	10 years - life (30 years), A/Felony
579.030	Distribution of a controlled substance near public housing.	10 years - life (30 years), A/Felony
579.065	Trafficking drugs, first degree.	10 years - life (30 years), A/Felony
579.068	Trafficking drugs, second degree.	3 years - life (30 years), C,B,A/Felony
579.072	Providing materials for production of a controlled substance.	Up to 4 years, E/Felony
579.074	Unlawful use of drug paraphernalia.	Up to 1 or 7 years, A/Misdemeanor-D,E/Felony
579.076	Unlawful delivery or manufacture of drug paraphernalia.	Up to 4 years, A/Misdemeanor- E/Felony
579.078	Possession of an imitation controlled substance.	Up to 1 year, A/Misdemeanor
195.244	Advertisements to promote sale of drug paraphernalia or imitation controlled substances.	Up to 6 months, B/Misdemeanor
579.110	Possession of Methamphetamine precursors.	Up to 4 years, E/Felony
579.101	Possession or purchase of solvents to aid others in violations.	Up to 6 months or 4 years, B/Misdemeanor or E/Felony
579.103	Selling or transferring solvents to cause certain symptoms.	Up to 7 years, D/Felony

Students should be aware that alcohol and drug laws vary from State to State. If it is discovered by the University that a student violated the law of a state they were present in, Calvary will report the violation to the appropriate authorities of that state. The following list provides basic alcohol and drug laws of each state. This list may not be exhaustive and state laws may change without notice. Therefore, students are responsible to know the laws of the state they are present in. This information is provided for reference and does not constitute legal advice.

State	Alcohol Laws	Drug Laws
Alabama	Alabama Statues, Title 28	Alabama Statues, Title 13a, Chapter 12, Article 5

Alaska	Alaska Statues Title 4	Alaska Statues Title 17
Arizona	Arizona Liquor Law, Title 4	Arizona State Legislature , Title 13, Chapter 34
Arkansas	Arkansas Statues, Title 3, Chapter 4	Arkansas Code, Title 5
California	California Health and Safety Code, Division 10.7	California Health and Safety Code, Division 10.7
Colorado	Colorado Liquor Rules	Colorado Revised Statutes, Chapter 18
Connecticut	Connecticut Statues Chapter 545	Connecticut Criminal Code
Delaware	Delaware Code, Title 4	Delaware Code, Title 16
Florida	Florida Statutes Title XXXIV	Florida Statutes, Title XLVI, Chapter 893
Georgia	Georgia Code, Title 3	Georgia Code, Title 16, Chapter 13
Hawaii	Hawaii Code Chapter 281	Hawaii Code Chapter 329
Idaho	Idaho Statutes, Title 23	Idaho Statutes , Title 37, Chapter 27
Illinois	Illinois Liquor Control Act	Illinois statutes, Chapter 570
Indiana	Indiana Code, Title 7	Indiana Code, Title 35
Iowa	Iowa Statutes, Chapter 123	Iowa Statutes, Chapter 124
Kansas	Kansas Statute, Article 41	Kansas Statutes, Article 57
Kentucky	Kentucky Statutes, Chapter 244	Kentucky Statutes, Chapter 218A
Louisiana	Louisiana Alcohol and Tobacco Control Law	Louisiana Statutes, Title 40
Maine	Main Statutes, Title 28	Maine Statutes, Title 17, Chapter 45
Maryland	Maryland Statutes, Chapter 5	Maryland Criminal Law, Title 5
Massachusetts	Massachusetts Statutes, Chapter 138	Massachusetts Statutes, Chapter 94C
Michigan	Michigan Statutes, Chapter 436	Michigan Statutes, Chapter 333
Minnesota	Minnesota Statutes, Chapter 340A	Minnesota Statutes, Chapter 152
Mississippi	Mississippi Statutes, Title 67	Mississippi Code, Title 41, Chapter 29
Montana	Montana Code, Title 16	Montana Code, Title 45 Chapter 9
Nebraska	Nebraska Code, Chapter 53	Nebraska Code, Chapter 28
Nevada	Nevada Statutes, Chapter 369	Nevada Statutes, Chapter 453
New Hampshire	New Hampshire Statues, Title XIII	New Hampshire Statutes, Chapter 318
New Jersey	New Jersey Statutes, Title 33	New Jersey Statutes, Title 24:21
New Mexico	New Mexico Statutes, Title 15 Chapter 10	New Mexico Statutes, Section 30-31-23
New York	New York Alcoholic Beverage Control	New York Consolidated Laws, Article 33
North Carolina	North Carolina Statutes, Chapter 18B	North Carolina Statutes, Chapter 90
North Dakota	North Dakota Statutes, Title 5 Chapter 5	North Dakota Statutes, Title 19
Ohio	Ohio Code, Title 43 Chapter 4301	Ohio Code, Title 29, Chapter 2925
Oklahoma	Oklahoma Statutes, Title 37	Oklahoma Statutes, Title 63
Oregon	Oregon Statues, Title 37, Chapter 471	Oregon Statutes, Title 37, Chapter 475, 475B
Pennsylvania	Pennsylvania Statutes, Title 47	Pennsylvania statutes, Title 35
Rhode Island	Rhode Island Statutes, Title 3	Rhode Island Statutes, Title 21
South Carolina	South Carolina Code, Title 61	South Carolina Code, Title 44 Chapter 53
South Dakota	South Dakota Statutes, Title 35	South Dakota Statutes, Title 22
Tennessee	Tennessee Code, Title 39 Chapter 17 Part 7	Tennessee Code, Title 39 Chapter 17 Part 4
Texas	Texas Alcoholic Beverage Code	Texas Health and Safety Code, Title 6
Utah	Utah Code, Title 32B	Utah Code, Title 58 chapter 37
Vermont	Vermont Statutes, Title 7	Vermont Statutes, Title 18 Chapter 84

Virginia	Virginia Statutes, Title 4.1	Virginia Statutes, Title 18.2 Chapter 7
Washington	Washington Code	Washington Code
West Virginia	West Virginia Code, Chapter 60	West Virginia Code, Chapter 60A
Wisconsin	Wisconsin Statutes, Chapter 125	Wisconsin Statutes, Chapter 961
Wyoming	Wyoming Statutes, Title 12	Wyoming Statutes, Title 35 Chapter 7

The federal law makes it unlawful for any person to manufacture, distribute, create, or dispense or to possess with the intent to manufacture, distribute, create, or dispense controlled substances. Title 21 of United States Code provides terms of imprisonment and fines for violations of this Act. The nature of the offense and whether the person has committed any previous unlawful acts under this statute will determine the term of imprisonment as well as the amount of the fine.

