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## Welcome to the Central community!

UCM provides exceptional academic resources and the opportunity to interact with the many outstanding students, faculty, staff, alumni and friends who make our institution special. Founded in 1871, UCM is a comprehensive, public university that provides more than 150 areas of study, and attracts students from around the world.

At UCM, we want your professors to know you by your first name. We want you to gain hands-on experience and have the opportunity to impact the community through service-learning projects. We strive to create a community that empowers you to shape the future and make friendships that will last a lifetime.

## Standards

To create an atmosphere of academic excellence, the university must enroll and retain students who, through ongoing assessment and evaluation, meet or exceed established university academic standards. Central Missouri grants degrees to students who fulfill program requirements and meet or exceed the minimum academic standards established by the university and the state of Missouri.

While in pursuit of their degree, students are expected to comply with all university policies and procedures, complete all degree requirements, and remain in good standing with the University.

At UCM, we expect you to learn more than the information that's provided in books. We want you to discover **learning to a greater degree**. This is a challenging goal that requires commitment from both the university and the students. The university's commitment and responsibilities are outlined in the annual student catalogs. Student qualification and responsibilities are outlined here.

## Student Qualifications

Being a student and getting a high-quality education is a **full-time job**. When you choose to attend UCM, you are investing a large amount of time and money in yourself and your future, and UCM is investing its resources in you.

You are here for an education and UCM is here to provide it. For this to be possible, students must demonstrate that they are qualified for ongoing enrollment and participation by **remaining in good academic standing, engaging in good attendance and participation, and demonstrating good decision-making**.

## Good Academic Standing

Your most important job, as a student, is to learn. This is demonstrated, in large part, by your ability to meet classroom expectations and perform well in class. Student academic standing is determined by both the cumulative GPA and the UCM GPA. Central Missouri students who have both a 2.00 cumulative and UCM grade point average are in good academic standing and are eligible to enroll for classes.

Students can find their academic standing in MyCentral in the Student Services tab under "Check Your Registration Status" or "Unofficial Transcript".

## Good Attendance and Participation

In order to reach these academic goals, you must regularly attend and participate in class. Regular class attendance and regular participation in online coursework are expected of all students at the University.

A college education is more than what happens in the classroom, however, and at UCM, students are encouraged to participate in a variety of activities outside of the classroom that create a well-rounded educational experience.

There are many things for students to do on campus including dances, plays, films, concerts, bowling, and being involved in clubs, intramural sports and student government. Taking part in social, cultural and athletic events provides students with many opportunities to learn about themselves, other people and the world in which they live.

Getting involved on campus gives students the opportunity to develop interpersonal and leadership skills that will serve them throughout their lives.

## **Good Decision-Making**

UCM has embraced the belief that students are here for the purpose of learning. In the modern college setting, learning is a process and students must have an active role in constructing knowledge and developing skills rather than have them somehow delivered to them. This process of knowledge construction takes place in every aspect of the student's college experience, inside and outside the classroom; it is a dynamic, imprecise, and "messy" process. To facilitate this learning, students are expected to reflect upon UCM's Educational Mission and Core Values (Learning, Excellence, Service, Responsibility, Adaptability, Diversity, and Community). Students are expected to integrate these ideas and aspirations into their daily decision-making processes. In accordance with this premise, students should expect to be supported when they make educationally purposeful choices and challenged when the choices appear to be incongruent with their academic success.

In order to be successful at UCM, students are **expected** to explore and exercise their rights, and it is understood that in this process some errors in judgment will occur. This is a natural part of the learning process. Students are expected to reflect upon these choices in the context of responsible decision-making, honest discourse, and the appropriate use of university resources. Students who fail to fully embrace their responsibilities during this period of personal exploration may face consequences that are designed to guide them toward a more responsible decision-making framework. Students should learn from this process and make wiser, more informed decisions in the future. Actions and decisions that threaten the safety of others or substantially compromise the integrity of the educational environment cannot be tolerated, and students who repeatedly ignore their responsibilities may lose the opportunity to be a student at UCM.

**The Guide to Good Decision-Making was developed to assist students as they explore their rights and responsibilities; it is intended as an educational document not as a legal document.** It is about 40 pages long and evolves over time. It is not uncommon for someone to ask "Do you really expect us to read all this?" The answer is "Yes, we do; it's important."

## **Student Rights & Responsibilities**

At UCM, student rights and responsibilities are deeply and purposefully interconnected. To help facilitate student growth and development, the University has outlined 6 of these key student rights and their corresponding responsibilities. These rights and responsibilities are further articulated in the Campus Community Creed and Core Values. This list is not all inclusive but instead provides a framework for understanding certain student expectations as they relate to educational conduct. In reviewing this framework, students are advised to reflect on the "*spirit* of the rule" and not just the "*letter* of the rule." Our rules reflect our deepest values and goals and we ask you to do more than just comply with them, but embrace them.

As responsible citizens, students are expected to comply with all local, state, and federal policies, statutes, laws and ordinances. The University also has an obligation to comply with the law, and we have written our policies to comply with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics (Clery) Act, the Family Educational Rights and Privacy Act (FERPA), Title IX of the Educational Amendments

of 1972, the Drug Free Schools and Communities Act (EDGAR Part 86), the Sexual Violence Elimination (SaVE) Act, and other federal and state statutes and regulations. The university welcomes feedback on how we can better meet these requirements in service to our campus community. Please keep in mind that the law is constantly evolving and UCM's policies and rules will adapt to reflect such changes periodically.

## The Right to Pursue an Education

"The Central community is a LEARNING community, striving for academic and personal excellence and by promoting the value of education and lifelong learning." – UCM Community Creed

"Learning: Student learning and development are the primary purposes of the University of Central Missouri. All institutional services exist to support the academic mission of the institution, and student life is viewed as an important facet of the educational experience. Central Missouri faculty and staff members believe strongly in the importance of educating the whole person and preparing students for lifelong learning. UCM provides students with a strong liberal arts and sciences foundation and strives to instill in each of them the importance of freedom of expression and inquiry. Central Missouri is committed to improving public education in Missouri and beyond." – UCM Core Values

- Students have the *right* to pursue an education.
- Students have a *responsibility* to make choices that are educational purposeful.

Learning takes place inside and outside the classroom, on campus and off campus, throughout a student's educational career. UCM supports this learning by creating a wide range of opportunities, forums, services and experiences, and students are strongly encouraged to use these resources. Students have the right to request reasonable and appropriate support and assistance from other campus community members, including students, staff, and faculty in maintaining a climate conducive to thinking and learning. No student, however, should take any action that will restrict other individuals from pursuing their educational goals.

Additionally, learning requires the creation of original material for your classes and direct evaluation of your work as a student. There is also tremendous value in collaborative work when it assigned by your instructor. The academic integrity of the university is based on this foundation of honest dialogue and exchange between the instructor and the student. Students who submit work that is not their own have violated this fundamental trust. Dishonesty, inappropriate collaboration, plagiarism or other misrepresentations of your work are actions considered antithetical to learning and will be treated as serious violations of university policy.

## The Right to Privacy and Free Expression

"The Central community is an OPEN community where civil dialogue is a critical element in developing respect for individuals whose values, ideas, beliefs, and life experiences may be different from our own." – UCM Community Creed

- Students have the *right* to express themselves. Students also have the right to expect a reasonable standard of privacy and should have the opportunity to limit the release of their personal information.
- Students have a *responsibility* to express themselves in a manner that is purposeful, honest, situationally appropriate, and respectful of the rights and privacy of others. Students also have a responsibility to refrain from illegal, disruptive or dangerous activities.

Student expression is essential to learning and personal expression is a fundamental

right. It is likely that such expression could lead to lively discussion and constructive disagreement. Any expression that is unlawful or is intended or serves to disrupt the learning of others or the learning environment is a violation of university policy.

It is also understood that learning is hampered by oppressive and aggressive monitoring of every action and decision. Students certainly should expect a reasonable standard of privacy, and they should have the right to limit how their personal information is accessed by a third party. This essential right to privacy, however, does not exempt the student from all interaction with others in the college environment nor does it shield their activities from all external scrutiny. Students are considered active participants in the college community and in order to learn, they have a responsibility to engage appropriately with others in the learning community. To this end, students have the responsibility to engage in reasonable standards of self care, refrain from illegal, disruptive or dangerous activities, and to use university resources safely and appropriately.

The university has an obligation to suspend the right of privacy when a student's health or safety may be compromised. UCM's CARE Team, a cross disciplinary group of experienced and knowledgeable professionals who review concerns about student behavior, may intervene to prevent foreseeable harm or campus disruption.

Additionally, as a state supported educational institution that accepts Federal financial aid, UCM has a legal responsibility to comply with State and Federal law. This includes federal guidelines on the handling of student information (FERPA) and crime reporting statistics (CLERY) that must be shared with state and federal agencies.

### **The Right to Develop and Pursue a Personal Academic and Career Plan**

"The UCM community is PURPOSEFUL, and students are challenged to develop their personal goals while also helping to shape and achieve common goals." – UCM Community Creed

"Excellence: The University of Central Missouri sets high expectations for students and graduates and demands excellence in teaching and in delivery of services. Central Missouri promotes quality and excellence in staff and faculty members through its many professional development activities. The university promotes the development and well-being of each member of the campus community, which in turn fosters a strong commitment to the institution." – UCM Core Values

- Students have a *right* to chart their own path and develop a personal academic plan that moves them toward a promising future.
- Students have the *responsibility* to attend class, meet administrative and educational deadlines, complete course requirements, follow university policies and pay fees on time.

Your degree must be earned; it will not be given to you. Important elements of earning your degree include abiding by the rules, guidelines and procedures that govern the university; meeting academic expectations; and completing the requirements UCM has articulated for degree completion.

### **The Right to Non-Discrimination, Equal Access, and Fair Treatment**

"The Central Community is a JUST community and students are expected to participate in ways that are ethical, honest, equitable, trustworthy, civil, and respectful." – UCM Community Creed

"Diversity: The University of Central Missouri is committed to attracting and supporting a diverse body of students, faculty and staff members. The campus strives to be responsive to the specific needs of people with physical handicaps and offers educational programs to allow all students to reach their full potential. Central Missouri encourages acceptance and

respect of individuals with differing values, ideas, beliefs, abilities and life experiences. The university promotes good citizenship, a sense of civic responsibility, global awareness and an appreciation for human diversity at all levels.” – UCM Core Values

Students should expect to be treated fairly and equitably by administrators, faculty, and staff in accordance with state and federal law. Students have the *right* to engage with other learners in an environment that is free from illegal intimidation, harassment and discrimination, and other conduct that is prohibited by law.

At UCM, we want students to be exposed to other individuals from widely diverse backgrounds. This opportunity is part of what makes the college experience extraordinary and exciting. Through these interactions, we want students to engage in lively, respectful debate of complex issues while simultaneously reflecting and developing their own worldviews.

In some cases, lively debate can lead to disagreement and misunderstanding. Students should develop the skills to handle such disagreements with respect and civility. Your faculty, Student Experience and Engagement staff, organization advisors and other students can help you learn these skills. At the same time, persons who engage in conduct that constitutes harassment or discrimination as defined in applicable University policies, or that is otherwise prohibited by law, will be held accountable in a manner consistent with their rights as citizens under state and federal law.

### **The Right to a Reasonably Safe Learning Environment**

“The Central community is a CARING community where students are encouraged to pursue and support the well-being of themselves and others.” – UCM Community Creed

- Students have the *right* to be reasonably safe and to take reasonable actions to protect themselves from violence.
- Students have a *responsibility* to refrain from actions that jeopardize their own safety or the safety of others.

Risk is an element of every human activity. We expose ourselves to varying degrees of risk when we step in the shower, walk down a flight of stairs, and drive to class. It is also normal to seek out risk in certain circumstances (such as trying something new, asking someone out on a date, challenging the status quo, etc.). While some risks are minor, other risky choices can put you or others in danger. Students are expected to avoid situations and choices that involve unreasonably dangerous risks, and they are expected to immediately and fully cooperate with university officials, law enforcement, and emergency personnel in the completion of their duties. Students have a right to a tobacco-free, drug-free, weapons-free and alcohol-free learning environment.

Some personal safety resources and tips can be found on the TIPS homepage.

### **The Right to a Fair Process**

“Central is a DISCIPLINED community where students are expected to fulfill personal responsibilities, by upholding university guidelines, and by working toward self and community betterment.” – UCM Community Creed

“Responsibility: The University of Central Missouri places a high value on being ethical in all practices, and faculty members strive to impress this value upon their students. Central Missouri strives to employ the most efficient and appropriate use of fiscal and human resources in order to provide students with a quality, affordable higher education experience. Faculty and staff members value fact-based decision making through collegial deliberation.” – UCM Core Values

- Students have a *right* to fair processes and the right to appeal or seek clarification on decisions which they believe are inappropriate.
- Students have a *responsibility* to participate in those processes.

Students have a right to fair process which is, fundamentally, the right to receive notice that they may have breached their student responsibilities and the opportunity to be heard on that issue. There is an important distinction between a fair process as it relates to educational conduct and the “due process” that is afforded to criminals in the legal system. Fair processes in educational conduct matters are intended to ensure that students have an opportunity to understand how they may have violated a policy and have the opportunity to explain their involvement, if any, in that event. Students will be assigned a Conduct Educator to assist them with this process and evaluate the situation. If the student has reason to believe that the Conduct Educator cannot evaluate the case in an appropriate manner, they can request an alternate Conduct Educator. This process does not afford students the right to directly confront other students.

In some cases involving mental health concerns, serious legal matters, or potentially dangerous situations, this educational conference is compulsory and may require an immediate response from the student. In the interest of health and safety. Some actions, including temporary suspension, may be enacted before all elements of the educational conduct process are met. The university will fulfill its obligation to provide a fair process before a final decision is made about a student’s status.

This educational conference is outlined in greater detail in the following section, but the essential concept is the notion that the educational conduct process relies on full, honest participation by students.

## **Student Conduct Expectations**

The university has a direct educational interest in how one conducts oneself as a student. This concern extends beyond the classroom and is not restricted to formal educational experiences or the boundaries of campus. Student conduct refers to all the choices one makes in the learning landscape.

Student conduct expectations at UCM are based on the firmly held belief that students, faculty, and staff must constructively collaborate to create an environment that fosters, encourages and supports the educational mission of the institution. Students have a unique and integral role in creating the educational environment. They are challenged to identify and pursue their personal educational objectives while simultaneously sharing responsibility for constructing the learning and living landscape in which that learning occurs.

UCM’s Student conduct expectations are based on the precepts of **personal responsibility, educational purposefulness, and community accountability**.

Appropriate student conduct is a condition of graduation.

