

Missouri Baptist
UNIVERSITY  **SHINE ON**

Student Handbook 2017-2018



Missouri Baptist University

2017-2018

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Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

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TABLE OF CONTENTS

Campus Map	90	Student Email Use Policy	128
Academic Success Center (ASC).....	91	Computer Use Policy	129
Office of Advisement.....	93	Library Code of Conduct	130
Office of Alumni Relations.....	94	Fair Use	131
AMP (A Mighty Passion)	95	Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws.....	131
Office of Athletics.....	96	Special Regulations	131
Spartan Bookstore	98	Alcoholic Beverages	131
Career Services	99	Clothing Guidelines.....	132
Counseling/Health Services	100	Dancing.....	132
Dining Hall.....	101	Drugs	132
Distance Learning	102	Electronic Devices	133
Financial Services	102	Firearms.....	136
First Year Experience.....	103	Gambling.....	136
Fitness.....	104	Hoverboards	136
Intramural Sports.....	105	Inspection of Property.....	136
Information Technology (IT).....	106	Littering	136
International Student Services.....	107	Model Rights	136
Jung-Kellogg Library	108	Online Postings.....	137
Public Safety	109	Residence Life Policies.....	137
Records	110	Security Cameras	137
Resident Life	111	Service and Assistance Animals.....	137
Student Activities	112	Statement on Sexual Behavior	137
Student Development.....	113	Tobacco Use & Smoking Policy.....	137
Study Abroad.....	114	Student Disciplinary Procedures	138
Statement of Mission and Purposes.....	115	Notice of Charges	138
Core Purpose.....	115	Hearing Before the Senior Vice President for Student Development.....	138
Core Values	115	Appeal to the University Conduct Committee....	139
Commitment to Diversity.....	115	Hearing Before the University Conduct Committee	139
Spartan Statement.....	116	Decision of the Senior Vice President for Student Development/Associate Provost and the Conduct Committee	140
MBU Colors.....	116	Notice to the Student	140
MyMBU	116	Sanctions.....	140
Cancellation of Classes	117	Notice of Nondiscrimination.....	141
Campus Life.....	117	Nondiscrimination Policy and Complaint Procedure	141
Chapel Attendance	117	Definitions	142
MBU Clubs and Organizations	119	Examples of Sexually Harassing Behavior.....	142
Approval of Organizations.....	119	Complaint Procedures	143
Custody of Organization Funds	119	Confidentiality and Protection of Both Parties...	143
University Calendar.....	119	Informal Complaint.....	144
Eligibility for University Activities.....	119	Formal Complaint.....	144
Ministry and Missions.....	120	Permissible Sanctions for Violations of the Policy.....	145
Evacuation Procedures for MBU Facilities	121	Request for Clarification of Sanctions.....	145
Traffic & Parking Policies	122	Appeal to the University Conduct Committee....	145
Introduction	122	Retaliation	147
Parking Regulations.....	122	Education as a Key Element of the Policy.....	148
Registration of Vehicles.....	122	Preparation and Dissemination of Information	148
2017-2018 Parking Sticker Codes	123	The Office of Civil Rights	148
Abandoned Vehicles	123	Missouri Baptist University Policy on Sexual Assault And Relationship Violence.....	149
Traffic Regulations	123	Introduction	149
Parking Meters.....	123	Definitions	149
Parking Violations	123	Reporting Procedures.....	151
Auto Boot Policy.....	124	Interim Measures.....	152
Responsibilities.....	124	Conduct Process.....	152
Traffic or Parking Appeal Process	124	Training and Awareness Programs.....	156
Fines and Payments	125	Counseling and Reporting Resources	157
Student Conduct Code.....	125	Policy Updates	157
Christian Attitudes.....	125		
University Citizenship.....	126		
Governing Principle.....	126		
Student Conduct Code Statement.....	126		
Scope of Code.....	126		
Student Awareness Responsibility.....	126		
Jurisdiction	126		
Violations of Student Conduct Code.....	127		

MBU MAIN LINE.....(314) 434.1115

HOURS OF OPERATION General: Monday – Friday..... 8 AM – 4:30 PM

*All University offices close from 11 AM to 11:45 AM every Thursday and on the first Tuesday of the month for Chapel.