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)

Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kilograms or more mixture	First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture	PCP 100 grams or more pure or 1 kilogram or more mixture		

Substance/Quantity	Penalty
Any Amount Of Other Schedule I & II Substances	First Offense: Not more that 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.
Any Drug Product Containing Gamma Hydroxybutyric Acid	Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.
Flunitrazepam (Schedule IV) 1 Gram	
Any Amount Of Other Schedule III Drugs	First Offense: Not more than 10 yrs. If death or serious bodily injury, not more that 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.
Any Amount Of All Schedule V Drugs	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual. Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual. Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants	First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual. Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

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Disciplinary Sanctions

In determining appropriate institutional disciplinary sanctions two major factors will be considered, 1) if the infraction was opposed to local, State, or Federal laws, and 2) if the infraction was opposed to university standards and the seriousness of the impact of the violation. To determine the impact of the violation it will be evaluated if the offense was illegal, if it was on-campus or off-campus, if there is a personal history of drug or alcohol abuse, and the impact on campus and student life. Depending on these determining factors, disciplinary action may range from a warning to expulsion. If illegal activity was involved, Law Enforcement will also be informed of the incident.

Federal Student Financial Aid Penalties for Drug Law Violations

Anyone who is convicted of a federal or state drug crime while receiving federal student aid will lose their eligibility to receive federal student aid until their eligibility is reestablished according to Title IV regulations. Eligibility can be reestablished by successfully completing a qualified drug rehabilitation program and passing two unannounced drug tests.

	Possession of illegal drugs	Sale of illegal drugs
First Offense	1 year from the date of conviction	2 years from date of conviction
Second Offense	2 years from the date of conviction	Indefinite period
3+ Offenses	Indefinite period	Indefinite period

Health Risks Associated with the Use of Illicit or Illegal Drugs or Alcohol

Medical studies indicate that users of illicit or illegal drugs or alcohol can suffer from a wide range of medical and psychological problems. Those problems can be as mild as depression or as severe as permanent brain damage or death. At the very least, use promotes poor application to academics and work as shown by poor study habits, lack of concentration, and loss of self-esteem. Additional information on the health risks associated with the use of illicit or illegal drugs or alcohol is available at <https://www.drugabuse.gov/drugs-abuse> or through the Student Services Department.

Drug and Alcohol Programs

All individuals are informed of Calvary's Zero-Tolerance Policy through the standards of conduct, applicable legal sanctions, a description of the related health risks, resources for counseling, treatment, rehabilitation, and re-entry, and a clear description of the disciplinary sanctions.

Faculty/Staff members who become aware of any Zero Tolerance Policy violations must report them to the Dean of Students or the appropriate vice president who will contact the appropriate authorities.

As there is no alcohol allowed on campus, Calvary offers a wide variety of alcohol-free events. The student lounge and the Warrior's Café are relaxed places for students and faculty/staff to congregate. The lounge features a movie room and games (pool, ping-pong, etc.). The Warrior's Café features a coffee shop, TV, and board games. Intramural sports, athletic events, theater, ministry opportunities, socials, and our variety of academic and personal enrichment activities are all healthy alternatives to drinking and drugs.

Title IX: Sexual Misconduct Policies and Procedures

Introduction

As established in Calvary University's Statement of Faith and Positions all members of the Calvary University community, faculty, trustees, students, and employees commit themselves to the inerrancy of the Bible and as such affirm two options for sexual expression: monogamous marital relations between one man and one woman or sexual celibacy. Within these two Biblical designs, there can be found sexual fulfillment, whereas outside of these two designs sexual expression is improper. The Bible establishes the created order given by God in creating human beings distinctly as male and female and this establishes the connection between biological sex and gender.

The fall of humanity corrupted human sexuality in both spiritual and physical ways and as a community, we are committed to helping one another attain the highest standards of sexual morality, recognize the effects of sexual sin against God, self, and others, and condemn all forms of harassment or abuse.

Consistent with these principles, Calvary University is committed to complying with laws on sexual misconduct, including Title IX, the Jeanne Clery Act (Clery Act), and the Campus Sexual Violence Elimination Act (SaVE Act). The University has adopted policies and procedures to prevent and respond to incidents of sexual misconduct, as well as other forms of harassment and discrimination.

The University will respond promptly and effectively to reports of sexual misconduct, as well as other forms of harassment and discrimination, and will take appropriate action to prevent, correct, and, when appropriate, discipline behavior that violates this policy. The University will also take steps in the event of harassment or discrimination to remedy its discriminatory effects on the victim and others, if appropriate.

This policy does not condone sexual relationships or any behavior that is inconsistent with the University Statement of Faith and Positions, regardless of whether the parties' actions are welcome or consensual as defined in this policy, and violations of the University's Statement of Faith and Positions or any violation of other University policies may result in disciplinary sanctions, up to and including expulsion or termination.

In the event of a conflict between the provisions of this policy and the University's Statement of Faith and Positions, and related policies, the University's Statement of Faith and Positions and related policies will control.

SCOPE OF POLICY

The University's Title IX Sexual Misconduct Policy and Procedures ("Policy") applies to all Calvary University community members, including students, faculty, staff, and third parties, such as volunteers, contractors, and visitors.

TITLE IX POLICY AND PROCEDURES

Calvary University prohibits all forms of sexual activity outside of marriage and any form of sexual expression except distinctly biologically male and female as God created and as defined in the University's Statement of Faith and Positions. The term "sex" is to be interpreted following the University's Statement on Religious Freedom and Human Sexuality.

Calvary University adheres to the regulations established by Title IX and prohibits discrimination based on sex in all education programs, and activities including admissions and employment.

In addition to ensuring an environment free from unlawful discrimination, the University is responsible under Title IX to provide an environment free from all discrimination based on sex. The University takes the strongest possible stance against sexual misconduct in all its forms, including sexual harassment, sexual assault, sexual violence, domestic violence, dating violence, and stalking.

Non-Discrimination Policy

Calvary University policy prohibits discrimination based on race, sex, age, color, national or ethnic origin, marital status, or disability in employment, the recruitment and admission of students, scholarship-and loan programs, and in the operation of all college-administered programs, activities, and services.

Title IX Coordinator

The University has designated the individual below as the Title IX Coordinator. Any questions concerning Title IX can be referred to the Title IX Coordinator.

Jolayne Rogers, Title IX Coordinator
15800 Calvary Rd
Kansas City, MO 64147
Madison Hall, Office 202
(816) 425-6148
humres@calvary.edu

DEFINITIONS

Terms used in this Policy have the following meanings:

Advisor: An Advisor is a person who has agreed to provide support and advice to a complainant or respondent.