## **The Educational Conduct Process and the Role of the Conduct Educator**

Students who may have violated a university policy will meet with a “**Conduct Educator**”. These Conduct Educators are university personnel who are trained to critically examine your decision making process, recognize examples of good judgment and hold students accountable for incidents of poor judgment. The role of the Conduct Educator is to help students “**navigate their way toward full independence and individual responsibility**” (Bickel & Lake, 1999). To accomplish this, conduct educators will facilitate personal reflection and growth through the lens of student development. To this end, Conduct Educators are empowered to look at a student’s overall progress, including their overall academic performance, and outline courses of action that may be necessary in order for the student to remain in good standing as a student at the university.

The Conduct Educator will review the available information and make a determination



about the likelihood that an error in judgment occurred. The decision of the Conduct Educator is the official determination by the university on whether or not a violation of policy has occurred. If it is their determination that a policy has been violated, then the student should expect to be held accountable for that decision.

The student conduct process is purposefully distinct from external legal processes. It is an educational process that embraces the language and spirit of student development. It is a required educational conference to determine if an individual's actions are congruent with their responsibilities as a student. The educational conduct process is not bound by court timelines, external rules of evidence, confrontational discourse, or a "burden of proof" used in the court system.

## Educational Conferences

The primary tool of the Conduct Educator is the opportunity for an "**Educational Conference**" with the student.

When the university becomes aware of a student who may not be meeting the expectations of good decision-making (usually through an early alert from faculty, public safety report, or housing report), then the student will be contacted (generally by email) to schedule an educational conference. An educational conference might also be required if university personnel identify a pattern of behaviors or decisions that illustrate poor decision-making or potential risk. A student may also request an educational conference if there is a concern they would like to discuss.

An educational conference may be required in order to help UCM staff **prevent** a foreseeable negative event. For example, if staff become aware that students have planned a large and potentially risky party, those students might be required to meet with a Conduct Educator to discuss how they plan to manage that event and minimize the risk to attendees.

The educational conference should be viewed as an opportunity for a student to clarify their decision-making process and, in the case of poor judgment, take responsibility for correcting that error. The educational conference is designed to be a civil but critical examination of the student's decision-making process and direct discussion of choices the student has made. **This process is only effective if a student participates openly, respectfully and honestly.** Deception and incivility reduces the ability of the Conduct Educator to assist the student in evaluating the educational purposefulness of their choices and will not be tolerated.

**Students are responsible for regularly checking their campus email** and for responding to the request for an educational conference in a timely manner (within 5 class days of the date on the email). This is a basic expectation of all students and failure to do so can have significant consequences.

A student may choose to bring one advisor to the educational conference. In most cases, this advisor is a peer, parent or trusted advisor. The role of this advisor is to assist the student in reflecting on their choices and to assist with the learning process. The advisor will not be involved in determining the facts of a situation. It is important to note that the Conduct Educator will direct all discourse to the student.

The student is expected to participate fully and respectfully in the educational conference. In some cases, students may choose not to meet with a Conduct Educator. This decision may have significant consequences. In a classroom setting, students who choose not to attend class may fail the course, lose financial aid resources, and drop out of good standing with the university. In the educational conduct setting, students who choose not to meet with their Conduct Educator must still abide by the decisions of the Conduct Educator. In situations where a significant error in judgment has been made, the student may lose their opportunity to continue their studies at UCM.

## Learning Action Plans

At the conclusion of the educational conference, the Conduct Educator may decide that the situation has been resolved or is a misunderstanding that requires no additional follow up. In other cases, the Conduct Educator may require the student to take additional steps (such as participation in an educational program) to demonstrate that they have learned from this process. It is the responsibility of the student to complete this **learning action plan** in the manner and timeframe determined by the Conduct Educator.

Some incidents of poor decision-making may require an immediate response on the part of the student in order to demonstrate that they understand the important nature of their choices. Other decisions may result in restitution to a harmed party, mandatory participation in a course or program at the student's expense, among other potential consequences. Serious lapses in judgment (particularly those that involve dishonesty or harm to others) may necessitate altering or terminating a student's status.

In general, a student should expect to be contacted by the Conduct Educator (by email or letter) within 5 class days after the educational conference. Students are responsible for following up on the action plan outlined in this email or letter.

## Reviews

Students have a right to request a review of the decision of the original Conduct Educator if they disagree with that individual's assessment of the situation or the learning action plan they have outlined. This review must be submitted, by letter or by email, to the Vice Provost for Student Experience and Engagement or her designee (for university matters) or an Assistant Director from University Housing (for Housing, Greek Life and apartment matters) within 5 class days of the decision of the original Conduct Educator.

This Review Agent is also a Conduct Educator. This individual's role is to review the original process, the learning action plan (or change to student status), and the rationale for the review. They may choose to reject the request for review outright, directly act on the request, or invite the student in for a new educational conference. He or she will then make a determination about whether or not to uphold, alter or reverse the original decision in whole or in part.

The new Conduct Educator will notify the student of their decision with 5 class days of his or her decision. The decision of this Conduct Educator is final and will not be reviewed further.

## Evaluation Periods

Another important tool of the Conduct Educator is the "Evaluation Period."

The Evaluation Period is intended as an opportunity for personal reflection and purposeful action during which time a student may expect enhanced scrutiny by Conduct Educators. This period of reflection is an opportunity for students to demonstrate excellent decision-making.

The intent of the Evaluation Period is to help students refocus on purposeful educational decisions. To help students succeed in this endeavor, some external parameters may be applied to their decision-making framework. For example, in some cases, the Evaluation Period may:

- Limit your ability to work on campus
- Restrict your campus living options
- Delay enrollment in future semester

While this may be uncomfortable, the intent is constructive. If you have questions, you should discuss these restrictions with your Conduct Educator.

The Evaluation Period is distinct from "Academic Probation" but may prompt educational interventions and could include the addition of mandatory coursework.

Except in unusual circumstances, the Evaluation Period will not exceed one calendar year.

## Restrictions in and Removal from the Academic Environment

In some cases, it may be necessary for a student to be restricted from certain areas of campus (for example, due to safety concerns) or removed from the learning environment altogether.

*Building or Campus Restrictions:* If a student has harmed or threatened to harm another student, trespassed, violated privacy concerns, or made other choices that put individuals at risk, they may be restricted from some or all of campus. Generally this is done to protect others from harassment or possible harm. These restrictions are enforced by the Office of Public Safety, and anyone violating such a restriction will be arrested for trespassing and may be immediately restricted from all of campus.

*Suspension:* Suspension is a temporary interruption in coursework during which time a student may be restricted from attending class. The duration of a suspension may range from a few days to a year or more depending upon the circumstances. Short Suspensions (up to 10 class days) may be issued by the Office of Student Experience and Engagement **prior** to an education conference if there is reason to believe that an individual poses a risk to themselves or others. In these cases, the student is expected to schedule an educational conference with the Associate Vice Provost for Student Services (or their designee) within the 10 day timeframe. If the student does not arrange this conference, the Associate Vice Provost may choose to end the Suspension, extend it indefinitely, or take other actions.

*Expulsion:* Expulsion is the permanent severing of the relationship between the university and the student. Expulsion is reserved for serious situations that pose a risk to others or for situations where the academic integrity of the university has been compromised.

*Medical Withdrawals:* In some cases, a student may miss a portion of a class due to a medical situation. It is important, in these situations, for the student to contact the Office of Student Experience and Engagement (SEE). That office will assist you in notifying faculty in order to give you an opportunity to make up missed work. If a student is out for an extended period of time, that student should work with SEE to explore withdrawal and refund options.

*Other Mandatory Withdrawals:* If a student fails to attend class, is institutionalized, or is incarcerated for an extended period of time (generally 2 or more weeks), they may be administratively withdrawn from classes without the student's approval. Additionally, students who are no longer qualified to be students may be administratively withdrawn.

*Previous Misconduct:* The University reserves the right to deny admission to any person because of previous misconduct that may substantially affect the interest of the University, or to admit such a person on an appropriate disciplinary status. The University also reserves the right to withhold authority to register to any student or former student because of previous misconduct that may substantially affect the interests of the University or to assign appropriate disciplinary status to the student or former student.

*Other safety concerns:* To create a safe environment UCM officials may situationally require students to take constructive actions including referrals to on or off campus care providers, trainings, and verification from outside medical professionals about a student's ability to function safely in a university environment. Students who fail to complete these constructive actions may be restricted from returning to campus or to the learning environment.

## Psychological Wellness & the Counseling Center

College is usually a time of many changes and new challenges. Naturally you will experience some ups and downs. Much of the time, you will take on and overcome these difficulties on your own. Sometimes you will turn to friends, family or faculty for guidance or support. But there are times when professional help is useful. How will you know if it's a good idea to seek help at the Counseling Center?

- **Your usual ways of coping are not working.** Maybe you have talked to friends or family and still you are struggling. It might be that those close to you are encouraging you

to “get some help.” Maybe you have tried “simply working harder” to no avail. It might be that your current difficulty is a challenge you have faced before without success.

- **You have a lot of emotional distress, such as anxiety or depression or you are not doing well academically, socially or physically.** Maybe you are not sleeping well, or drinking alcohol more than usual. It might be that people close to you are saying they are concerned about you. Maybe you are less interested in, or are withdrawing from friends. It could be that friends are responding to you in ways you don't understand or appreciate. Possibly you are not concentrating as well as usual, not attending classes regularly or maybe your motivation is sliding.

If you are experiencing these concerns, the Counseling Center can help. Call 660-543-4060 to schedule an appointment. A counselor will meet with you to talk with you about your concerns and help you develop a plan of action.

If you have been in ongoing counseling before coming to college and want to continue in counseling, it is best to keep working with the same counselor if at all possible. If your current counselor is some distance away, check to see if you can have appointments over the phone or by computer. If you cannot continue with the same provider while in college and you want ongoing counseling, be aware that the Counseling Center offers brief counseling (for example, 1-4 sessions). If you want open ended counseling, you would need to obtain that from an off-campus provider. You can get information about local providers from the Counseling Center staff. This information is also on the Counseling Center website along with crisis hotline numbers and other resources.

If you are taking medication for a psychological concern, you should not stop or change the medication without talking to your prescribing physician. While college can be a “fresh start,” it is also a transition with many challenges and stressors. Generally, it is not a good time to stop taking medication, unless you and your physician agree that it is the right plan for you.

## **Taking Care of Caregivers**

Sometimes those who are demonstrating care and concern for others forsake their own well-being in the efforts to be helpful. If you are assisting a peer, friend or loved-one with difficult issues, please be aware that campus resources are available to help you. If someone you know is thinking about hurting themselves, don't try to bear that burden alone; ask for help.

## **A Caring Approach to Recovery from Self-Harm**

If a student has attempted self harm, expressed intent to harm oneself, or has caused a significant disruption to the campus community in relation to a mental health concern, they are required to meet with the Associate Vice Provost for Student Services before returning to class. This mandatory meeting is an opportunity to explore resources and develop strategies for success. This is a Wellness Follow-up, not an Educational Conference as previously described. It is a critical, educationally purposeful meeting; students who do not fulfill this requirement may not be allowed to continue their coursework.

## **Involving Families & Others**

The Associate Vice Provost for Student Services facilitates communication between the university and families in support of student success. The purpose of this communication is to mobilize resources to support students as they strive to reach their potential.

We believe strongly that families can best contribute to student success when they are fully aware of the challenges and opportunities facing today's college students, including academic and co-curricular expectations for students. We strongly encourage parents to learn about student support services and understand how their students can access these

resources (for example: tutoring programs and the many resources available in the Learning Commons).

As a part of this partnership, families are encouraged to discuss and embrace UCM's goals for student learning. These goals include:

- Challenging the student to identify, define, and solve problems independently
- Encouraging the student to set and achieve personal goals and make responsible decisions related to academics, career planning, social interactions, and community engagement
- Understanding and supporting UCM's commitment to academic excellence, access with support to succeed, integrity, ethical behavior, diversity, respectful relationships, freedom of inquiry and sustainability
- Empowering the student to examine personal values
- Encouraging the student to learn about and respect the values and beliefs of others
- Supporting the student as he/she faces conditions of uncertainty and learns to perform in complex environments and challenging situations
- Allowing the student to accept consequences of his/her actions and accept responsibility for personal errors
- Urging the student to examine disappointments and unexpected experiences in order to assess what caused them, what can be done about them, and how to avoid them in the future

*We know it may be hard for a parent or guardian to know when to step in and when to empower your student.*

We believe that family members are often mentors to their children. It is our hope that you will promote their self advocacy by allowing them to make decisions independently and demonstrate responsibility when those choices result in negative outcomes.

If you are concerned about your student's physical or mental health, please contact appropriate campus or community authorities immediately.

- Office of Public Safety 660-543-4123
- The Counseling Center 660-543-4060
- Student Experience & Engagement 660-543-4114

Please be aware that the University of Central Missouri may contact and involve families in order to gain assistance from parents when students under the age of 21 have an alcohol or drug violation or if they are engaged in other behaviors that pose health or safety risks to themselves or other students.

We also want to remind families that there are federal laws (for example the Federal Educational Rights and Privacy Act of 1974 and the Health Insurance Portability and Accountability Act of 1996) that place limitations on parents' ability to access student records. Please contact Student Experience and Engagement if you have questions about these limitations and how we can still partner and appropriately communicate to promote the success of your student.

## Specific Policies

The preceding discussion focused on the concepts of student development, integrity, and ethical decision-making. This is intended to help students develop a personal and purposeful decision-making model that will help them excel in the college environment. It is also intended to provide a framework for outlining how the university will respond to incidents of poor judgment.

The following section describes several important university policies including policies that are unique to certain environments (such as University Housing). These policy descriptions should not be construed to be comprehensive. **The absence of a clear rule does not necessarily justify a poor decision.** As previously stated, the purpose of the

educational conduct process is the development of a consistent and ethical decision-making framework. In all cases, students are advised again to reflect on “the *spirit* of the rule” and not just “the *letter* of the rule.” If a student finds herself or himself in the position of arguing about the wording of a policy, they may well have violated the spirit of the policy and they can expect to be held accountable for that decision. If students feel like a policy can be improved, they are encouraged to contact the Office of Student Experience and Engagement to provide feedback and suggestions.

The university recognizes that from a practical standpoint, it is helpful for students to know these specific rules and the likely consequences of violating these rules. The drawback to this approach is the tendency for students to make decisions based solely on the severity of the consequence. The educational conduct process is designed to help individuals examine policy violations through the lens of good decision making. The consequences for poor decision making may vary from student to student depending upon the degree to which they understand and act to rectify poor choices. Students who recognize their mistakes and take responsibility for their choices are generally demonstrating greater self reflection and understanding than those who blame others for their own choices. Consequently, two individuals may make the same poor choice but face very different outcomes from the educational conduct process.