MAIN CAMPUS SECURITY

MBU Public Safety Emergency (314) 744.5355

MBU Anonymous Tip Line..... (314) 744.7620

MBU IMPORTANT NUMBERS

Academic Affairs..... (314) 392.2202

Academic Success Center (314) 392.2364

Admissions (314) 392.2290

Advising..... (314) 392.2287

Athletics (314) 392.2279

Bookstore (314) 392.2261

Box Office (314) 392.2345

Career Services..... (314) 744.5315

Computer Assistance (314) 392.2377

Food Service (314) 392.2271

Fitness Center (314) 744.7647

International Student Services..... (314) 744.5301

Library..... (314) 392.2320

Records (314) 392.2233

Residence Life Office (314) 392.2262

Special Needs (314) 681.3278

Student Activities..... (314) 392.2242

Student Development..... (314) 392.2212

Study Abroad..... (314) 392.2112

Student Financial Services..... (314) 392.2366

Testing Center..... (314) 392.2364

MEDICAL

MBU Mercy Clinic, Spartan Village Building 503..... (314) 364.3970

St. Luke’s West..... (314) 434.1500

Mercy..... (314) 251.6000

Missouri Baptist (314) 996.5000

St. Luke’s Urgent Care, 11550 Olive Blvd..... (314) 542.7690

Take Care Clinic, 12509 Dorsett Road..... (314) 434.4224

Take Care Clinic, 13992 Manchester Road..... (636) 227.9228

Take Care Clinic, 917 Chesterfield Parkway East..... (636) 532.5222

GENERAL

American Red Cross (314) 658.2000

License Branch..... (636) 530.9500

Metro (314) 231.2345

Weather Report (314) 321.2222

A FEW LOCAL FAVORITES

Applebee's, 11950 Olive Blvd.....	(314) 567-3252
Chick-fil-a, 11997 Manchester Rd	
Crazy Bowls and Wrap, 11427 Olive Blvd.....	(314) 567-9727
Crushed Red, 11635 Olive Blvd	(314) 942-3000
Domino's, 11933 Olive Blvd	(314) 567-1010
Five Guys Burgers & Fries, 790 N. New Ballas Rd	(314) 997-6700
Fortel's Pizza Den, 624 N. New Ballas Rd	(314) 567-8900
Houlihan's, 1085 N. Mason Rd.....	(314) 469-1167
HuHot Mongolian Grill,	(314) 392-9696
Imo's Pizza, 12428 Olive Blvd.....	(314) 878-9200
Jersey Mike's, 12113 Manchester Rd.	(314) 858-1344
Jimmy John's, 12808 Olive Blvd.....	(314) 275-7011
McAlister's Deli, 12515 Olive Blvd.....	(314) 985-3280
Papa John's, 1670 Clarkson Rd.....	(636) 537-4601
Pickleman's , 1921 Olive Blvd	(314) 473-1155
Pieology Pizzeria, 701 N. New Ballas Rd.....	(314) 733-5581
Qdoba, 766 N. New Ballas	(314) 983-0189
Raising Cain's, 12215 Manchester Rd	(314) 909-4772
Saint Louis Bread Co, 447 N. New Ballas Rd	(314) 569-3031
Subway, 782 N. New Ballas Rd.....	(314) 993-2270
West County Mall Food Court, 80 West County Center	

A FEW PLACES TO SHOP WITHIN 10 MINUTES OF MBU

Chesterfield Mall, 291 Chesterfield Mall	
St. Louis Premium, 18521 Outlet Blvd	
Target, 40 THF Blvd	
Taubman Prestige Outlets, 17057 N. Outer 40	
Walmart, 100 THF Blvd	
West County Mall, 80 West County Center	

The 2017-2018 Missouri Baptist University Student Handbook is published by the Office of Student Development. The Handbook is produced for the use of students, faculty, and staff of the MBU community at large. Any questions concerning the information published within this Handbook should be directed to the Office of the Senior Vice President for Student Development/Associate Provost.