Complainant: An individual who is alleged to be the victim of Prohibited Conduct.

1. A student or employee who is alleged to have been subjected to conduct that could constitute sex-based discrimination under this policy.
2. A person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under this policy who was participating or attempting to participate in the University's education program or activity at the time of the alleged discrimination.

The following people have a right to make a complaint of sex-based harassment, requesting that the University investigate and make a determination about alleged sex-based harassment under Title IX and this policy:

- A student or employee of the University who is alleged to have been subjected to conduct that could constitute sex discrimination under this policy.
- A person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under this policy while that individual was participating or attempting to participate in Calvary University's education program or activity.
- A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant.
- Calvary University's Title IX Coordinator.

Complaint: A complaint means an oral or written request to the recipient that can objectively be understood as a request for the recipient to investigate and decide about alleged discrimination under this policy and Title IX.

Consent: Consent is a voluntary understandable exchange of affirmative words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. See further details in the consent section.

Days and Timeframes: All days and timeframes referenced in this policy refer to business days.

Decision panel: The panel will objectively evaluate relevant evidence presented in the investigation report and decide on responsibility and recommended sanctions. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.

Formal Complaint: A document submitted by a complainant and bearing the complainant's physical or digital signature, indicating the complainant is the one filing the formal complaint, requesting that Calvary University investigate the allegations of Prohibited Conduct. The Title IX Coordinator may also sign a formal complaint but is not considered the complainant by doing so.

To file a formal complaint, a complainant must be participating in or attempting to participate in Calvary University's education program or activity at the time a formal complaint is filed.

Informal Resolution: Parties may elect to participate in an informal resolution process utilizing a facilitator.

Informal Resolution Facilitator: The individual responsible for facilitating informal resolution. The informal resolution facilitator may be a Calvary University employee, the Title IX Coordinator, or an external contractor.

Investigator: The individual(s) responsible for investigating alleged Prohibited Conduct. The investigator(s) may be a Calvary University employee or an external contractor.

Investigative Report: A report completed by the investigator who investigated alleged prohibited conduct. It will include a summary of relevant evidence gathered during the investigation of a formal complaint of sexual harassment. The final report is shared with the complainant, the respondent, and any advisors with an opportunity for the parties to respond to the investigative report according to the regulations and this policy.

Parties: The parties are the complainant and respondent in a complaint.

Prohibited Conduct: Prohibited conduct refers collectively to all actions alleging or constituting sexual harassment, as defined within this policy.

Respondent: An individual who has been reported to have allegedly engaged in any form of Prohibited Conduct.

Retaliation: Retaliation against an individual for participating in any way in a report, investigation, or other proceeding under this Policy is strictly prohibited. See further details in the Retaliation section.

Sex: The term sex as used throughout this policy is to be interpreted following the University's Statement on Religious Freedom and Human Sexuality.

Supportive Measures: Measures designed to protect the safety of the parties or the University's educational environment, or to provide support during the grievance procedures or an informal resolution process. Supportive measures will be offered as appropriate, reasonable, and without unreasonably burdening a complainant or respondent in order to restore or preserve access to the University's education programs or activity. See details under Supportive Measures section.

Title IX Sexual Harassment: Sexual harassment is a form of discrimination and means harassment on the basis of sex, including stereotypes, characteristics, pregnancy, or related conditions, and includes:

Quid Pro Quo: an employee of the University conditioning an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct.

Hostile Environment: any unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person access to the

institution's education program or activity. Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- i. The degree to which the conduct affected the complainant's ability to access the University's education program or activity.
- ii. The type, frequency, and duration of the conduct.
- iii. The parties' ages, roles within the recipient's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct.
- iv. The location of the conduct and the context in which the conduct occurred.
- v. Other sex-based harassment in the recipient's education program or activity.

Title IX Sexual Harassment also includes the following:

Title IX Sexual Assault: Sexual assault is an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Sexual assault includes any of the following Prohibited Conduct:

- Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration or attempted penetration by a sex organ of another person, without the consent of the alleged victim.
- The touching of the private body part of another person for the purpose of sexual gratification without the consent of the alleged victim.
- Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Title IX Dating Violence: Violence including sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Title IX Domestic Violence: Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the alleged victim, by a person with whom the alleged victim shares a child in common, by a person who is cohabitating with or has cohabitated with the alleged victim as a spouse or intimate partner, by a person similarly situated to a spouse of the alleged victim under the domestic or family violence laws of Missouri.

Title IX Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

Cyberstalking is a form of stalking. Cyberstalking is the use of technology, specifically the internet, to stalk someone.

RETALIATION

The University is committed to a policy that encourages timely disclosure of sexual misconduct. Any person who, in good faith, reports sexual misconduct will be protected from retaliation. No one may intimidate, threaten, coerce or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual made a report or complaint, assisted, or participated or refused to participate in any manner in an investigation or proceeding, under this Policy. Allegations of Retaliation will be handled under the Community Standards for students and Standards of Conduct for faculty and staff.

CONSENT

Consent is an understandable exchange of affirmative words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. A person who wants to engage in a specific sexual activity is responsible for obtaining Consent for that activity. Silence or lack of resistance, in and of itself, does not constitute Consent. Consent can be given by words or actions, provided that those words or actions clearly communicate a willingness to engage in sexual activity. Consent must be informed, clearly communicated, and freely and actively given.

- A verbal “no,” even if it may sound indecisive or insincere, constitutes a lack of consent.
- When consent is requested verbally, the absence of any explicit verbal response constitutes a lack of consent.
- Consent cannot be obtained through coercion. Coercion is the use of threats (i.e., words or actions) or intimidation (i.e., implied threats) that would cause a reasonable person to engage in unwelcome sexual activity against their will.
- Consent may be withdrawn by any party at any time. An individual who seeks to withdraw Consent must communicate, through clear words or actions, a decision to cease the activity. Once Consent is withdrawn, the sexual activity must cease immediately. Consent must be re-established before resuming any sexual activity.
- Consent is automatically withdrawn when a party is no longer capable of consenting.
- Consent to sexual activity on one occasion does not constitute Consent to sexual activity on other occasions.
- Alcohol or Drugs: Consent cannot be obtained from an individual who is incapacitated, due to alcohol or drugs. An individual who is under the influence of alcohol and/or other drugs may be incapacitated, and therefore unable to Consent. Individuals who are asleep, unresponsive, or unconscious are incapacitated under this policy. An individual may be incapacitated if there is an inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of

coordination, vomiting, or the individual is unable to perform other physical or cognitive tasks without assistance.