The following specific policies are provided as a guide to good decision-making, but this should not be interpreted as an all inclusive list of inappropriate behavior.

## Academic Integrity

All members of the UCM community are expected to act with professional, personal, and academic integrity. These simple principles lie at the heart of our intellectual community.

Academic integrity, in particular, means honesty and responsibility in scholarship and it is absolutely essential in the college environment. It is one of our highest ideals and highest standards. Academic assignments exist to help students learn; grades exist to show how fully this goal is attained. Therefore all work and all grades should result from the student’s own understanding and personal effort.

The University has the responsibility for maintaining academic integrity so as to protect the quality of education on our campus and to protect those who depend upon our integrity. It is the responsibility of the student to refrain from violations of academic integrity, from conduct that may lead to suspicion of academic misconduct, and from conduct that aids others in such misconduct. It is the responsibility of the faculty to establish and maintain an environment that supports academic integrity. An essential part of this faculty responsibility is the enforcement of existing standards of academic integrity. If faculty members do not discourage and act upon violations of which they become aware, respect for those standards is undermined. Faculty members are expected to provide students with a clear statement of their expectations concerning academic integrity.

UCM recognizes that standards and expectations for citing the work of others in the modern, digital age can be confusing. We also recognize that most students want to do their own work, contribute appropriately to group work, and be recognized for their own accomplishments. In general, academic misconduct is interpreted as any act which improperly affects the evaluation of a student’s academic performance or achievement. Misconduct occurs when the student either knows or reasonably should know that the act constitutes misconduct. The following guideposts are intended to help students avoid accidental misconduct and reflect on what constitutes academic integrity:

- **Protect your work and know your rights.** Do not let other students in your class diminish the value of your achievement by claiming your work as their own. In examinations, do not allow your neighbors to see what you have written; you are the only one who should receive credit for what you know.

- **Acknowledge your sources.** When you are presenting words or ideas that are not your own, you are expected to appropriately acknowledge your source. For example, when writing a paper, use quotation marks where appropriate and cite your source in a footnote or in a list of sources that you consulted.
- **Avoid the appearance of dishonesty.** Do not put yourself in a position where you have unauthorized material in a testing environment or where you can be suspected of having copied another person's work. Even the appearance of dishonesty may undermine your instructor's confidence in your work.
- **Do your own original work, collaborate when assigned to do so by your instructor, and don't resubmit work previously completed for another class.** The purpose of assignments is to develop your skills and measure your progress. Letting someone else do your work defeats the purpose of your education, and may lead to serious charges against you. Resubmitting old work does not promote new learning.
- **Never falsify a record or permit another person to do so.** Academic records are regularly audited and students whose grades have been altered put their entire transcript at risk.
- **Never fabricate data, citations, or experimental results.** Many professional careers have ended in disgrace, even years after the fabrication first took place.
- **Always tell the truth when discussing your work with your instructor.** Any attempt to deceive may destroy the relationship between the teacher and the student.
- **Report any academic dishonesty** you see to your instructor or Department Chair.

Violations of academic integrity are determined by your instructors and can result in serious academic consequences including failing grades, removal from class, removal from a field of study or even the termination of your student status. Please take this issue seriously and proactively ask for guidance from your instructors if you are uncertain how to properly cite the work of others.

## Personal Integrity

Students are also expected to be honest and demonstrate integrity in non-academic matters outside of class. The University of Central Missouri seeks to promote and ensure personal integrity among students and other members of the University Community by taking a stand against dishonesty, theft, fraud and misrepresentation of facts. Students are encouraged to take responsibility for their decisions and be thoughtful of how their actions impact on others. In support of this important goal, the following actions may be considered serious violations of university policy:

- Lying, deceiving or conveying false information for the purpose of causing another person or official to act or refrain from acting.
- Stealing any property or services from another person, group or the University.
- Embezzling, defrauding, or procuring any money, goods, services or thing of value under false pretenses, including the issuance of check, draft, money order or use of a credit card knowing that it will be dishonored upon presentation for payment.
- Purchasing, receiving, using or benefiting from any property, money, services or thing of value knowing it to have been obtained or made available through theft or deceit.
- Forging, altering or misusing any document, record or identification or causing any false information to be entered upon any record or presented at any proceeding.

## Some thoughts on alcohol, tobacco and other drugs

Our expectation is that your decisions about alcohol, tobacco or other drug use will be guided by the law and common sense, by information about how these substances may impact your ability to be successful as a student and by an understanding of the potential impact your use may have on those in the Central community. All students, employees and

visitors are expected to comply with local, state and federal laws that govern the possession, use, distribution, and sale of alcohol, tobacco or other drugs.

Misuse of alcohol or other mind or body-altering substances can negatively affect cognitive processes and may limit your ability to exercise good judgment and to learn effectively. This is contrary to the educational purposefulness described earlier and is cause for concern by the university. In addition, all alcohol and other drug use carries with it some inherent risks. These include but are not limited to addiction, accidents or injury due to impairment, overdose, damage to internal organs or a developing fetus, and unpredictable or violent behavior. Therefore, regardless of age or legal standing, students who underperform in class due to alcohol or other drugs, become over-intoxicated, or suffer medical consequences such as blacking out should expect to discuss their alcohol or other drug use with a Conduct Educator and evaluate how their decisions may be impacting their academic success.

The use of alcohol on campus by those over 21 is regulated by the university and is only allowed where explicitly indicated. Students ages 21 or older who choose to consume alcoholic beverages in their residence hall rooms are expected to do so in moderation to ensure residents' rights to privacy, sleep and study. Students 21 or older who distribute alcohol and other drugs, consume alcohol in public areas, or otherwise compromise the safety of themselves or others due to intoxication or drug use should also expect to discuss how their decision-making process is impacting their success and the integrity of the academic environment. In each of these cases, poor decision-making will likely result in a referral to the Office of Violence and Substance Abuse Prevention for a brief assessment, motivational interview, or mandatory educational program. Students may be financially responsible for these referrals.

The following is a general list of local, state and federal laws to be aware of. It is illegal:

- to purchase or consume alcohol if you are under the age of 21
- to provide alcohol to those under the age of 21
- to sell alcohol without a liquor license provided by the city and state. This includes charging admission to an event to cover the cost of the alcohol. If the alcohol cannot be consumed without money being provided, the law views this as selling alcohol.
- to possess an open container of alcohol in public in the city of Warrensburg, including the UCM campus
- to possess, sell or use a fictitious or altered identification, or identification belonging to another
- to drive under the influence of alcohol or other drugs
- to possess, sell or use any controlled substance or paraphernalia used with a controlled substance
- to possess, sell or use prescription drugs without a prescription

Students should know that the sanctions for violating these laws may be significant, including fines, community service, or jail time. Additionally, a violation such as this can have long term impact on your career. For example, using a fake ID to purchase alcohol is not only unlawful but is also viewed very negatively by many employers, particularly those associated with educational agencies, safety and criminal justice programs, government agencies, etc. This is an example of a poor choice that can have long term negative effects on your career goals.

UCM's concern regarding mind-altering and body altering substances is not limited by the current legality of those substances. This concern extends to include all known illegal drugs but also includes the misuse of prescription and non-prescription drugs, misuse of new and emerging drugs, and/or misuse of other substances not intended for human consumption.



If you or someone you know is struggling with their use of alcohol or other drugs, the university has resources that can help. Information on referrals and assistance with alcohol or drug-related problems is available from the Counseling Center (660-543-4060), University Health Center (660-543-4770), or Human Resources (660-543-4255). Additionally, within Warrensburg the following recovery and treatment resources are available: Alcoholics Anonymous (660-747-6313), Pathways Community Behavioral Healthcare, Inc. (660-747-1355) and the Recovery Lighthouse (660-429-2222).

## **Tobacco-Free UCM**

UCM desires to provide a respectful, safe, healthy, and clean environment for all of our students, faculty, staff and visitors, and are proud to be a tobacco-free campus. As a tobacco-free campus, UCM provides a healthier, cleaner living learning environment for the campus community and those who visit us. Out of respect for guests and those who may find it difficult not to use tobacco while on campus, individuals may continue to use tobacco in their personal vehicles. See [ucmo.edu/free](http://ucmo.edu/free) for more information about our tobacco-free campus.

UCM provides tobacco cessation assistance for students and employees who would like to stop using tobacco. For more information visit [ucmo.edu/vsap/cessation](http://ucmo.edu/vsap/cessation)

## **Emergency Amnesty Policy**

The University of Central Missouri is committed to the safety and welfare of our students and seeks to facilitate access and remove barriers to students seeking medical assistance for alcohol and/or drug related emergencies and in cases involving sexual assault or sexual misconduct. UCM expects students to seek immediate medical or emergency assistance (eg. calling the police at 911 or 543-4123, asking for immediate assistance from a Community Adviser, etc.) when they are concerned about their own health or that of another student.

The amnesty process was developed to emphasize that UCM supports students who make the decision to seek assistance from an emergency or medical professional for themselves or a friend. UCM never wants to be witness to a tragedy that could have been prevented simply because a person feared coming forward to seek help.

The Amnesty Policy applies to the student in need of medical attention and to the student(s) seeking medical attention on behalf of another person. It also applies to students seeking assistance in relation to an instance of sexual violence. We recognize that students are sometimes reluctant to seek help because they believe that by doing so, they will expose themselves to disciplinary action. We want to remove this fear and focus on student safety.

This amnesty policy tries to ensure that students receive:

- 1) Immediate medical assistance and
- 2) Follow-up interventions, if appropriate, to reduce the likelihood of future occurrences.

Students receive Amnesty when it is determined by a Conduct Educator that they appropriately sought emergency or medical attention for themselves or medical assistance was sought for them even if they had been using alcohol or other drugs. If Amnesty applies, the student will not be found in violation of university alcohol or drug policy (and potentially other policy violations) but may still be required to complete a referral.

Through this referral, students may be required to:

- Complete an assessment with a substance abuse prevention professional.
- Comply with the substance abuse prevention professional's recommendations by an established deadline. For most first-time alcohol incidents, the two session BASICS (Brief Alcohol Screening and Intervention for College Students) program will be used. First time drug incidents will utilize a similar program. Students are responsible for any costs associated with these referrals.

Students seeking medical attention on behalf of another person will not receive disciplinary actions for seeking help. However, depending on their involvement, they may also be required to meet with university administrators such as the substance abuse prevention professional and follow through with recommendations.

Failure to comply with either emergency medical treatment (including refusal to follow the recommendations of campus personnel, University Health Center personnel, Public Safety, and/or Johnson County EMS personnel concerning transportation to the University Health Center or one of the local emergency rooms) or follow-up interventions may disqualify a person from the Amnesty Policy and the student may be referred back to the Associate Vice Provost for Student Services or designated Conduct Educator for action.

Please note that this policy does not protect those students who repeatedly or flagrantly violate the Student Code of Conduct. The availability of amnesty is at the discretion of the Associate Vice-Provost for Student Services or designated Conduct Educator.

## **Signs of Alcohol Poisoning or Overdose**

Alcohol poisoning can occur when an individual has consumed a large amount of alcohol in a short amount of time. Recognizing the signs of alcohol poisoning or drug overdose is extremely important. It is not necessary that all symptoms are present before you seek help. If you are unsure, it is imperative that you err on the side of caution and get immediate help.

Signs of alcohol poisoning or drug overdose include, but are not limited to:

- vomiting
- confusion
- stupor
- seizures
- slow breathing (less than eight breaths a minute)
- irregular breathing
- blue-tinged skin or pale skin
- low body temperature (feels cold or clammy)
- semi-conscious or unconscious and unresponsive

Amphetamine overdose may include: rapid heartbeat, increased body temperature, and behavior changes

To seek help, call 911 or UCM Police at 660-543-4123, or ask for immediate assistance from a Community Advisor.

Never leave an unconscious person alone or assume they will sleep it off! While waiting for help, turn the intoxicated person on his or her side. Do not try to make them vomit. Persons with alcohol poisoning have an impaired gag reflex and may choke on their vomit or accidentally inhale vomit into their lungs.

If you have any questions about the Amnesty Policy, please contact the Associate Vice Provost for Student Services at 660-543-4114.

If you would like information about signs and symptoms of alcohol poisoning or drug overdose, please contact the University Health Center at 660-543-4770.

## **UCM's Sexual Misconduct Policy & Title IX**

The University of Central Missouri (UCM) believes that all students should have the opportunity to learn in an educational environment free from unlawful discrimination and harassment. To this end, UCM maintains comprehensive policies, procedures and practices consistent with UCM's obligations under Title IX. Sexual harassment of students, including sexual violence and other forms of sexual misconduct, will not be tolerated.

The statistics on sexual violence are deeply troubling, and the impact of sexual violence on students can be devastating. According to the "Dear Colleague" letter released by the

Office of Civil Rights in April, 2011, “A report prepared for the National Institute of Justice found that about 1 in 5 women are victims of completed or attempted sexual assault while in college. The report also found that approximately 6.1 percent of males were victims of completed or attempted sexual assault during college.”

At UCM, we are committed to preventing instances of sexual violence, actively assisting those who have been victimized, and working to create an educational environment free from gender, sex and sexual orientation discrimination in connection with all the academic, educational, extracurricular, athletic, and other programs of the University, whether those programs take place in UCM facilities, on a school bus, in a class or during a training program. UCM is also fully committed to developing and implementing effective sexual harassment policies and to providing training on this issue for students and staff.

Sexual misconduct (including sexual harassment, sexual assault, sexual violence and dating or relationship violence) is prohibited at UCM under title IX protections. Due to statutory requirements, incidents which may involve a violation of an individuals’ title IX protections (including sexual misconduct and other forms of sexual discrimination) have a process that is distinct from the educational conference described in the preceding section.

Under Title IX, UCM has a responsibility to respond promptly and effectively to reports of sexual misconduct. If UCM becomes aware of possible sexual misconduct, it will promptly and equitably investigate to determine what occurred and then take appropriate steps to resolve the situation and prevent its recurrence. UCM will work closely and cooperatively with local law enforcement on criminal investigations into allegations of sexual misconduct while also acting independently to resolve reports promptly and effectively. UCM will act to ensure the complainant is safe, including while an investigation is ongoing.

As a general matter, in the event of a report of sexual misconduct to UCM:

- There will be a prompt and effective response to the report;
- The complainant will be connected with important resources;
- UCM will ask the complainant how he/she would like UCM to respond (no investigation, informal or formal investigation);
- If there is an investigation, the complainant will not be expected to directly confront the respondent;
- UCM will notify the complainant and respondent of the UCM’s decision and any corresponding action(s);
- Both the complainant and the respondent will have the right to appeal UCM’s decision;
- UCM will take steps to protect and assist the complainant on an ongoing basis;
- Retaliation will not be tolerated.