REPORTING

Any individuals within the University Community may file a good faith report alleging a violation of the University's Policy and all campus community members are required to report information regarding allegations of harassment and Prohibited Conduct. In order to make informed choices, it is important to be aware of the reporting requirements some individuals have.

Reports to Authorized and Responsible Employees

There may be instances when a student or employee discloses alleged Prohibited Conduct to an employee of the University. Whether that disclosure constitutes actual notice to the University as defined in Title IX, triggering a response obligation under this Policy, depends on the role of the employee to whom the disclosure is made, as follows:

Responsible Employees: Calvary has taken the position that all employees of the University are considered Responsible under this Policy and are required to report allegations of sexual harassment or misconduct. Responsible Employees do not have the authority to take action to address Prohibited Conduct on behalf of the University except for a reporting obligation and to assist those by informing them of the reporting process and the Title IX Policy.

Authorized Employees: A disclosure or report of Prohibited Conduct made to an Authorized Employee is considered a report to the University triggering a response to implement corrective measures under this Policy. All authorized employees are required to report disclosures of Prohibited Conduct to the Title IX Coordinator. Notice to any Authorized Employee conveys actual knowledge to the University and a required response. The following individuals are authorized employees:

- Title IX Coordinator
- President
- Chief Operations Officer
- Chief Development Officer
- Chief Financial Officer
- Chief Academic Officer
- Athletic Director/Coaches /Trainers
- Associate Dean of Students
- Dean of Students
- Director of Human Resources
- Chief of Security
-

Reporting Obligations: Both Responsible and Authorized employees are to report all information regarding Prohibited Conduct to the Title IX Coordinator including:

- Details of the incident, names of the individuals involved, known witnesses; when and where the incident occurred, and all other known details of the incident.
- Information should be reported as soon as possible but not more than 48 hours after becoming aware of the alleged Prohibited Conduct by contacting the Title IX Coordinator using one of the following:
 1. Submit a report through the [online Link](#)
 - a. This is the **preferred** reporting option.
 2. Email: Directly email the Title IX Coordinator (humres@calvary.edu)
 3. Phone: 816-425-6148
 4. In-Person to the Title IX Coordinator

When a report is received, the Coordinator will promptly contact the complainant to discuss the availability of supportive measures and to explain the process for filing a Formal or Informal Complaint. The University will provide the complainant with a written explanation of the complainant's rights and options as well as the resources available to them through both the institution as well as the community.

Formal Complaint: If the complainant desires to proceed with a formal complaint, the Title IX Coordinator will begin the formal complaint process.

If the complainant decides not to submit a formal complaint, the Title IX Coordinator may sign a formal complaint when the Coordinator deems it necessary to address the possible Prohibited Conduct, including in order to provide a safe and nondiscriminatory environment. In deciding whether to sign a complaint, the Title IX Coordinator may, but is not required to, consider factors such as whether the conduct alleged included threats, violence, serial predation, or weapons. A complainant is not required to submit a formal complaint to receive supportive measures.

A formal complaint can be withdrawn anytime up until a decision is made.

Anonymous Reporting: Except for authorized and responsible employees, any individual may anonymously report allegations of Prohibited Conduct through the online reporting form [here](#). Depending on the information provided, anonymous reporting may limit the University's ability to act in response to such a report.

Employee Reporting: All university employees except Advocates listed below are required and responsible for reporting Prohibited Conduct. The University does not have official notice of an incident until it is received by the Title IX Coordinator. Some employees may have legally protected or privileged confidential relationships, including licensed professional mental health counselors, licensed medical professionals, and ordained clergy and therefore are not required to report under this policy.

Advocates: If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with one of the below advocates. Reporting parties need to be aware that the advocates will maintain confidentiality except in extreme cases of immediacy of threat or

danger or abuse of a minor. These individuals are employees of Calvary and are not licensed counselors nor do they act in the role of a counselor. Licensed counselors are available free of charge and can be arranged through the Associate Dean of Students.

Advocates provide a confidential resource for students and can connect victims to professional help and guidance on Calvary’s Title IX policy. Advocates will still submit anonymous statistical information required by the Clery Act.

Karen Hange, Advocate	Education Building Office	816-425-6186	karen.hange@calvary.edu
Tim Hange, Advocate	Education Building Office	816-425-6184	tim.hange@calvary.edu
Aaron Heath, Advocate	Madison Hall	816-425-6131	aaron.heath@calvary.edu
Dawnita Phillips, Advocate	Education Building Office	816-425-6182	dawnita.phillips@calvary.edu

Off campus reporting resources:

- Abundant Life Counseling Services, info@livingproof.co or (816-554-0944)
- Hope Haven crisis hotline (816-380-2833)
- Local law enforcement Call 911 or 816-348-4430
- Hospital Belton Regional Medical Center 816-348-1200
- National Mental Health Hotline: Call or Text 988 or 1-800-273-8255
<https://988lifeline.org>
- National Sexual Assault Hotline (RAINN): 1-800-656-4673 or <https://www.rainn.org>
- National Dating/Domestic Violence Hotline: 1-800-799-7233 or <https://thehotline.org>

False Reports and Other False Information

The submission of knowingly false information is prohibited and will be addressed under the University’s Community Standards for students and Grievance Procedures for faculty and staff. This provision does not apply to reports made and other information submitted in good faith, even if the facts alleged are not substantiated by an investigation and/or decision.

Time Frame For Filing A Complaint

Calvary University does not limit the timeframe for filing a complaint. The University encourages complaints to be filed as soon as reasonably possible following an alleged Prohibited Conduct because the University’s ability to gather adequate information may be limited when a significant length of time has elapsed between an incident and the filing of a complaint. At the

time a formal complaint is filed, the complainant must be participating or attempting to participate in Calvary University's programs or activities.

Further, the University's ability to complete its processes may be limited concerning a responding party who has graduated from, is no longer affiliated with, or is no longer employed by the University.

EMERGENCY REMOVAL AND ADMINISTRATIVE LEAVE

At any time, following receipt of information alleging a violation of Prohibited Conduct under this policy, the Title IX Coordinator in consultation with the President's Cabinet may remove a respondent, either entirely or partially, from the University's education programs and activities on an emergency basis, provided the coordinator has:

- Conducted a safety and risk analysis regarding the respondent.
- Determined that the emergency removal is justified based on an immediate threat to the physical health or safety of any other student or individual arising from the allegations of sexual misconduct.
- Provided the subject of the emergency removal with notice of the emergency removal decision and an opportunity to lodge an immediate appeal of the removal decision.
 - To appeal the removal decision, a written notification of the appeal must be provided to the Title IX Coordinator. The respondent must demonstrate that the emergency removal decision was incorrect.
 - The President will decide any challenges of removal orders filed by students or employees within three (3) business days of receipt and provide a written notification of the decision.

The University may place an employee respondent on administrative leave (with or without pay) during an investigation or appeal process under this policy.

Federal Timely Warning Reporting Obligations

Victims of sexual misconduct should also be aware that university administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The University will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

AMNESTY POLICY

In exceptional cases, amnesty may be offered to witnesses during a Title IX investigation. Amnesty provides protection from disciplinary sanctions for infractions to those who have

material information in an investigation. Amnesty may be granted in full or in part at the discretion of the investigators in consultation with the Title IX Coordinator, Dean of Students and Director of Human Resources (if an employee). Amnesty will be determined on a case-by-case basis and only applies to institutional investigations. It does not extend to external investigations.

SUPPORTIVE MEASURES

Supportive measures are non-disciplinary, non-punitive individualized services that may be provided to complainants or respondents upon request when deemed by the Title IX Coordinator to be appropriate and reasonably available. Supportive measures may also be imposed at the initiative and sole discretion of the Title IX Coordinator. Supportive measures are available beginning at any time after the submission of a report of Prohibited Conduct. A complainant may seek and be provided with supportive measures before or without ever filing a formal complaint.

Supportive measures are designed to restore or preserve equal access to educational programs and activities, without unreasonably burdening the other party. Supportive measures may be of any duration and may be modified at the discretion of the Title IX Coordinator, as circumstances warrant. Supportive measures will be kept confidential to the extent that doing so does not impair the ability to provide them.

Supportive measures may include, but are not limited to, the following:

- Access to counseling services.
- Extensions of deadlines or other course-related adjustments.
- Modification of work or class schedules.
- Mutual restrictions on contact between the parties (i.e., “no contact” orders.)
- Changes in work or housing locations.
- Leaves of absence.
- Increased security and monitoring of certain areas.
- Any other measures deemed appropriate by the Title IX Coordinator to preserve equal access to programs and activities.

A student or employee’s failure to abide by the terms of any Supportive Measure may result in discipline and, depending on the circumstances, could be deemed to constitute Retaliation.

PRIVACY AND CONFIDENTIALITY

The University respects the privacy of individuals involved in any report of alleged Prohibited Conduct, and the Title IX Coordinator and others responsible for carrying out this Policy will disclose information only as required to implement this Policy or by law.

In cases that indicate a pattern, predation, threat, weapons, and/or violence, Calvary University may not be able to honor a request for confidentiality or an informal resolution. The University will take reasonable measures to protect the privacy of the parties and witnesses during a complaint, investigation, and grievance procedure. These steps will not restrict the ability of the parties to obtain and present evidence, including speaking with an investigator, consulting with family members, confidential resources, advocates, advisors, or otherwise.

Calvary University will maintain confidentiality regarding any supportive measures provided to the complainant or respondent, to the extent that doing so would not impair its ability to provide the supportive measures.

Truly confidential reporting refers only to the protections provided to information disclosed in legally protected or privileged relationships, including licensed professional mental health counselors, licensed medical professionals, and ordained clergy. When an individual shares information with one of these individuals (on campus or in the community) as a confidential communication in the course of a protected relationship, the confidential resource cannot disclose to any third party without the individual's written permission or unless required by ethical or legal obligations which compel the professional to reveal such information.

Calvary does not offer confidential resources and support services on campus but will refer individuals to third-party providers.

Informal Resolution

In addition to filing a formal complaint that is resolved through the Grievance Process, the complainant has the option to resolve the allegation through an Informal Process. This requires signed agreement from both the complainant and respondent to proceed according to an informal process. The informal resolution process may not be utilized for situations involving allegations that a Calvary University employee engaged in sexual misconduct toward a student.

See further details under the Informal Resolution section.



FORMAL GRIEVANCE COMPLAINT PROCEDURE AND PROCESS

Calvary University has adopted Title IX grievance procedures that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education program or activity, or by the Title IX Coordinator.

To begin the formal resolution process, a complainant must file a formal complaint with the Title IX Coordinator. Alternatively, if the Title IX Coordinator receives a report of Prohibited Conduct but the complainant elects not to submit a formal complaint or the complainant is unknown, the Title IX Coordinator has the discretion to sign the complaint if doing so is necessary to address Prohibited Conduct.

Pursuing a formal complaint does not prevent a complainant from filing criminal charges. However, it is important to understand that the standard for criminal prosecution is different from that used in student and employee conduct proceedings. As a result, decisions rendered in either forum are not determinative of what will happen in the other.

Calvary University will treat complainants and respondents equitably. The University requires that the Title IX Coordinator, investigator, or decision maker will not have a conflict of interest or bias for or against the parties. The University presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures.

The Title IX Coordinator may consolidate formal complaints if they involve multiple respondents, multiple complainants against one or more respondents, or one party against another when the allegations arise from the same facts or circumstances. If consolidated, all parties must receive the written determination.

INITIAL ASSESSMENT

The Title IX Coordinator will conduct an initial Title IX assessment to understand the nature and circumstances of the report. This assessment includes gathering information, addressing immediate health or safety concerns, assessing the complainant's safety and well-being, and determining whether the report raises a potential policy violation. The Title IX Coordinator (or designee) will reach out to the complainant and schedule a meeting within 3 business days.

The initial assessment will:

- Evaluate the report's details, including names and identifying information.
- Address immediate physical and emotional well-being and provide a list of resources on and off campus.
- Discuss the availability of supportive measures and the complainant's wishes regarding supportive measures.
- Inform the complainant of their rights to contact law enforcement, seek a civil protection order, or medical treatment.
- Refer the report to Calvary Security for crime log entry if required by the Clery Act.
- Assess the need for a timely warning under the Clery Act.
- Inform the complainant of their right to have an advisor present at meetings.
- Evaluate any alleged pattern of conduct by the respondent.
- Discuss the complainant's preferred resolution method – formal or informal.
- Explain the policy against retaliation and how to report it.

At the conclusion of the initial assessment, the Title IX coordinator will:

1. Issue a written notice of allegation and proceed with a formal investigation if the complaint involves Title IX harassment.

2. Work with Human Resources as necessary to investigate complaints involving University employees, ensuring compliance with Title IX and University policies.
3. Proceed with Informal Resolution if all parties consent, with the option to withdraw and revert to formal investigation.
4. Dismiss complaints outside Title IX jurisdiction, referring them to the appropriate University office for resolution. Any dismissal can be appealed by either party.