### Additional Details

UCM’s actions in response to reports of sexual misconduct are also guided by the safety needs of the UCM community. If any occurrences of a sexual nature pose a general threat to the UCM community, UCM will determine whether and how to take affirmative steps to notify students, faculty and staff of the potential danger while working to alleviate the threat.

UCM investigations of possible sexual misconduct will be timely and impartial. Once a complaint has been made, UCM reserves the right to take whatever measures it deems necessary against a respondent in response to an allegation of sexual misconduct in order to protect student and employee rights and personal safety. In a UCM investigation, all parties will have the opportunity to provide witnesses and evidence. UCM investigations are conducted to take into account the totality of all evidence available, from various relevant sources, and a decision will be based on the “preponderance of evidence” standard (i.e., it is more likely than not that sexual harassment or misconduct occurred). Investigations will be thorough and may take 3-4 weeks.

Once an investigation concludes, a UCM hearing officer reviews the findings and

determines if UCM policy has been violated. The Title IX coordinator or designee will serve as an impartial hearing officer for matters of sexual misconduct. The Title IX officer or designee may meet with the complainant and the respondent before making a decision, but the two parties will not be required to be in the same room at the same time during this process. In cases where the respondent is unresponsive or unavailable to attend an administrative hearing, the hearing officer may make a decision based upon the information available. Review of investigative materials and subsequent hearings generally take 1-2 weeks.

At the conclusion of an investigation, all parties will be notified in writing of the outcome. Either party may appeal these findings by contacting the Title IX Coordinator. This appeal must be submitted, in writing, within 5 days of the original findings. In general, the entire investigation and resolution should take no more than 60 days.

Please go to the Title IX homepage for a comprehensive discussion of Title IX and the resources available to students who may have experienced sexual misconduct.

For more information about Title IX and sexual assault complaints, please contact any of the following Title IX officers:

**Corey Bowman (Title IX Coordinator)**

Associate Vice Provost for Student Services  
Office of Student Experience and Engagement  
Administration 214, 660-543-4114

**Rick Dixon (Deputy Title IX Coordinator)**

Director of Human Resources  
Office of Human Resources  
Administration 101, 660-543-4255

**Kathy Anderson (Deputy Title IX Coordinator)**

Senior Associate Athletic Director/Internal Operations  
Multipurpose 203, 660-543-4310

In addition to these individuals, students have other staff who they can approach for assistance. If one desires that details of the incident be kept confidential, they should speak with on-campus psychologists at the University's Counseling Center (660-543-4060), or campus health service providers at the University Health Center (660-543-4770). Campus counselors are available to help you free of charge, and can be seen on an emergency basis during business hours. In addition, you may speak on and off-campus with members of the clergy and chaplains, who will also keep reports made to them confidential.

Students can also seek advice and assistance from other trained UCM staff in the Office of Violence and Substance Abuse Prevention –VSAP (660-543-4044) or the Office of Mentoring Advocacy and Peer Support – MAPS (660-543-4156) who can connect you with resources such as advocates. VSAP and MAPS staff will keep your personal information private (unless there is cause for fear for your safety, or the safety of others) but must report that an incident occurred to the Title IX Coordinator.

All other UCM staff, such as residence life staff and faculty, must report all available details to the Title IX Coordinator.

If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you, and help you make decisions about who can help you best.

You also may always choose to make a formal report to officials of the institution (such as public safety, Title IX officers and others) who are able to directly act on your concerns. When a formal report is made, you have the right and can expect to have incidents of sexual misconduct impartially investigated and properly resolved through administrative

procedures. Formal reporting still means that only people who need to know will be told, and information will be shared only as necessary with investigators, witnesses, and the accused individual. Information may also be shared with local law enforcement officers in order to protect victims of sexual misconduct from contact by possible perpetrators of sexual misconduct.

**In all cases, your personal information will only be shared as necessary with as few people as possible, and all efforts will be made to protect your privacy.**

More information about Title IX rights and protections and the hearing process can also be found on the Title IX homepage.

## Digital Citizenship

Technology brings tremendous educational value to a student's experience at UCM. Successful students develop both the capability to use technology and the wisdom to know when and how to use it. To achieve this end, UCM strives to be a community comprised of principled students and educators who work collaboratively to build an online culture of academic discovery, critical but civil discourse, and full electronic participation in society.

As both partners in, and representatives of, this community, UCM students enjoy both the privileges and duties of **Digital Citizenship**. It is our belief that good digital citizens use the internet and social media **effectively, critically and ethically**.

**Effective Use** of digital technology requires students to develop and explore their own capacity to make informed choices in pursuit of their full potential. UCM challenges students to embrace emerging technologies and learn new skills. It is our hope that students will use these skills to develop the ability to adapt to educational challenges and cultural changes with a sense of optimism, excitement, discovery and hope.

**Critical use** of digital technology requires students to carefully examine the information and ideas they encounter online. We encourage students to learn, innovate, communicate and explore online while carefully considering and evaluating the reliability and trustworthiness of that information.

**Ethical use** of digital technology requires students to consciously consider how their participation in the online community affects themselves and others. As responsible digital citizens, students are expected to take reasonable precautions to guarantee their own personal safety, privacy, and the security of the university resources they use to connect with the digital environment. We want students to be conscious of, and guardians of, their own online reputation and the Digital Dignity of the UCM community. Responsible digital citizens do not give out too much personal information online, misrepresent or negatively represent themselves through social media, or engage in conduct that constitutes harassment or discrimination as defined in applicable University policies, or that is otherwise prohibited by law, such as defamation, libel, or slander. Additionally, ethical digital citizens are conscious of and respectful of the intellectual property of others and they are expected to comply with laws, license agreements, and contracts governing network, software and hardware use. Any breach of computer security, harmful access or invasion of privacy may result in a student's immediate removal from UCM.

## Cyber-bullying, Cyber-harassment and Cyber-stalking

UCM is committed to supporting students when they are faced with assaults or attacks that might limit their ability to participate in the digital community or reach their academic potential. Digital citizens should understand that attacking someone through cyber-conduct that constitutes harassment or discrimination as defined in applicable University policies, or that is otherwise prohibited by law, is just as inappropriate and unacceptable as engaging in such conduct in-person. Students who believe they are targets of such misconduct should seek assistance from hall staff or the Office of Student Experience and Engagement.

## What is Cyber-bullying?

Cyber-bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

- Students who are being cyber-bullied are often bullied in person as well. Additionally, students who are cyberbullied have a harder time getting away from the behavior.
- Cyber-bullying can happen 24 hours a day, 7 days a week, and reach a kid even when he or she is alone. It can happen any time of the day or night.
- Cyber-bullying messages and images can be posted anonymously and distributed quickly to a very wide audience. It can be difficult and sometimes impossible to trace the source.
- Deleting inappropriate or harassing messages, texts, and pictures is extremely difficult after they have been posted or sent.

### Examples:

- creating a web page or a blog in which the creator assumes the identity of another person;
- impersonating another person as the author of content or messages posted on the internet; and
- communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

## Cyber-harassment

Cyber-harassment usually pertains to threatening or harassing email messages, instant messages, or to blog entries or websites dedicated solely to tormenting an individual.

## Cyber-stalking

Cyber-stalking is the use of the Internet, email or other electronic communications to stalk, and generally refers to a pattern of threatening or malicious behaviors. Cyber-stalking may be considered the most dangerous of the three types of Internet harassment, based on a posing credible threat of harm.

## Effects

Cell phones and computers themselves are not to blame for cyber-bullying, cyber-harassment or cyber-stalking. Social media sites can be used for positive activities, like connecting students with friends and family, helping students with school, and for entertainment. But these tools can also be used to hurt other people. Whether done in person or through technology, the effects are similar.

*It is also important to understand that Missouri State law specifically addresses certain forms of behavior online.*

## Treating Others with Respect

### Assault, Intimidation & Bullying

In order to promote learning and the development of an academic community, the university environment must be free from violence and the threat of violence. For this reason, any physical confrontation, including fighting, threats of violence, and domestic violence, will be confronted. **Due to the significant potential that violent behavior could prevent others from being successful in the academic environment, anyone engaged in violence or threats of violence may be immediately removed from UCM and/or their status as a student.**

Additionally, the community cannot thrive when some members are prevented or

intimidated from participating due to misconduct. For this reason, persons who engage in conduct that constitutes harassment or discrimination as defined in applicable University policies, or that is otherwise prohibited by law, will be held accountable for their actions.

## Bullying Definition

Bullying has been the subject of considerable public discussion and is often misunderstood. There is a difference between experiencing mean behavior and experiencing bullying. Bullying occurs when a person is exposed, repeatedly and over time, to extreme negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself. Bullying is unwanted aggressive behavior that involves a real or perceived power imbalance.

Bullying can take many forms including verbal conduct, such as, but not limited to, physical threats, incitement, illegal intimidation, discrimination and harassment, or defamation, libel, or slander. However, as a public institution, UCM upholds freedom of speech rights grounded in the First Amendment to the U.S. Constitution and similar state laws. Exposure to mere speech that a person disagrees with or finds offensive does not constitute bullying.

Physical bullying involves hurting a person's body or possessions and may include hitting, pushing, slapping, and tripping.

The university takes bullying very seriously and does not condone any behavior that compromises the educational opportunities of others.

## Hazing

UCM values the learning and service that is possible through active involvement in Student Organizations. The majority of learning in college will take place outside the classroom and this learning is greatly enhanced by active student involvement and engagement with others. In order to reach this goal, however, these group environments must be completely free from hazing.

Hazing in university environments is frequently misunderstood. Hazing includes a wide range of behaviors and activities that may not seem harmful to participants but are unacceptable from the standpoint of the university. It is not confined to Greek chapters and it will be confronted wherever it manifests.

Student groups may unwisely choose to use hazing as a way to try and achieve the admirable goals of group membership selectivity, group unity, and loyalty. UCM wants to help students learn how to build strong groups without relying on strategies that intentionally cause their prospective members harm. Student organizations that historically may have used hazing in their organizations are invited to consult with the office of student activities or other university resources to learn better options for building strong groups. Coming forward to seek assistance will not result in retroactive punishment for hazing incidents.

**Consent to be hazed does not excuse hazing and will not be considered an excuse or a defense for this dangerous and unacceptable behavior.** It also does not matter where the hazing occurs. The university is empowered to take action whether the hazing takes place on or off university premises.

It is important that all groups and organizations understand this statement: **Hazing puts others at risk and may undermine all of the good work that is done by a student organization; it will not be tolerated at UCM.**

To assist groups in planning safe, constructive activities, Missouri's law regarding hazing should be considered:

**"Hazing"**, a willful act, occurring on or off the campus of an educational institution, directed against a student or a prospective member of an organization

operating under the sanction of an educational institution, that recklessly endangers the mental or physical health or safety of a student or prospective member for the purpose of initiation or admission into or continued membership in any such organization to the extent that such person is knowingly placed at probable risk of the loss of life or probable bodily or psychological harm.

Acts of hazing shall include:

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

At UCM, hazing is even more broadly defined to include any action taken or situation created by members of an organization or group that intentionally cause embarrassment, harassment, or ridicule.

Examples of hazing activities may include but are not limited to the following:

- use of alcohol
- paddling in any form
- creation of excessive fatigue
- physical and psychological shocks
- quests
- treasure hunts
- scavenger hunts
- road trips or any other such activities carried on outside or inside of the confines of the university, chapter house or private residence
- wearing of public apparel which is conspicuous and not normally in good taste
- engaging in public stunts and buffoonery
- morally degrading or humiliating games and activities
- any other activities which are not consistent with fraternal law, ritual or policy; state and federal law, or the regulations and policies of UCM

If the activity appears to be hazing, it will be treated as hazing even if it does not fit any of the preceding descriptions. In order to remain in good standing, student groups are expected to educate their membership, seek training for their leadership, and report all incidents of possible hazing.

## **Creating a Reasonably Safe Environment**

The University of Central Missouri is committed to creating a reasonably safe environment for collegiate activities. Each of us can promote safety in our community by knowing and adhering to university policies, taking steps to protect ourselves and others, and promptly reporting criminal or suspicious behavior to university authorities.

It is our expectation that students will actively seek to improve the campus environment by sharing their ideas about how to improve safety on campus. Students are also expected to refrain from creating any form of fire, safety or health hazards, and they are expected to operate their personal vehicles in a safe, legal and responsible manner.

Please be aware that violence between students, threats to self or others, destructive or disruptive behavior, and disturbances of the learning environment or other University



processes cannot be tolerated. Students who disrupt the learning of others and students who engage in acts of violence, on or off campus, may face severe disciplinary action including suspension from the University of Central Missouri. Obstructing or disrupting any University processes, including instruction, research, study, administration, meetings, ceremonies, or student activities is also a violation of university policy.

For safety reasons, all students are expected to handle emergency equipment appropriately and to only activate fire alarms in the case of an emergency. Damaged or misused emergency equipment creates a hazard and can be time consuming to repair. Students who misuse this equipment should expect substantial fines.

Additionally, please be aware that **weapons are not allowed on the University of Central Missouri campus** (including main campus, classroom demonstrations, the airport, the farm, and all residences). This includes, but is not limited to, all forms of firearms, or any mechanical or gas operated mechanism that propels a projectile, ammunition, fireworks and knives with any blade more than four (4) inches in length, throwing stars, blackjacks. The possession or use of non-lethal weapons, projectiles and small fireworks is also prohibited. Anyone who brings weapons to campus may face immediate removal from campus and students may face suspension.

UCM strives to create an environment that supports the free exchange of ideas and we support the rights of students and others to peacefully gather in support of a cause or concern. Any acts detrimental to the functioning of the University as an academic community, however, are incongruent with the university's mission and may be treated as a serious breach of university policy. Disturbances of the learning environment or other University processes cannot be tolerated. This includes:

- A. Participating in group behavior that involves damage to property, actual violence or threatened damage to property or violence;
- B. Inciting a group toward immediate violent behavior;
- C. Defying or refusing to obey police orders to disperse when the group is engaged in violent actions;
- D. Inciting or encouraging a group to defy police orders to disperse when the group is engaged in violent actions;
- E. Assaulting, throwing objects at, or otherwise endangering police officers or city or university officials and employees engaged in quelling a riot or mass disturbance;
- F. Starting, stoking or using fire, creating barricades, or blocking streets and passageways, as part of a riot or mass disturbance;
- G. Interfering with police, fire and emergency medical personnel in carrying out their duties during a riot or mass disturbance; or
- H. Attempting to circumvent or defeat police crowd-control measures.

Anyone who disrupts university events or processes or interferes with the learning of others may be removed from campus and students who violate this policy may be subject to immediate interim suspension from the University of Central Missouri.