A formal complaint may be withdrawn at any point prior to the formal decision being made.

WRITTEN NOTICE OF ALLEGATION(S)

Upon the submission of a formal complaint, the Title IX Coordinator will notify the parties in writing and provide written notice of the following. The parties will have 10 business days to prepare a response before any initial interview:

- A copy of this policy and any informal resolution process.
- Notice of the allegations of Prohibited Conduct, with sufficient detail for the respondent to prepare a response before any initial interview, including, if known, the identities of the parties involved and the date and location of the incident.
- The respondent is presumed not responsible for the alleged Prohibited Conduct until a
 - determination is made at the conclusion of the grievance procedures.
- The parties may have an advisor of their choice.
- Note: Calvary University's Community Standards and Handbook policies prohibit knowingly making false statements or knowingly submitting false information during the formal complaint processes.
- The parties are entitled to an equal opportunity to access the relevant evidence or an investigative report that accurately summarizes this evidence.
- Retaliation is prohibited.

If, during an investigation, Calvary University decides to investigate additional allegations of sex-based harassment by the respondent toward the complainant that is not included in the written notice, it will provide a new written notice of the additional allegations to the parties.

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DISMISSAL OF TITLE IX SEXUAL HARASSMENT COMPLAINT

If any of the following circumstances are met, the Title IX Coordinator will dismiss the formal complaint as a Title IX Sexual Harassment incident:

- The misconduct alleged in the formal complaint would not constitute Title IX Sexual Harassment as defined in the policy.
- The complainant is not a member or seeking to be a member of Calvary University.
- The incident did not occur in the United States.
- Calvary University did not have control over the respondent.

- Calvary University did not have control over the context of the harassment, or the incident did not occur in the context of an educational activity or program.

Discretionary Dismissal

The Title IX Coordinator may dismiss a Title IX report or allegations at their discretion if:

- They are notified by the complainant in writing that the complainant wishes to withdraw the formal complaint or allegations.
- The respondent is no longer enrolled or employed by Calvary.
- Specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the formal complaint or allegations.

The Title IX Coordinator will promptly send notice of the dismissal, including the reasons for dismissal, to the complainant and respondent via email.

Both the complainant and respondent may appeal any decision to dismiss the formal complaint by submitting a request for appeal to the Title IX Coordinator by email within three (3) days of the date of the Title IX Coordinator's dismissal email. The appeal will be determined using the procedures outlined in the Appeals Section of this policy.

The notice of the dismissal will advise the parties whether the formal complaint will proceed as a possible violation of the Community Standards, Standards of Conduct, Statement of Faith and Positions, or other employment policies. The decision whether the matter will proceed as a violation under these other policies, and not Title IX Sexual Misconduct, is not subject to appeal.

ADVISORS

The parties are entitled to identify an Advisor of their choice, who may accompany them to all investigative interviews, and other meetings or proceedings held in connection with a formal complaint. An Advisor is a person who has agreed to provide support and advice to a complainant or respondent. The Advisor does not speak on behalf of the party or represent them in any way. The parties are responsible for identifying their own Advisor if they wish to have one.

The Advisor may confer with the individual whom they are advising quietly or using written notes when accompanying them to a meeting. The Advisor does not speak on behalf of the party. An Advisor whose presence is deemed to be disruptive will be required to leave and may be prohibited from participating in future meetings.

While Calvary may consider short delays in scheduling to reasonably accommodate an Advisor's availability, whether to grant such a request is at the sole discretion of the representative responsible for the event in question.

INFORMAL RESOLUTION

Participation in the informal resolution process is voluntary. Informal resolution is available only when a formal complaint has been filed and both parties agree to its use in writing.

Before initiating informal resolution, the Title IX Coordinator will provide the parties with written notice disclosing the allegations, the requirements of the process, the right to withdraw from informal resolution to pursue formal resolution, and any consequences of participation.

Informal resolution can be commenced at any point prior to the outcome of the formal resolution process.

The process is conducted by an informal resolution facilitator appointed by the Title IX Coordinator. The complainant, respondent, Title IX Coordinator, or facilitator may terminate the informal resolution at any time prior to its completion. The Title IX Coordinator may serve as the facilitator.

The Facilitator will present a framework of potential remedies to guide the parties in negotiation, but the parties themselves must come to an agreement. The Title IX Coordinator will use their discretion to ensure that the informal resolution is appropriate for the University. The parties may not bind the University to a resolution that the University does not deem appropriate.

Parties may wish to communicate through the Title IX Coordinator to minimize contact with each other, or they may communicate directly with each other.

After the informal process has ended, an investigation may be done by the Dean of Students Office or Human Resources to determine if violations of other policies occurred, and disciplinary sanctions are warranted.

At any time prior to agreeing on a resolution, any party may withdraw from the informal resolution process and the formal resolution process will resume. The Title IX Coordinator may use their discretion to determine if the process is not working (lack of good-faith effort by a party, at an impasse, etc.) the Title IX Coordinator may then require the matter to move to the Formal Resolution Process.

If the informal resolution is terminated and the formal resolution process resumes, specific statements made by either party during the informal resolution will not be documented, retained, or shared outside the informal resolution process, and may not be used in a subsequent formal process. Additionally, the informal resolution facilitator shall not serve as a witness in a subsequent formal process.

The outcome of the informal resolution will be documented in an agreement signed by both the complainant and the respondent. The University will attempt to complete the informal resolution process within thirty (30) business days of the parties agreeing to participate, subject to extenuating or unanticipated circumstances. This period may be extended at the discretion of the Title IX Coordinator.

FORMAL RESOLUTION PROCESS TIMEFRAME

Calvary University strives to resolve all formal complaints within seventy-five (75) business days of submitting a formal complaint. The University will balance its desire to achieve a prompt resolution with the need to conduct a thorough and complete investigation, which may delay that timeframe.

Delays may result from several factors, including but not limited to the appeal of a dismissal, impacts of concurrent criminal processes, or an attempt at informal resolution. The Title IX Coordinator may extend the time for completion of the formal resolution process for good cause in their sole discretion and will provide written notice to the parties of the reason for extension or delay.

INVESTIGATION

The written notice of allegations will identify the appointed investigator(s). Either Party may object to the investigator on the grounds of conflict of interest or bias for or against the parties, by submitting an objection to the Title IX Coordinator, in writing within three (3) business days of receipt of the issuance of the written notice. The Title IX Coordinator, in their sole discretion, shall determine whether a different investigator should be appointed.