Creating and maintaining a safe environment requires participation by each community member. As a student, you are absolutely expected to comply with directions, instructions, and reasonable requests of university officials and their designees, law enforcement and emergency personnel when they are performing their job related duties. For example, **a student is required to produce his/her university ID card upon request of an official**. A student is also required to evacuate a building when directed to do so by university staff or emergency personnel.

Failure to complete a learning action plan or other mandated activity must be treated as a progressively serious policy violation, (Violation of this policy may be determined administratively and does not require an additional educational conduct meeting).

## General Expectations for Ethical and Responsible Conduct

As long as a student is enrolled at UCM, the university expects them to conduct themselves as ethical and responsible adults both on campus and off campus. Students may be held accountable for their choices regardless of where those choices take place. The university also recognizes that mistakes will be made. It is our belief that your character is reflected in how you take responsibility for correcting those errors in judgment.

The university expects students to behave as rational, ethical, responsible adults and avoid situations that call those qualities into questions. For these reasons, the following actions and activities are restricted:

- **Assisting in the Violation of Policy** – Helping someone else to violate policy is an example of poor decision making. A student who assists others in violating university policy will be treated as a responsible participant.
- **Attempted Violation of Policy** – Students who knowingly attempt to violate policy, but are prevented from doing so, will still be held accountable for their poor decisions. An attempt to violate any provision of University policy will be considered a violation of university policy.
- **Behavior of Guests and Dependents** – Due to the nature of the campus community, students are expected to accept responsibility for the actions of their guest(s) and dependent family members. If a student is having difficulty communicating expectations to their guests, they should ask for assistance from staff or choose to limit who they invite into the community environment. University Housing reserves the right to remove and restrict guest(s) from University Housing facilities and property, when behavior deems necessary.
- **Evidence of Policy Violation in the Public Domain** – UCM does not aggressively monitor social media for policy violations but we also do not ignore a student's decision-making that is evident in the public domain. Policy violations discovered posted on public domain sources, however, may lead to university action. Students are encouraged to take precautions with personal information and postings on such places as (Facebook, Twitter, Blogs, etc.).
- **Gambling** – In accordance with state law, Gambling is not permitted on University of Central Missouri property.
- **Hate related offenses** – Committing a criminal offense against a person or property motivated in whole or in part by an offender's bias against a race, color, religion, disability, national origin, ethnic origin, gender, or sexual orientation [including gender identity] is unacceptable in a civil community and will not be tolerated at UCM.
- **Invasion of Privacy** – Everyone in the university environment should expect a reasonable level of privacy and no one should be subjected to eavesdropping, surveillance, or other intrusions by means of bugging devices, concealed recorders, magnifying optics, webcams, etc. Additionally, knowingly viewing, photographing, or filming another person in a state of full or partial nudity without that person's knowledge and consent is unethical and a violation of policy and illegal.
- **Littering & Vandalism** – UCM has a beautiful campus and well maintained residential facilities and classrooms; careless littering is harmful to this environment and disrespectful of the hard work performed by university custodial staff. Destroying, damaging or vandalizing university property or the property of another is very harmful to the community and will not be tolerated.
- **Solicitation** – Door to door solicitation, as well as sliding advertisements and other material under doors, is generally unwelcome by other students and is prohibited unless conducted by authorized personnel such as Community Advisors in the performance of their jobs.

- **Transportation/Parking Violations** – This includes violations of the University's Parking and Traffic Regulations including (but not limited to) violations of bicycle regulations, low speed vehicle policy, skateboards etc. policy, habitual parking violations or any violation that may be hazardous to life or property.
- **Trespassing and Unauthorized Access** – Trespassing, entering into or upon, or using restricted University facilities (for example unauthorized access to roofs, maintenance rooms, computer labs, etc.) can be dangerous, cause harm to you or others, or lead to property damage. This includes but is not limited to access gained by unauthorized or duplicate keys, bugging devices, computer codes or other methods or devices used to afford unauthorized access to restricted areas or information or operation of equipment.

Criminal conduct involving the violation of local, state or federal statutes shall also constitute a violation of policy and may result in university action even if this behavior is not prosecuted by public officials.

## Housing Policies

Students who live in the residence halls and campus apartments have a unique and exciting opportunity to directly engage with other students in a vibrant and dynamic learning environment. Compared to students who live off campus, students who live in university housing have higher grade point averages, higher retention rates, and report greater satisfaction with the university. Living in this environment includes responsibilities that are unique to residential life.

These responsibilities are codified into policies that are designed to help **create a community that is conducive to learning, safety conscious, respectful of others, and responsibly regulated**. Some of these policies address how you should interact with others (roommate disagreements, cohabitation, use of shared resources, actions that disrupt the educational atmosphere, etc.) while other policies address environmental matters directly related to safety (fire safety concerns, creating hazards). You are encouraged to reflect on these responsibilities and ask staff for clarification if you do not understand the purpose of a policy.

The residential community is a learning community. UCM wants students to develop important communication and social skills through their experiences in the residence halls. Residents will learn life long skills of, living cooperatively with others, being an active member of a community, respecting others' space and property, and how to appropriately confront and work through conflicts with neighbors.

Occasionally there are competing interests in a living learning environment. For example, one student may desire a celebrative environment where they can share their personal musical tastes with others, while another student in that same community may desire a quiet study environment so they can prepare for a test or exam. The following policies will help you navigate these competing interests. Students are encouraged to communicate and enjoy their experience while recognizing and balancing the needs of others for a quiet study environment.

The following policies apply to students who live in campus housing as well as to their guests. In all cases, students will be held accountable for the actions of their guests, so it is important that students make responsible choices about who they invite into this community. Students who live in campus housing have a responsibility to discuss these responsibilities with their guests.

### A Community that is Conducive to Learning

Housing staff members strive to create a vibrant and dynamic community while preserving a learning atmosphere. This is a difficult balance. In general, no noise should be heard in the hallways or by neighbors including those above or below the student's room.

Residents should refrain from running, horseplay and loud communications in the hallways, stairwells, and other public areas and slamming doors. Residents should be able to study and sleep without undue disturbance. Specific courtesy and quiet hours may be developed for your hall community and you are expected to honor these covenants.

In order to maintain an environment conducive to learning, Housing has placed additional specific restrictions on how and when alcohol can be used in the halls.

- Alcohol is allowed on upperclass floors in residence hall rooms as long as the owners of the room and everyone present are all over the age of 21. Alcohol is not allowed in first year communities or in common areas of the halls. To prevent a disruptive party-like atmosphere, no more than 4 people can be present in a room where alcohol is being consumed.
- Mass quantities of alcohol (such as kegs) are not congruent with the responsible atmosphere we are trying to create and will not be allowed in the halls.
- For this same reason, alcohol competitions (beer pong, etc.) are also not allowed in the residence halls.
- Beer bottles and cans must be disposed of properly.
- The door must remain closed when alcohol is being consumed.

## A Community that is Safety Conscious

When students live in close proximity, poor decisions or careless choices can significantly impact on the safety of others. For example, a candle left burning in a room after residents have gone to class could result in a fire that harms or displaces hundreds of students. For this reason, we are very restrictive with personal items that could pose a risk to others or that pose even a small risk of fire.

A few important examples include:

- **Air Conditioners** - Students are not allowed to install window air conditioning units. Non-window air conditioning units may be allowed pending approval from the Residence Hall Director and must use 1000 watts or less of power and should have an Energy rating of 10 or more. Portable AC units should not be left unattended for long periods of time.  
In University apartments where air conditioners are provided, the air conditioner should not be used when outside temperatures are below 50 degrees. Running air conditioners in low outside temperatures can damage the unit and the student may be responsible for cost of repair/replacement.
- **Bunk Beds** – Students who choose to bunk their beds are expected to get a safety rail to install on the top bunk. Safety rails are available at the front desk of the residence hall.
- **Can & Bottle Collections** – In order to create a safe and healthy environment the collection of cans and bottles for display is not permitted. All cans and bottles should be disposed of via the recycling bins in the rooms and buildings.
- **Candles/Incense** – Candles and incense can smell pleasant to some while creating an unpleasant environment for others. Left unattended, these items have also led to damaging and, in some cases, deadly fires. Students are not allowed to burn candles or incense in the residence halls. Candles may be used as decorations if the wicks have been removed or remain unburned.
- **Cooking Appliances** - George Forman grills, other grills, toaster ovens, and other cooking appliances are not allowed in the student rooms.
- **Evacuations** - Students are expected to evacuate the building to the designated gathering space any time the building alarm horns sound. Students may not re-enter the building until instructed. Failing to evacuate will lead to the conduct process and may result in a \$100 fine assessed to the student's account.

Students are expected to evacuate their room and go to the designated area of the building when tornado sirens are sounding during a tornado warning or drill. Failing to evacuate will lead to the conduct process and may result in a \$100 fine assessed to the student's account.

- **Food Preparation** - Food may be prepared in microwaves, coffee pots or toasters in student rooms, but must not be left unattended.
- **Halogen Lamps** – For fire safety reasons, Halogen lamps with bulbs over 100 watts are not permitted in the residence halls.
- **Hazardous Materials** - Any form of hazardous material and containers are not allowed in University Housing.
- **Hover Boards** – Due to safety reasons hover boards are not permitted in any University Housing facility at any time.
- **Live/cut trees** – For safety and cleanliness reasons, no live/cut trees may be used at holidays for decoration.
- **Lofts** – Many students choose to have a loft in their room to add floor space. For safety reasons, only approved lofts rented through the loft rental program can be used in any residence hall room.
- **Microwaves** - Microwave ovens are permitted with no more than 1000 watts
- **Needles & Syringes** - Residents using legal medications which require injections should not dispose of needles or syringes in the trash can. The University Health Services can provide containers for disposal at no charge.
- **Refrigerators** - Refrigerators are permitted in the student rooms if they are 4.5 cubic feet or smaller and/or do not use more than 1000 watts of electricity.
- **Space Heaters** - Space heaters are not permitted in the residence halls, due to high electrical demands and other safety reasons. If you are having trouble regulating the temperature in your room, please contact your CA for help.
- **Tampering With Life Safety Equipment** - It is never acceptable to tamper with alarms, pull stations, detectors, extinguishers or any equipment that helps monitor and insure your safety. Hanging items from, covering, or disabling smoke detectors/sprinkler heads and discharging of fire extinguishers for non-fire reasons is considered tampering with fire safety equipment. The United Student Housing Association determined a charge of \$225 for tampering with life safety equipment.
- **Window Screens** – Window screens must remain securely fastened to the window frame. Please be aware that removing the screen is not allowed and will result in a fine of the cost for repairs. Throwing any items from windows is dangerous and prohibited. Speakers and other noise devices are not permitted to be placed in windows and facing out. Leaning out windows is prohibited.
- **Other Electrical Appliances** - UL (Underwriters Laboratories) electrical appliances of (hair dryer, curling/straightening irons, irons, coffee pots, toasters, crock pots, candle warmers) are allowed to be used in student rooms only when the student is present at all times when in use.

While UCM strives to create a safe environment in university housing, some emergencies may occur. Drills will also be conducted on a regular basis.

In an emergency or emergency drill, all students must comply with the directions of Housing staff and University officials. For fire alarms students are expected to exit the building. For tornado alarms students are expected to go to the appropriate interior location. Evacuation routes (halls, stairways, lobbies and lounges) must remain clear of obstructions.

Registered sex offenders are not allowed to live in any university housing location.

## **A Community that is Respectful of Others**

University housing brings together students from all walks of life. It is likely that you will have a roommate and you will certainly have neighbors. You will almost certainly be exposed to students from other cultures, international students, and students with very different life experiences than your own. This exciting assemblage of individuals provides tremendous opportunity for learning, but in order for the group to successfully transform into a community there must be a basic foundation of respect among its members.

### **Respect Your Roommate and Suitemates**

Some students have grown up sharing rooms with their siblings while others have always had their own room. Some students like to go to sleep early while others generally stay up quite late. Some students study in their rooms while others prefer to go to the library. Small differences like these can become big challenges if you do not enjoy mutual respect with your roommates and suitemates.

As a member of the residential community, you are expected to show respect to others; this is particularly important with those who share your space. It is very important that you show your respect for your roommates and suitemates as they also make this important transition to college life. You can do this by discussing expectations, developing roommate agreements, and generally talking openly and honestly with each other. For example, cleaning the bathroom is the equal responsibility of all persons living in the suite. Bathrooms should be cleaned on a regular basis with a schedule agreed to by all students living in the suite. You and your suitemates should discuss this and other issues. If you have trouble starting this discussion, ask your CA for help.

Please understand that only residents assigned to a room/apartment are allowed to live there and keep belongings in the room/bathroom.

### **Respect Your Guests**

Students are encouraged to have guests visit them in their room or apartment. A guest is anyone not officially assigned to live in the room/apartment regardless of their gender. Any guest staying in the room past midnight must have permission from host's roommate prior to the guest staying. The host is responsible for the behavior of the guest at all times and any location within the building. Additionally, at a certain point, a guest has to leave. Guests may not spend more than 3 consecutive nights or no more than nine nights per month in the room/apartment.

### **Respect Your Community**

Students should be conscious of the messages they send to others in the residential community. Student room doors facing the hallway and windows facing the exterior of the building are considered public space and must be clear of any offensive materials at all times. The staff has the right to remove offensive material from this public space; it will then be returned to the resident.

Additionally, all residents are responsible for maintaining and caring for the space they share with each other. Common area damage (vandalism) is the responsibility of the community where it occurs. Residents may be held responsible for common area damages that occur in the building (hallways, stairwells, lobbies, lounges, entries). University housing has created a Student Damage Review Board which is comprised of students. This group will make recommendations as to when it is appropriate to charge some or all members of a community for public area damage. Charges will be posted to student accounts.

Tobacco use of any kind including electronic smoking devices is not allowed on UCM property (except inside personal vehicles). To view the university's policy on the use of tobacco go to <http://www.ucmo.edu/upo/bog/>.

## Respect Your New Home

Students will spend a significant amount of time in their new home and they are expected to take good care of this space. Students will be responsible for any damage to their room or furniture. No nails or permanent mounting devises can be used on walls, doors, or furniture. Damages done to doors or residue left on room and closet doors as results of decorations may result in charges to the student.

## A Community that is Responsibly Regulated

As discussed earlier, University Housing provides a great opportunity to participate in a unique and important college experience – the residential community. In this community you can learn about cultural differences, socialize with your peers, relax, celebrate, be a leader, and form friendships that last a lifetime. It is dynamic and exciting and it can, at times, be a bit overwhelming – especially for the staff who are trying to help you make the most of this experience.

To manage this complex environment, additional regulations must be responsibly upheld.

### Additional housing regulations include:

- **Bicycles** - Bicycles, Motorcycles, Motor Scooters should be parked and secured responsibly by their owners outside the building. They are not allowed to be used inside the building.
- **Businesses** - Most businesses in the State of Missouri fall under state regulations and must follow all regulations and licenses/certifications required by the State. University Housing facilities are a residential facility and not approved for operating a business that requires state license/certificate of any kind.
- **Doors** - Sharing room keys is prohibited and propping exterior doors is prohibited, in order to keep you and your belongings safe and secure.
- **Furniture** - Students are responsible for the furniture that is in their room when they check in. This furniture must remain in the student room at all times.
- **Grills** - Bar-B-Que grills are permitted to be used on any wood decks; students should exercise appropriate care in using these grills and should dispose of any coals safely.
- **Garage Sales** - Garage sales are permitted at Central Village and Greenwood but must be done with a reservation and held at the community building, not at the resident's apartment.
- **Improper Check Out** - Student rooms/apartments must be returned to the order in which they were arranged at check in. Residents who fail to check out properly at any time during the year and at closing will be charged \$50. At the end of each semester students should vacate their room within 24 hours of their last final or by the posted closing time if the student's last final is on the last day of the semester.
- **Keys/Fobs/Mailboxes** - Residents are responsible for their room and mail box key/fob at all times. Sharing keys/fobs and duplicating keys/fobs is not allowed. There is a charge for the lock re-core for all lost room keys/fobs. The charge is approximately \$90 or the cost of repairs.
- **Lock Outs** - Students will receive 2 free lockouts for the academic year. A charge will be assessed for each lock out after 2 and will be billed at the end of each semester.
- **Lounge Furniture** - Lounge and Lobby furniture and other common area furniture must remain in its designated place. Moving common area furniture into a student room may result in a fine of \$25/ day.
- **Murals** - Murals are something pretty unique to residence hall life. They are a great way to personalize your floor and bring the community together. Murals in the hallways and public area may be painted with prior approval of the Hall Council and University Housing. Murals cannot contain any references to alcohol, drugs, sexual activity, or be

intimidating or offensive in any fashion.

- **Noise** - Quiet Hours are Sunday through Thursday, 10 p.m. - 10 a.m., and Friday & Saturday, midnight - 10 a.m. No noise should be heard in the hallways or by neighbors including those above or below student rooms during Quiet Hours. Courtesy Hours are in effect 24 hours a day. Residents should refrain from slamming doors, running, horseplay and loud communications in the hallways, stairwells, and other public areas. Residents should be able to study and sleep without undue disturbance.
- **Painting** - At this time, residents are not allowed to paint their own room/apartment.
- **Pets** - Due to allergy and other health concerns, aquarium fish are the only permitted pets in University Housing. Guest are not allowed to bring pets into Housing facilities.
- **Postings** - University Housing must approve all postings on bulletin boards, hallways and public areas prior to the information being posted.
- **Room Cleaning** - Rooms/apartments/bathrooms should be cleaned regularly. All students assigned to the room are responsible for keeping the room/bathroom reasonably clean within safe sanitary conditions at all times with the use of a schedule agreed to by all students living in the suite.
- **Room Entry** - University officials and Housing staff reserve the right to enter student rooms for health and well being checks and for maintenance and repairs. Housing staff will enter and inspect every room prior to all break closings. Students are not permitted to enter another student's room without the occupant's permission.
- **Service Animals** - Only Individuals who have a disability recognized by ADA should have a service animal in the halls. Individuals who require a service animal should register with the Office of Accessibility Services. You may be asked if the service animal is required because of a disability, and what work or task has the service animal been trained to perform.
- **Swimming Pools** - Small wading pools are permitted on the lawn areas at Central Village and Greenwood, but must be supervised by an adult. Pools must be emptied after each use and removed from the lawn after each use.
- **Trash** - You are responsible for any trash or waste that you create. Sweeping trash into the hallway, placing trash next to trash containers when not full or in use, placing trash in hallways or public areas, or throwing trash from windows is not allowed. Unwanted food and supplies must be disposed of in the trash, not sinks, tubs, toilets. Student who dispose of food in the sink, tub, toilet may be charged for the cost of plumbing repairs. Recycling resources should only be used for designated recyclables.
- **Unoccupied Rooms** - Unoccupied rooms/spaces are to remain unused by other students. Using this space without approval will result in a \$200/person fee assessed to the student/s.
- **Wireless Adaptors** - Based on the advice of UCM's Information Services staff, wireless adaptors for appliances are not allowed in the residence halls at this time.

## Student Staff

Student staff members (CAs, OAs, Safe Team members, etc.) and student leaders (hall council, USHA, SGA) are given tremendous responsibility in this learning environment. These student leaders are trained, charged, and counseled to assist others to make good decisions in this learning laboratory. In some ways, these individuals are similar to teaching assistants who you might encounter in the classroom; they are charged with pursuing their own academic progress while also assisting peers to learn. This can be very challenging, and all students should understand that the university empowers and fully supports these young leaders in their leadership roles.



## Community Advisors

One of the most important people on your floor, and the first person you should go to for most non-emergency situations, is your CA. The CA is a carefully selected and trained upperclass student who is prepared to help with transition issues like homesickness, locating things on campus, roommate issues and more. They will plan events and activities for the floor and help get you connected with other students.

CAs will also confront inappropriate behavior to help the community be an orderly place to live and study. They are acting as University officials and their instructions should be followed. They are just doing their job to help you and the community. The most important thing to remember about CAs is they are right there with you, and they have also been in your shoes as new students. They are great resources, allies, mentors and friends.

## Chapter Assistant

The CA is a carefully selected and trained upperclass member of a fraternity or sorority who is prepared to help you and assist your chapter. They also will confront inappropriate behavior to help the community be an orderly place to live and study. They are acting as University officials and their instructions should be followed. They are just doing their job to help you and the community.

## Academic Responsibility Coach (ARC)

ARCs are peer mentors who live in the residence halls to provide direct assistance and coaching to students with academic concerns. These upperclass students are trained to introduce students to a variety of support strategies and tools to boost their academic success, as well as provide ongoing support to their peers through one-on-one contact, group meetings, and programs related to academic skill building.

## Residence Hall Directors

RHDs are live-in graduate students pursuing a degree in College Student Personnel Administration, which means they plan to continue working with students during their career. The RHD supervises the community advisor staff and the other student staff in the building. The RHD advises the Hall Council of the building and is very involved in helping your building develop a strong community as a whole. Their role is to help the CA staff meet your needs and ensure the building is properly maintained.

Your RHD is the second person to go to with any issues that arise and any building maintenance problems. They are also a conduct educator, which means if you experience a behavioral challenge, you will meet with them to discuss how to prevent poor choices from harming your success.

## Office Assistants

OAs are students who work at the front desk in your building, which is staffed 24 hours a day. OAs answer questions, distribute mail and most importantly, monitor your safety. They make sure the fire safety equipment is monitored at all times and provide services like selling stamps, making change, checking out equipment and much more.

## Hall Council

This group of residents of each building, whose officers are elected at the beginning of the school year, plans and implements programs that support and develop a spirit of community among the residents. They also discuss issues and concerns of your hall. This is a great leadership opportunity!

## Registered Student Organization (RSO) policies:

Classroom education is a priority in your college career, but the learning experience should not stop there. Eighty percent of learning takes place outside the classroom. Becoming an active part of campus life will be one of the most important steps toward making the most of your college career and charting a successful future.

Becoming involved in Student Activities will help you develop new friendships, get hands-on experience and develop skills such as teamwork, decision making, and time management. Campus groups and organizations can allow you to make a positive impact on the campus and community as well as gain a feeling of accomplishment.

The Office of Student Activities is committed to extending education beyond the classroom by offering students experiences that will be rewarding and enriching to them personally, intellectually, socially, and physically. The experiences you gain through your involvement will stay with you throughout your college years and last a lifetime.

UCM is proud to recognize over 200 student organizations including:

- Academic/Departmental Organizations that are tied to an academic program or department on campus
- Community Service Organizations that donate the majority of their time to being a service organization
- Cultural Heritage/Ethnic Identity Organizations that represent ethnic culture and heritage
- Honor Society Organizations that are recognized as an honors group. These groups have strict guidelines with GPA and hours.
- Recreational/Club Sport Organizations that are physically active
- Spiritual Organizations that are religiously based
- Social Greek Organizations with recognized charters on campus
- Special Interest/Miscellaneous Organizations that do not fall into any of the other categories but still have an interest to be on campus

The Office of Student Activities has articulated policies to help these students provide the best possible experience for its members.

If a student organization is believed to have violated a policy, then the matter will be reviewed by the Assistant Director of Student Activities, the Director of University Housing (for registered Greek Organizations) or by their designees. This review may include mandatory conversations with group members and group leadership. If the organization is a recognized social Greek organization, this review may also include representation from appropriate regional or national organizations. Once this review is concluded, the review officer will reflect upon the possible policy violations and consider matters such as the following:

- Were one or more of the organization's officers or authorized members acting in the scope of his/her general responsibilities when the policy was violated?
- Was the policy violation approved by a majority vote of those members of the organization present and voting?
- Were the individuals who violated a policy acting in the scope committee assignments?
- Did a majority of the members of an organization present or participating in the policy violation; did a substantial number of the group's members have knowledge of the violation?
- Would a reasonable person outside the incident, consider the policy violation to be a reflection on the organization?

If the Assistant Director of Student Activities or designee determines that an organization has likely violated a college regulation or policy, the organization may face a range of consequences including loss of university privileges for space utilization, resource allocation or university recognition as a Registered Student Organization (RSO).

The intent of these consequences is to guide organizations toward appropriate activities and choices. In all cases, however, the safety of members is paramount.

Please be aware that individual students who violate policy as a part of an organization may have consequences in addition to those consequences associated with the group.

## Academic Regulations

See pages 4-29 of the 2016 Undergraduate Catalog. Specific regulations about the items listed below can be found on the page(s) indicated.

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## Academic Appeal Procedure

The University of Central Missouri provides a procedure for students who feel aggrieved in their relationship with the University, its policies, practices, procedures or its faculty and staff. This policy is not for reviewing instances where a student has been accused of cheating, plagiarism or other academic dishonesty. Also not covered by this policy are grievances based on discrimination. The types of grievances to which this procedure applies are as follows:

### I. Types of Grievances

#### A. Other than Grading:

1. Grievances against a faculty member concerning a course, class or other matter related to academics.
2. Grievances against a department or college (such as non-acceptance into an academic program) if the department or college has no procedure of its own for processing such grievances; if it does not, then the procedure provided herein may be utilized.

#### B. Final Course Grading

Faculty members have the right and responsibility to grade the academic performance levels of students in their classes. Furthermore, they are expected to prepare instructional procedures and guidelines (i.e. syllabi) for distribution in classes at the beginning of each semester. These guidelines should include an outline of course content, basic instructional procedures, grading policies and practices, attendance policies and related matters of interest and concern.

This appeal procedure, as it relates to final course grades, is for use only in reviewing allegedly capricious grading by the instructor, and not for reviewing the instructor's actual grading policies; nor is it for challenging an assignment grade in relation to the judgment of the value of the work as judged by the instructor.

Capricious grading is defined as follows:

1. Refusal to correct the miscalculation of grievant's grade.
2. The assignment of a grade to the grievant through an unwarranted departure from the instructor's previously announced standards.
3. The assignment of a grade to the grievant on some basis other than performance in the course.
4. The assignment of a grade to the grievant by the unwarranted use of more exacting or demanding standards than were used for other students in the course. (NOTE: Different grading standards may be applied to graduate students enrolled in 4000 level courses, or to students with disabilities whose performance may be impaired.)

If a student feels he or she has been graded unfairly, they should begin the grievance procedures as described below beginning with Procedure - Level 1. Grievant has until the midpoint of the semester following the date final course grade is reported to file a grade appeal. At all levels the burden of proof as to the allegations of the complaint shall rest upon the student. All proceedings hereunder are to be closed and all files confidential.

## II. Procedure

The time frame listed below are recommendations for the appeal process, but in no case may an appeal be considered more than the midpoint of the semester following the date final course grade is reported.

### **Level 1**

If the grievance involves an instructor, the grievant should attempt to resolve the matter informally with the instructor within ten (10) class days of the occurrence of the grievance.

### **Level 2**

If an agreement cannot be reached, then the grievant should submit a dated, written complaint to the department chair within five (5) class days of his/her meeting with the instructor. The written complaint shall state the following: the course in which the grade was received; the instructor whose grade is being challenged; the semester in which the grade was received; specific facts showing why the student considers the grade to be arbitrary and capricious; the relief sought; and the signature, address and local telephone number of the student. The department chair will review the circumstances, and attempt to arbitrate the matter. The department chair will then prepare a summary report which will include the decision and the action taken. A copy of this report shall be retained by the department chair along with all other materials pertaining to the case. A copy of this report shall be forwarded to the grievant and the instructor. This should be completed within five (5) class days of the date of the complaint. A determination by the department chair that the complaint is patently frivolous shall be stated in his/her report. (NOTE: If the instructor involved is the department chair, then Level 2 should be bypassed.)

### **Level 3**

If the matter is not resolved after the Level 2 decision to both parties' satisfaction, then a written statement should be submitted to the college dean within five (5) class days of the final decision at Level 2. This will initiate the college's grievance procedure which will include either a meeting with the dean or the activation of a college grievance committee to consider the grievance. A report (like the one at Level 2) should

be prepared and informational copies should be sent to the department chair, the instructor and the grievant. This procedure should be completed within five (5) class days of the date of the receipt of grievant's written statement. The grievant may request approval to be accompanied by a person of his or her choice at any meeting when the grievant's presence is required at Level 3. Grievant's request to be accompanied by a person of his or her choice shall be reviewed by the Dean or college grievance committee at Level 3. Grievant will be notified of the status of their request to be accompanied by a person of his or her choice within two (2) class days. A determination by the dean that the complaint is patently frivolous shall be stated in his/her report and shall be a final determination within this procedure with no further appeal.

#### **Level 4**

If the matter is still not resolved to all parties' satisfaction after the Level 3 decision, and so long as the dean has not determined the complaint to be patently frivolous, then an appeal may be made by directing a letter to the Provost stating the grounds for the appeal. This should be done within five (5) class days of the date of the decision rendered in Level 3. The grievant may request approval to be accompanied by a person of his or her choice at any meeting when the grievant's presence is required at Level 4. Grievant's request to be accompanied by a person of his or her choice shall be reviewed by the Provost at Level 4. Grievant will be notified of the status of the request to be accompanied by a person of his or her choice within two (2) class days. The Provost will then review the file in the matter and decide, within ten (10) class days, to take one of the following actions:

1. Uphold one or all of the previous decisions;
2. Overturn the decisions outright and make an alternate resolution; or
3. Refer the matter to a university grievance committee. The Provost will appoint a committee of two students and two faculty members to review the matter within ten (10) class days from the receipt of the letter directed to the Provost. The committee will make its recommendation to the Provost within five (5) class days of completing its work. In the event of a tie vote of the committee, the Provost shall cast the deciding vote. The Provost shall immediately, upon receipt of the committee's recommendation, notify the grievant in writing of the university grievance committee's decision. Copies of the decision shall be forwarded to the grievant, and if applicable to the instructor, and to the college dean of the college involved.