The investigator will conduct an investigation of the allegations in the formal complaint and is responsible for interviewing the parties and witnesses and gathering relevant evidence. All members of the administration, faculty, and/or staff, as well as students, are expected to cooperate with any investigation.

All parties will have an equal opportunity to identify witnesses, including fact and expert witnesses, and evidence, for the investigator. Parties will be provided with written notice of the date, time, location, participants, and purpose of all investigative interviews in which they are expected to participate. parties may be accompanied by an Advisor of their choice at any investigative interview.

Evidence:

The following types of evidence, and questions are not permitted during the investigation process and will not be considered, except to determine whether one of the exceptions listed below applies:

- Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality.
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of

treatment to the party or witness unless the University obtains that party's or witness's voluntary, written consent for use in its grievance procedures.

- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude a determination that sex-based harassment occurred.

Investigation Report

The investigator will prepare an investigation report summarizing all relevant evidence. The report will exclude all non-relevant evidence, as well as any evidence not subject to disclosure per the policy and regulations.

Preliminary Investigation Report

Prior to completing the investigation report, the investigator will send a preliminary report and accompanying documents, if any, to the parties who will have ten (10) business days to submit a written response to (1) present comments or feedback on the facts as gathered, (2) submit additional information, and/or (3) identify additional witnesses or request the collection of other information by the investigator. If either party provides a written response or provides additional information, the content will be shared with the other party and incorporated as appropriate in the final investigative report. A party's failure to respond will be taken as their confirmation that the investigative report and any additional evidence is accurate. The response must be by the parties, not the party's advisor.

Final Report

After receiving the written responses and taking any necessary actions, the investigation report will be finalized within ten (10) days and include any additional comments from the parties and determinations of credibility of the parties and witnesses. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness. The parties are prohibited from disclosing or disseminating the evidence to any third parties and from using it for purposes other than carrying out the formal resolution processes.

Impact and Mitigation Statement: Either or both parties may submit a statement to the Title IX Coordinator for consideration by the Decision Panel. The Complainant may submit a written statement describing the impact of the prohibited conduct on the Complainant and/or expressing a preference about the sanction(s) to be imposed. The Respondent may submit a written statement explaining any factors that the Respondent believes should mitigate or otherwise be considered in determining the disciplinary action(s) imposed. Any impact or mitigation statement

should be submitted no later than five (5) business days after receipt of the Preliminary Investigative Report. The Title IX Investigator will provide any statement(s) with the final investigative report to the Decision Panel

The final investigative report and any written responses by the parties will be provided to the Title IX Coordinator and the decision panel.

DECISION PANEL

The decision panel is responsible for reviewing the investigation report and objectively evaluating the evidence presented in the report. They will decide on responsibility and recommended sanctions.

The panel is trained and consists of the Director of Information Technology, the Registrar, and the Chair of the Business Administration department. If any of these individuals has been involved in the investigation in any way, the Cabinet will appoint a replacement. The panel will not consist of students. The panel's determination will be made by a majority vote. The panel will have seven (7) business days to review the report, discuss and decide. An outcome letter detailing the decision will be issued within seven (7) business days of the decision being made.

Standard of Proof

The decision panel will make decisions on responsibility using a preponderance of the evidence standard, which, per the U.S. Department of Education, means that it is more likely than not that harassment, discrimination, or violence occurred.

Determination and Sanctions

Determination:

There are two possible findings the decision panel can make:

- Responsible for a violation of university policy
- Not responsible for a violation of university policy

Sanctions:

The following sanctions may be imposed upon a respondent found responsible for sexual misconduct. They are listed below and defined in either the Student Handbook or the Employee Handbook, respectively:

Student Sanctions:

- Verbal Warning; Training or Education, Written Warning; Probation; Expulsion

Employee Sanctions:

- Verbal Warning; Training or education, Written Warning; Suspension without Pay; Dismissal.

Grievance Process Outcome Letter

Within seven (7) business days of the decision the Title IX Coordinator will issue an outcome letter via email to the parties if a student. Human Resources will issue the outcome letter via email to the parties in employee matters.

The outcome letter will include:

- A description of the allegations that led to the investigation.
- A description of the procedural steps taken from the receipt of the formal complaint through determination.
- A statement of factual findings supporting the outcome.
- A statement of the conclusions regarding the application of this Policy to the facts.
- A statement and rationale for the result of each allegation, including a determination regarding responsibility.
- An explanation of the disciplinary sanctions imposed on the respondent, if any.
- A statement of whether remedies designed to restore or preserve equal access to education programs or activities will be provided to the complainant and will be identified only to the extent those remedies directly affect the respondent. The Title IX Coordinator is responsible for implementing such remedies.
- The procedures and permissible bases for the complainant and respondent to appeal. See Appeal section.

The outcome becomes final following the determination of the appeals, if any, or upon the date following the deadline for filing an appeal, if no appeal is pursued. No further appeals of any kind are permitted.

Appeal Process

Both parties have the right to appeal to the President's Cabinet via the Title IX Coordinator regarding the finding or the University's dismissal of a formal complaint. Any cabinet member who has been involved in another aspect of the particular Title IX Prohibited Conduct Outcome being appealed must recuse themselves from the appeal process so as not to create an actual or perceived conflict of interest. A conflict of interest may occur if a cabinet member reported the initial Prohibited Conflict, was a respondent or complaint, served as an advisor, or otherwise. Appeals must be submitted within five (5) business days of the determination of responsibility or dismissal of the formal complaint. In the event of an appeal, the Title IX Coordinator will provide the Cabinet with the Investigation Report.

When an appeal is filed the Title IX Coordinator will notify the other party in writing. Both parties will have five (5) business days to submit to the Title IX Coordinator a statement supporting or challenging the outcome.

The permissible basis for appeals are:

- Procedural irregularity that affected the outcome of the matter.
- New evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal was made that could affect the outcome.
- The Title IX Coordinator, investigator, or decision panel member had a conflict of interest or bias for or against a party that affected the outcome.

The President's Cabinet will typically issue a written decision on the appeal, including the result and a brief rationale, within ten (10) days of the receipt of the appeal materials.

The Cabinet has the discretion to direct a reopening of the investigation to consider new evidence, adjust the finding and/or recommended sanction, or make any other equitable determination. The parties will simultaneously receive a written decision describing the result of the appeal and the rationale for the result. If an appeal is filed, the determination will become final, and sanctions will be enforced on the date that the university provides the parties' written determination of the result of the appeal.

Once the determination goes into effect, either of the initial determination or the result of an appeal, other non-Title IX policy violations that took place in the incident and not covered by the Amnesty policy will be referred to the appropriate administrative office.