The Provost's decision is final and binding on all parties, and once communicated, shall be placed in full force and effect immediately.

Questions concerning this procedure or other issues related to academic appeals should be addressed to the Office of the Provost or the Office of Student Experience and Engagement.

### **Application For Exception Procedure**

#### I. Admissions

All requests for exceptions to undergraduate admissions policies will be presented to the Director of Admissions and handled within the Office of Enrollment Management.

#### II. Exceptions

All requests for exceptions to undergraduate academic policies and procedures will be processed through the Office of the Registrar.

All students who seek an exception from the application of an undergraduate academic policy and procedure based upon extenuating circumstances beyond the student's control must be presented to the Registrar.

The Registrar will review exception requests to determine whether they are appropriate for consideration. If the request is appropriate for consideration, the Registrar will approve or deny the request.

The Registrar shall notify students of the disposition of their requests for exception.

## **Academic Honesty**

Honesty in all endeavors is essential to the functioning of society. Honesty in the classroom among students and between students and faculty is a matter that should concern everyone in the university community. Indeed, academic honesty is one of the most important qualities influencing the character and image of an educational institution. As higher education is challenged to improve the quality of its programs, there is great value in emphasizing academic standards and integrity.

### **I. Honesty**

- A. **University Responsibility:** It is the university's responsibility to provide an educational process that informs both students and faculty of their rights and responsibilities regarding such important matters as cheating, plagiarism, and professional ethics. Most of what is considered unethical or dishonest behavior can be avoided if faculty and students clearly understand both what constitutes these practices and their consequences. The university community should also be aware of the procedures to be followed should a breach of academic honesty occur.
- B. **Student Responsibilities:** Students must be aware that the consequences of violating standards of academic honesty are extremely serious and costly and may result in the loss of academic and career opportunities. Students found to have committed violations against academic honesty face removal from university classes and degree programs, and/or suspension from the university, while remaining fully responsible for payment of current and any past due tuition and fees.

To that end, the following Procedures for Enforcement of the University's Academic Honesty Policy shall be followed to ensure that constitutionally required due process safeguards are extended to an accused student.

### **II. Procedures For Enforcement of Central Missouri's Academic Honesty Policy**

#### **A. Defining Offenses Against Academic Honesty**

A violation against academic honesty committed by a student is any act which would deceive, cheat, or defraud so as to promote or enhance one's academic standing. Academic dishonesty also includes knowingly or actively assisting any person in the commission of an offense of academic dishonesty.

Examples of offenses against academic honesty include, but are not limited to, the following:

1. **Plagiarism** – Plagiarism is defined as the borrowing of ideas, opinions, examples, key words, phrases, sentences, paragraphs, or even structure from another person's work, including work written or produced by others without proper acknowledgment. "Work" is defined as theses, drafts, completed essays, examinations, quizzes, projects, assignments, presentations, or any other form of communication, be it on the Internet or in any other medium or media. "Proper acknowledgment" is defined as the use of quotation marks or indenting plus documentation for directly quoted work and specific, clearly articulated citation for paraphrased or otherwise borrowed material.
2. **Cheating** – Includes, but is not limited to, those activities where a student (either on campus or on-line):
  - a. obtains or attempts to obtain preknowledge content of an examination;
  - b. copies someone else's work;

- c. works in a group when the student has been told to work individually;
  - d. uses unauthorized reference material in an examination;
  - e. has someone else take an examination;
  - f. has someone else complete course work and/or an examination using a student's secure login and pass code.
3. Breach of Standards of Professional Ethics – In certain degree programs, students will be instructed on and provided with that particular profession's code of ethics (e.g. *The American Nurses Association Code for Nurses*). Under some circumstances, if a student is found to have violated that professional code, that violation may be considered a breach of the Academic Honesty Policy.
- B. Reporting Violations of the Academic Honesty Policy

If a faculty member believes that a student has committed a violation of the Academic Honesty Policy with regard to an examination or other assigned work (laboratory assignment, term paper, etc.), the faculty member shall preserve any evidence (e.g. plagiarized article, examination or other material) which substantiates that a violation has occurred. Within one week of the incident, the faculty member will schedule a private conference with the student, advise him/her that the faculty member believes a violation of this Policy occurred, and allow the student to provide his/her side of the story or otherwise offer an explanation. Upon consideration of the information, if any, provided by the student, the faculty member shall make an independent determination within five (5) class days whether a violation of the Academic Honesty Policy has occurred. If the faculty member is unable, for whatever reason, to contact the student within a five (5) class day period, the incident will be reported to the faculty member's department chair for further action.

1. In the event the faculty member finds no violation of the Academic Honesty Policy has occurred, the faculty member shall notify the student, in writing, of this finding.
2. In the event the faculty member determines a violation of the Academic Honesty Policy has occurred, he/she shall notify the student, within five (5) class days, in writing, of this finding. The written notification shall contain a statement of finding and shall specify the provision of the policy violated and, consistent with the severity of the violation, shall indicate which of the following action(s) he/she shall take:
  - a. Give the student an opportunity to resubmit the assignment or be retested to make up the work or test where the violation occurred;
  - b. Assign a grade of "F" to the assignment or examination affected by the violation;
  - c. Assign a grade of "F" for the course;
  - d. Recommend to the Office of the Vice Provost for Student Experience and Engagement and the Vice Provost for Academic Programs and Services if the student is enrolled for graduate credit, that the student be disenrolled from class;
  - e. Recommend to the Department Chair, the Vice Provost for Student Experience and Engagement and the Vice Provost for Academic Programs and Services if the student is enrolled for graduate credit, that the student be removed from the degree program; or
  - f. Recommend to the Office of the Vice Provost for Student Experience and Engagement that the student be suspended from the university.
3. In the event the faculty member determines a violation of the Academic Honesty Policy has occurred, the faculty member will complete an Academic

Alert Form. When the faculty submits an Academic Alert Form, the faculty will receive an email confirmation. A member of the Academic Alert team will attempt to follow up and provide updates on the progress/results.

4. The faculty member shall keep the evidence and a copy of all summaries and documentation on file in the event the student wishes to appeal the faculty member's decision. The faculty member may interview other students and members of the university community to ascertain the pertinent facts and circumstances and may request written statements from them. However, anonymity of witnesses or witness statements cannot be guaranteed.
  5. In the event that the student does not appeal the faculty member's decision within ten (10) class days of notification, the faculty member's decision shall become final and the recommended action shall take place.
  6. A student charged with a violation of this policy shall not be barred from participating in and attending classes, or from taking quizzes, tests and/or final examinations during the ten (10) day period described in paragraph 4 (above) and/or during the appeal process.
- C. Student Appeal Process

In the event a student charged with a violation of this policy disagrees with the faculty member's decision and wishes to appeal, the student is responsible for notifying the appropriate parties where he/she may be reached for purposes of appeal and must follow the following process:

### **Level 1 of the Appeal Process**

Within five (5) class days of receipt of the faculty member's decision, the student should schedule a meeting with the faculty member's department chair. The chair will review the faculty member's documentation and evidence, review the circumstances with the student, and if possible, consult the faculty member. The chair will determine within five (5) class days of the meeting an appropriate action which may include, but is not limited to, endorsing, modifying, or overturning the faculty member's original decision, or he/she may determine an alternate course of action.

The chair shall communicate his/her decision to the student, faculty member and the Office of the Vice Provost for Student Experience and Engagement and prepare a report of the evidence and reasons for making this decision.

### **Level 2 of the Appeal Process**

In the event the student disagrees with the chair's actions, he/she may request a meeting with the college dean, to be scheduled within five (5) class days of receipt of the chair's decision. The dean will discuss the facts and circumstances of the violation with the student and other involved parties, on a collective or individual basis depending on the circumstances. The dean may also interview witnesses and undertake further investigative activities if he/she believes the circumstances merit further action. The dean shall complete his/her meetings and investigation and issue a finding within fifteen (15) class days of receipt of the student's appeal. In the event the dean is unable to accommodate this time frame, the student and other affected parties will be notified of this fact and the anticipated length of time needed to render a decision. The dean will notify the student, faculty member, chair, and Vice Provost for Student Experience and Engagement of his/her findings, and his/her intended course of action in writing.

### **Level 3 of the Appeal Process**

If the student disagrees with the dean's action, the student may request, within five (5) class days of receipt of notification of the dean's decision, a meeting with the Provost. The Provost will consider all the evidence on the record and shall decide, within ten (10) class days to take one of the following actions:



1. Uphold one or all of the previous decisions.
2. Overturn the decisions outright and make an alternate resolution.
3. Refer the matter to a university grievance committee. The Provost will appoint a committee of two students and two faculty members to review the matter within fifteen (15) class days of the Provost's referral. The committee will make its recommendation to the Provost within five (5) class days of completing its work. In the event of a tie vote of the committee, the Provost shall cast the deciding vote. The Provost shall immediately, upon receipt of the committee's recommendation, notify the student of the grievance committee's decision in writing.

The Provost's decision is final and binding on all parties, and once communicated, shall be placed in full force and effect immediately.

Questions concerning this policy or other issues related to academic honesty should be addressed to the Office of the Provost or the Office of Student Experience and Engagement.

## Absence Policy

Make-up of course requirements missed because of extenuating circumstances shall be worked out between the instructor and the student upon the student's initiative. Instructors are required to allow the student the opportunity to earn full credit for missed work when a student is absent because of participation in approved university activities, university programs (that the student is required to attend), or when absence has been verified by the Office of Student Experience and Engagement. If absence is planned (such as a field trip or scheduled surgery) the student is responsible for making arrangements with the instructor in advance. For unplanned absences, the student must contact his/her instructor on the first day the student returns to class. Instructors may stipulate special attendance requirements in the course syllabus, whenever they do not conflict with the student's right to make up missed work as described above.

Whenever possible, students should work with faculty directly regarding absences. When absent for three consecutive days or more, a student may ask the Office of Student Experience and Engagement to send an informational note to his/her instructors.

When absent due to extenuating circumstances such as documented medical issues, a death in the family, or military order, a student may ask the Office of Student Experience and Engagement to verify the absence. If the absence is verified, the student will be provided a written electronic notice which he/she may distribute to faculty. It is the responsibility of the student to make the request within a reasonable time frame, distribute the documentation to faculty within two days of receiving it, and to make arrangements with faculty to make up all missed work.

## Computer/Network Acceptable Use Guidelines

Computer facilities at the University of Central Missouri are provided for academic, non-commercial use by students, faculty and staff. These facilities include servers, desktop computers, computer laboratories, local area networks, and the use of these facilities to connect to other sites via the Internet.

Rules for general conduct outlined in student, staff and faculty handbooks apply to use of computer facilities. As well, any use of Central's computer facilities for activities that are illegal or commercial is expressly forbidden.

In order to protect the interests of the University and the University community, it is necessary that all members of the University adhere to the following guidelines:

1. Use of the University's electronic information systems, be they Internet, web sites,

individual computer workstations, e-mail communications, telephone wire systems, or networks, is a privilege and not a right. Personal email messages and other electronic communications are not private or privileged, and are subject to interception and scrutiny without obtaining either the sender's or the receiver's permission. The complete version of UCM's Email Regulations can be found at [ucmo.edu/ot/policy](http://ucmo.edu/ot/policy).

2. Abuse of the University's electronic information system or violation of any state, federal, or local telecommunications law or regulation or University policy may cause suspension of University privileges, and may subject the individual to criminal, civil, and institutional penalties, up to and including termination from employment. This includes violations of copyright law.
3. Any use of the University's electronic information system, which violates the provisions of the Student Handbook, will subject student violators to disciplinary sanctions, which may include suspension from the University and criminal prosecution.
4. It is a violation of University policy to access the university's electronic information system when the purpose of such access is to convey misinformation, defamatory material, or intimidating, threatening, pornographic, discriminatory, or disruptive messages.
5. UCM issues to each user of computer and network resources a set of identifiers (IDs and password/PINs) for the purpose of carrying out the activity of that user. These identifiers are to be used for conducting assigned/approved educational and business activities. After receiving these identifiers, it is the responsibility of each user to protect them from unauthorized use.
6. The University will cooperate with all branches of law enforcement in investigations of a criminal nature, and, if it is determined necessary, will access and may make available to law enforcement transmission and other electronic messages and files in the University's domain for such investigations.

The guidelines printed within this document are based on the official UCM Acceptable Use Guidelines, which is maintained on-line and can be found at [ucmo.edu/ot/policy](http://ucmo.edu/ot/policy).

## **Copyright/DMCA**

The Digital Millennium Copyright Act (DMCA) extends federal copyright law to protect works from unauthorized electronic reproduction or distribution. The DMCA covers music, movies, software and text – anything that is copyright-protected. Violation of copyright law is strictly prohibited under UCM's Acceptable Use Guidelines. To review UCM's procedures for dealing with claims of copyright violations see <http://www.ucmo.edu/ot/policy/>.

In support of UCM's policies and procedures, violations of copyright may result in disciplinary action up to and including suspension or expulsion from the University.

## **Disability Accommodations**

The University of Central Missouri, in compliance with the Americans with Disabilities Act and the Rehabilitation Act, provides accommodations for the needs of persons with disabilities attending events sponsored by UCM. Students with disabilities requiring academic accommodations must provide the Office of Accessibility Services with documentation of their disabilities. They should provide requests for services once admitted to the University, when making new requests at the beginning of each semester, as needs change, or when students decide they want to utilize services. Timely requests are necessary in order for the University to provide appropriate academic accommodations.

A minimum notice of 48 hours is requested to accommodate UCM sponsored programs such as the Performing Arts Series, guest lecturers/speakers, and theater productions. Up to eight weeks notice may be required for accommodations in University housing, locations of classrooms, or some other assistance.

Contact the Office of Accessibility Services, Elliott Student Union 224, voice/TTY 660-543-4421, [access@ucmo.edu](mailto:access@ucmo.edu), [ucmo.edu/access](http://ucmo.edu/access), or use Missouri Relay by dialing 711.