TRAINING

Any individual serving as Title IX Coordinator, investigator, decision panel member or appeals will receive training on this Policy.

The University also offers training for both staff and students covering legislation and Title IX. These trainings are described below:

STUDENT TRAINING

- Online training on the student portal available to new and existing students. Complete yearly.

EMPLOYEE TRAINING:

- All employees undergo online training upon hire and subsequently complete yearly training either online or during staff in-service.

APPENDIX

WRITTEN NOTIFICATION OF RIGHTS, OPTIONS, AND RESOURCES

Calvary provides complainants and respondents with a packet of information containing all rights (as listed below), options for reporting and accommodations, as well as resources available. A copy can be obtained through the Title IX Coordinator.

Rights of a Complainant

The complaint has a right to:

- Be treated with fairness and respect for their dignity.
- Be free from any suggestions that they must report sexual assaults or that they are responsible for assaults committed against them.
- Be free from any threat of retaliation or other attempts to prevent the reporting of sexual misconduct.
- Not be pressured by university personnel to report sexual assaults if they do not wish to, to report them as less serious offenses, or to refrain from reporting for any reason.
- Have their allegations of sexual assault treated seriously and their privacy honored.
- Receive options to pursue a criminal complaint, the college's disciplinary process, or both simultaneously.
- Be notified of local and national hotlines for medical, counseling, mental health, and student services for victims of sexual assault, whether or not the assault is formally reported.
 - Abundant Life Counseling Services: info@livingproof.co or (816-554-0944)
 - Hope Haven crisis hotline (816-380-2833)
 - Local law enforcement: Call 911 or 816-348-4430
 - Hospital Belton Regional Medical Center: 816-348-1200
 - National Mental Health Hotline: Call or Text 988 or 1-800-273-8255
<https://988lifeline.org>

- o National Sexual Assault Hotline (RAINN): 1-800-656-4673 or <https://www.rainn.org>
- o National Dating/Domestic Violence Hotline: 1-800-799-7233 or <https://thehotline.org>
- Be informed of and assisted in exercising any rights to confidential or anonymous testing for sexually transmitted infections, HIV, and pregnancy, and any rights to obtain communicable diseases test results of sexual assault suspects.
- Be informed of the possible availability of crime victim assistance compensation through the National Center for Victims of Crime or victimsofcrime.org
- Have access to counseling.
- To submit reports of sexual assault to be investigated and evaluated by appropriate criminal and civil authorities.
- Receive full and prompt cooperation and assistance of university officials in notifying proper civil authorities.
- See no contact orders issued promptly and in writing to all parties involved in a reported sexual assault after the University receives notice of a complaint if deemed appropriate.
- Receive reasonable supportive measures defined in the policy.
- Engage in an informal process if both parties agree and have the right to withdraw at any time, and the right to withdraw a formal complaint before a determination being made.
- Receive written and advance notice about the investigative process.
- Have the opportunity to present a list of witnesses and other evidence to the investigator and receive notice of the process, information about procedures, and written notice of the outcome equivalent to the process of the respondent.
- Have an advisor of their choice accompany them throughout the process.
- Be informed in a timely fashion of the outcome of the investigation.
- Have the right to appeal the outcome of the process.

Rights of a Respondent

A respondents' rights under Title IX and University policy include:

- The right to have disclosures of sexual harassment, sexual assault, domestic violence, dating violence, stalking, and/or sexual exploitation treated seriously.
- The right to be treated with fairness and respect throughout the process.
- The right to be informed of university policies and procedures being applied to their case, and to have those policies and procedures followed.
- The right to have the University keep their name and other information as confidential as possible. Information related to the complaint will be distributed on a need-to-know basis only. "Need-to-know" is typically defined by that level of information that is necessary to coordinate the provision of requested services, to protect the safety of individuals or community members, or to administer the University complaint process.

- The right to be accompanied by an advisor of their choice during any meeting or interview conducted in connection with the complaint.
- The right to be informed of their option to make a report to local law enforcement—and to not be discouraged from doing so.
- The right to engage in an informal process if both parties agree.
- The right to access appropriate resources and support measures to protect their safety and minimize the negative impacts of an incident on their educational opportunities.
- Available resources and interim measures may include:
 - reasonable academic accommodations
 - housing modifications
 - confidential counseling, health services or pastoral care
 - referrals to local community agencies for services.
- The right to have a determination of the facts based on a preponderance of evidence (a “more likely than not” standard).
- The right to be notified in writing of the outcome of the process related to the complaint.
- The right to be protected from retaliation by any member of the university community for reporting their experience or participating in the University process.
- If/when an outcome has been determined, the right to access an appeal process in accordance with university policies and procedures.

Preventive and Intervention Strategies

How to Be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander.

- If you or someone else is in immediate danger, call 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.
- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are OK.
- Speak up when someone discusses plans to take advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document.

Risk Reduction Tips

Each person has a sinful nature after the fall, and each person is responsible for his/her own misconduct; here are strategies to reduce one's risk of becoming a victim of sexual sin.

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation. Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as you may appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have transportation money (cab, rideshare, etc.).
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately. Local authorities can be reached by calling 911 in most areas of the U.S.
- If you suspect you or a friend has been drugged, contact law enforcement. Be explicit with doctors so they can give you the correct tests.

How to Help a Friend

Responding with compassion, validation, and support when an individual discloses that they may have been a victim of sexual harassment or misconduct can be an important part of their healing process. Sometimes the most valuable advice comes from someone the individual already trusts. Strive to respond to an individual's disclosure with the sensitivity and respect they deserve.

Prioritize safety

Make sure the survivor is safe. Help the survivor get to a safe place if needed. If you are concerned for their immediate safety, call 911 or Calvary Security (816-331-8700).

Listen

It takes courage for someone to reveal that they are a victim or survivor. Listen actively and without judgment. Avoid asking questions or digging for details. It's best to allow them to control what information they share.

Provide information

Learn about the support services available and refer to the University policy for more information.

Let them make their own decisions

It is important to provide information but to allow your friend to make their own choices. Support their decisions even if you don't agree with them.

Remind them you care

Let your friend know that you are there to help them through this.

Don't guarantee confidentiality

Employees who are required to report sexual harassment or misconduct may not be able to maintain confidentiality under Title IX and this Policy. If you are required to report the incident, explain your reporting responsibilities to the person who has disclosed the information to you.

Take care of yourself

Providing support to a friend can be difficult. Don't forget to take care of yourself. It may be helpful to reach out and talk to someone about how you are feeling.