## **Drug Free Schools and Workplace Statement**

The University has established and is committed to enforcing clear policies that promote an educational environment free from the abuse of alcohol and other substances. The University complies with federal regulations that require an alcohol and drug testing program for safety sensitive positions. The University expects students, employees, visitors, and organizations to adhere to state statutes prohibiting individuals under the age of 21 from drinking or having alcohol in their possession. Drinking or possession of alcoholic beverages is prohibited in University buildings and residence halls except in those places where an explicit exception has been granted. The University also expects students, employees, and visitors to comply with laws that govern the possession, use, distribution, and sale of alcohol and illicit drugs. Anyone found to be in violation of such laws shall be subject to all applicable criminal penalties, as well as disciplinary action in accordance with applicable policies of the University of Central Missouri. Students under the age of 21 are reminded it is unlawful to use fictitious identification for purchasing alcohol. Health risks associated with the use of illicit drugs and alcohol include, but are not limited to, addiction, accidents as a result of impaired judgment and ability, overdose, damage to internal organs or a developing fetus, and unpredictable or violent behavior. Information on referral and assistance with alcohol or drug-related problems is available from the Counseling Center (660-543-4060), University Health Center (660-543-4770), or Human Resources (660-543-4255).

## **Explosives and Weapons**

Possession or use of explosives or weapons on all University property, including main campus (including classroom demonstrations), airport, farm, parking lots, and all residences is strictly prohibited except in designated ranges. This includes all forms of firearms, pellet guns, BB guns, stun guns, tasers, or any mechanical or gas-operated mechanism that propels a projectile. Ammunition, fireworks and knives (including pocket knives with any blade more than four inches in length) are also prohibited. The Explosives and Weapons guidelines can be viewed in its entirety at [ucmo.edu/upo](http://ucmo.edu/upo) under Procedures and Guidelines.

## **Family Educational Rights and Privacy Act (FERPA)**

Federal legislation states that notice of rights accorded to students by the Family Educational Rights and Privacy Act be given annually.

- The Act provides students, or former students, certain rights which, generally stated, are:
- A. The right to review his/her educational records and files.
  - B. The right to have no educational data released to third parties unless the institution first has the consent of the student to do so.
  - C. The right to be excluded from directories such as the student directory.
  - D. The right to challenge, or object to, the contents of educational records on the grounds that they are inaccurate, misleading, or otherwise inappropriate.
  - E. The right to file a complaint in regard to such rights with the Family Policy Compliance Officer, U.S. Department of Education.

Copies of Central Missouri's policy implementing and further explaining FERPA may be obtained from the Registrar's Office or the office of the Vice Provost for Student Experience and Engagement and online at <http://www.ucmo.edu/student/documents/ferpa.pdf>.

## Health Insurance

Students are strongly encouraged to carry health insurance. The university contracts with a student health insurance carrier to provide a health insurance plan for students. University policy requires that all international students have health insurance coverage through the student health plan. International students are automatically enrolled and billed for the cost of health insurance each semester. For more information about student health insurance, visit <http://www.ucmo.edu/uhc/insurance/plan.cfm> or call the University Health Center at 660-543-4770.

## Identification Cards

Each student is required to have a current UCM identification card. This card must be carried at all times and must be presented upon the request of a University official or law enforcement officer. It is used to check out physical education equipment, to check out books at the library, to gain entry to athletic events and other activities, for free laptop checkout in the Union, and to prove eligibility for use of various University facilities, etc. UCM ID's are issued in Elliott Student Union 207A.

No student should permit another to use his/her ID card. Possession of another student's card is considered to be grounds for disciplinary action against either or both parties involved.

An identification card is issued only once during a student's career. A fee of \$20 is charged for replacement. Loss should be reported immediately to the ID Office in Elliott Student Union 207A, or by phone at 660-543-8443.

## Immunization Policy

### Board of Governors Policy 1.2.110

The University of Central Missouri Board of Governors, per recommendation of the U.S. Centers for Disease Control (CDC) requires all incoming students to present documentation showing proof of immunity to Measles, Mumps and Rubella and demonstrate a negative history for active tuberculosis. Students born on or after January 1, 1957 must comply with the MMR policy, which requires two (2) vaccines against measles and one against mumps and rubella. The first measles vaccine or combination measles/mumps/rubella vaccine (MMR) must have been given at age 12 months or later. A second vaccine for measles or MMR must have been administered at least one month after the first one. A copy of an immunization record documenting the vaccines is required, along with the completed immunization form found at [ucmo.edu/uhc/immunization-policy.cfm](http://ucmo.edu/uhc/immunization-policy.cfm). The immunization form also includes the tuberculosis screening questionnaire which all students must complete. If any risk factors are present the student must show proof of a negative TB test or negative chest x-ray given in the United States within the last 12 months. Treatment records must be included. Contact the Health Center at 660-543-4770 with any questions about these policies. The complete version of the Immunization Policy can be viewed online at [ucmo.edu/uhc](http://ucmo.edu/uhc).

**For Students Living in University Housing:** The State of Missouri requires all students living in University Housing to have received the meningococcal vaccine after the 16th birthday. For more information visit [http://www.ucmo.edu/uhc/immunization\\_policy.cfm](http://www.ucmo.edu/uhc/immunization_policy.cfm) or call the University Health Center at 660-543-4770.

## Mechanical Recording Devices in the Classroom

As the concept of academic freedom assures the instructor's control over subject matter, content, methods, procedures and activities in his/her classroom or laboratory, the following policy was approved by the Faculty Senate and the University administration.

- a. Students, observers or visitors of any description may not produce recordings,

audiotapes or videotapes of classroom or laboratory lectures, presentations, demonstrations or activities without the expressed permission of the instructor involved.

- b. In the event permission is obtained from the instructor to produce such recordings or tapes, the recordings or tapes may not be employed for any purpose other than individual academic study without the expressed written consent of the instructor involved.
- c. Recordings or tapes of lectures, presentations, demonstrations or activities may not be sold or in any way contracted to a third party without the expressed written consent of the instructor involved.
- d. Violations of these rules shall be considered a violation of the University's Intellectual Property Rights policy.

## Motor Vehicles

Students who wish to park in parking lots must purchase a parking permit from the Parking Services Office of the Department of Public Safety.

Complete information regarding parking and operation of motor vehicles is contained in the University publication entitled, *University of Central Missouri Parking and Traffic Regulations*. Copies of this publication may be obtained from the Department of Public Safety or online at [ucmo.edu/ps](http://ucmo.edu/ps).

## Nondiscrimination/Equal Opportunity Statement Board of Governors Policy 1.2.150

The University of Central Missouri actively follows a policy of nondiscrimination in regard to age, race, color, religion, sex, sexual orientation, gender identity or expression, marital status, pregnancy or parental status, national origin, veteran status, genetic information, disability, and all other legally protected classes. This policy applies to educational programs and activities including athletics, instruction, grading, the awarding of student financial aid, recruitment, admission, employment, housing, placement and retention of students, faculty and staff. The university complies with applicable federal and state laws and regulations related to discrimination.

Persons having inquiries concerning the university's compliance with this policy or any laws and regulations prohibiting discrimination are directed to contact the Associate Vice Provost for Student Experience and Engagement (Title IX Coordinator) Administration Building 214, 660-543-4114, the Director of Human Resources (Deputy Title IX Coordinator), Administration Building 101, 660-543-4255, the Senior Associate Athletic Director/Internal Operations (Deputy Title IX Coordinator), Multipurpose Building 203, 660-543-4310, or the Director of Accessibility Services (ADA/504 Coordinator), Elliott Student Union 224, 660-543-4421. Toll free numbers for Relay Missouri are 711 or 800-735-2966 for TTY, and 866-735-2460 for voice callers.

## Discrimination and Harassment: Procedures for Reporting and Investigating Complaints

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the university's nondiscrimination policy, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnesses retaliation should immediately notify the appropriate administrator listed above.

The Procedures for Reporting and Investigating Complaints may be obtained online at [ucmo.edu/upo](http://ucmo.edu/upo) under UCM Procedures and Guidelines, or in print form in the Office of Human Resources or the Office of Legal Affairs and Risk Management.

## Consenting Relationships

To view the University Procedure, "Consenting Relationships", please look online at [ucmo.edu/upo](http://ucmo.edu/upo) or contact the Office of Legal Affairs and Risk Management.

## Parades

1. All parades are to take place between the hours of 4-6:30 p.m. (Due to classes which end at 4 p.m. and evening classes which begin at 6:30 p.m., there should be no undue disturbance to prevent study and class work.) Parades for major events such as Homecoming may be held on Saturday.
2. Parade routes must have the approval of the office of the Director of Public Safety.
3. A representative of the organization sponsoring the parade must file plans for approval in the Office of Meeting and Conference Services and return a completed event registration form at least 48 hours prior to the parade.
4. When public streets are involved, the approval of city officials will also be necessary.

## Photos and Images

UCM takes photographs and videotapes of students throughout the year. These images often include students in classrooms, labs, residence halls, athletics events and other University activities. UCM reserves the right to use these photographs and videotapes in the promotion of the University. Students who enroll at UCM do so with the understanding that photographs and videotapes may be taken which would include them and which may be used in University publications, newspapers, and other media for promotional purposes including advertising and marketing.

## Public Address Systems on Campus

### Board of Governors Policy 1.2.160

Members of the university community, visitors and/or guests wishing to use a public address system for a public speech activity must submit a request specifying the type of equipment, intended location, and time and duration of planned use to the Office of Public Safety at least 24 hours prior to the anticipated event. The standard to be applied in granting or denying requests will give primacy to needs for preventing material and substantial disruption to the functioning of the institution.

## Public Speech Activities Policy

### Board of Governors Policy 1.2.160

The freedom to assemble and exchange views is an essential component of the education process. This policy is intended to clarify the rights and responsibilities of the University of Central Missouri, members of the University community, visitors, and guests regarding public speech activities.

Students, faculty, and staff are subject to laws, ordinances, and University policies when they engage in public speech activities, and violations will be addressed through university and/or law enforcement forums. Members of the University community, visitors, and/or guests planning to hold or sponsor a public speech activity should provide the Office of Public Safety with notification of the desired time, location, and expected attendance of the activity, the type of activity planned, at least 24 hours in advance of the activity. The Public Speech Activity Registration form can be completed and submitted online at [ucmo.edu/ps](http://ucmo.edu/ps). The university may deny permission for a public speech activity (or may regulate or cancel an ongoing public speech activity) if it materially and substantially disrupts the functioning of the institution, or involves conduct that constitutes harassment or discrimination as defined in applicable University policies, or that is otherwise prohibited by law.

**Note:** For the purposes of this policy, “public speech activities” may include demonstrations (individual or collective), picketing, distribution of leaflets/ publications, sit-ins, marches, mass gatherings, and all other similar gatherings.

This is not a complete version of the Public Speech Activities Policy. To obtain the Policy in its entirety, please look online at [ucmo.edu/upo](http://ucmo.edu/upo) under the Board of Governors Policy Manual or in print from the Office of Legal Affairs and Risk Management.

## Solicitation Guidelines

**Solicitation.** Solicitation is defined as the sale of goods or services, taking orders or collecting money from other than members of a sponsoring organization, petitions, surveys, or collecting ideas or opinions.

**General Requirements.** Solicitation on campus must be conducted according to the following guidelines:

- Solicitation should have the primary objective of service to students rather than profit.
- Any form of solicitation should not interfere with the educational activities of the University.
- Solicitation of ideas, petitions and surveys should be in keeping with good taste and should not be disruptive.
- Sales of goods and products may be conducted on campus in designated locations if such is not in competition with products or services offered by the University.
- Campus groups will be given first priority for space usage or rental.
- All solicitation must comply with state and federal regulations.
- Solicitation of funds from any individual or group should not hinder or compete with the fund raising efforts of UCM or the UCM Foundation.

**Registration and Approval.** All solicitation with the exception of petitions must be registered in the Office of Student Activities one week in advance of the designated activity. Specific approval for solicitation in various locations/areas on the campus must be obtained according to the information below:

**University Housing.** No door to door solicitation will be allowed. Limited solicitation will be allowed in designated public areas at the discretion of University Housing.

**Elliott Student Union.** Selling of items, merchandise or the solicitation, to include credit cards, by registered campus organizations, businesses, or individuals is prohibited except by authorization and sponsorship by the University Store or Elliott Student Union. Authorization could include a 15% commission to be paid to the University Store or Elliott Student Union, and any sales subject to sales tax is the responsibility of the seller. Bake sales are prohibited in the Union. Reservations must be made through the Meeting and Conference Services Office, Elliott Student Union 301, 660-543-4342.

### **Multipurpose Building/Audrey J. Walton Stadium & Vernon Kennedy Field.**

Approval for solicitation must be obtained from the Athletic Director. The sale of goods or products must not interfere with normal building activities and will generally be restricted to special activity days or events (such as games, meets, etc.). Soliciting groups must be registered campus organizations.

**Pertle Springs.** Approval for activities must be obtained from the Athletic Director.

Solicitation in outdoor areas will be permitted only during special activity days or events (such as Homecoming, music contests, etc.).

**West Fields and Outdoor Facilities/Areas.** Approval must be obtained from the Meeting and Conference Services Office. Solicitation in outdoor areas will be permitted only in designated locations.

**Classroom Buildings.** Generally, solicitation is discouraged in classroom buildings except in designated locations. Information may be obtained in the Meeting and Conference Services Office.

Solicitation Guidelines can be viewed online at [ucmo.edu.upo](http://ucmo.edu.upo) under UCM Procedures and Guidelines.

## Supplementary Speakers

Supplementary speakers may be brought to the campus in order to provide an additional resource for the educational program of the University. Those proposing to schedule supplementary speakers must follow the procedures applicable to all social events. Scheduling of support services, e.g., custodial, security, etc., will be required as indicated by the nature of the event, facilities used, and as stipulated by the Assistant Director of Meeting and Conference Services. Any special fees considered necessary for the presentation of a speaker will be set by Meeting and Conference Services.

## UCM-CSC Shuttle Bus Service

The UCM-CSC Shuttle Bus Service provides transportation to and from UCM's main campus in Warrensburg and the university facility in Lee's Summit. It is available to all university students, faculty, and staff. The cost to ride is \$5 per ride/per direction. You must have your university ID card with you to ride the bus with sufficient available funds in your Central Cash account to cover the cost of your ride. The current bus schedule is available online at [www.ucmo.edu/student/shuttle.cfm?print=yes&](http://www.ucmo.edu/student/shuttle.cfm?print=yes&).

### Rules of Conduct

In general all passengers are expected to abide by the expectations put forth in the Guide to Good Decision-Making included in the Student Planner/Handbook. So as to ensure a safe and pleasant experience for all, passengers are also expected to comply with the following rules:

1. Stay seated at all times the bus is in motion.
2. Respect those around you by speaking with a reasonable volume.
3. Refrain from throwing objects on the bus.
4. Use headphones for all audio devices.
5. Be sure all beverage containers have a tight spill proof lid.
6. Upon arrival, gather all your belongings and dispose of your own trash.
7. Follow the instructions from the shuttle service driver.

Individuals who ride the bus without appropriate funds available in their Central Cash account may be reported for disciplinary proceedings which may result in additional fines or revoking of riding privileges for the remainder of the semester.