While every effort is made to ensure that the material included in this Handbook is accurate, information is sometimes subject to changes that are not included in the Handbook. A complete and updated Handbook is kept by the Office of the Senior Vice President for Student Development/Associate Provost and is considered the most complete copy at any given time. An outline version is also posted online at www.mobap.edu. Please note that dates, policies, and procedures are subject to change without written notice. Major changes in the Handbook mid-year will be distributed to the student body by way of chapel announcements, e-mail, and/or campus notices.

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Dear MBU Student,

It is my pleasant task to welcome you to an exciting new year at Missouri Baptist University. If you are a new student, you have chosen well. Missouri Baptist University is a good place to ask questions, get answers, and prepare to be a leader in your community. Our faculty and staff are here to provide you with support and guidance as you begin your education.

If you are a returning student, welcome back. I look forward to seeing you around campus and hope to work with you in continuing to enhance the quality of your education.

There is an important reason that we have a Student Handbook. We want to give you the tools necessary for incorporating Missouri Baptist University in to your life. Here you will find information on campus clubs, organizations and events to get you started.

You will also find a directory of helpful office phone numbers along with other essential community numbers. Take a moment to read the MBU Statement of Mission and Purposes that gives us guidance and will likely help you navigate your next few years.

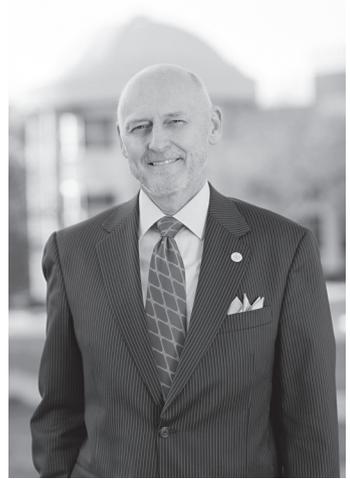
We really are interested in you as an individual. Every survey of the past several years has shown that students at Missouri Baptist get to know their professors and the professors take an interest in each student. Take advantage of that opportunity.

I will be seeing you around campus. I am most interested in your hopes and dreams and any ideas about how we can better help you achieve those. God bless you with a wonderful year.

Sincerely,

R. Alton Lacey, Ph.D.

President



Dear Student,

Going to college is definitely a journey, one of the most meaningful you can take in life, apart from following Jesus Christ as Savior and Lord (Matthew 4:19). I learned more than I can possibly recount in college. My professors and other college mentors were integral to that process. The college years are a time of life when much journeying is required. You have to choose a career path, where to go to school, where to work, what activities you will get involved in, and who will be your friends. Many of you will find that special someone you want to spend the rest of your life with. This journey will move by more quickly than you know.



My prayer for you is that while you are a student at MBU, you will learn through classes and co-curricular experiences how best to take that journey. If you are a follower of Jesus Christ, you know this school is rooted and grounded without apology in His Gospel. I challenge you in the year to come to let Christ have absolute Lordship over your life. You will find your journey will take on eternal significance as you see your life fit into God's plan (Ephesians 1:3-14). If you are a student at MBU and not yet a believer in Jesus Christ, I encourage you to consider His claims and come to Him as Savior and Lord. You will have many opportunities in the coming year to hear about what it means to follow Christ.

I urge you to read this Student Handbook all the way through from cover to cover. Get a feel for where things are located in it. It is full of relevant information. Your acceptance at MBU and your enrollment in classes implies that you will be accountable for the policies set out in this Handbook, from the parking regulations and chapel policies. Consider it a high privilege and a responsibility to become an MBU Spartan. I urge you to take your responsibility seriously.

I hope we get a chance to get to know each other. Come by my office this fall. You do not need a reason. If I can help you in any way, to make your experience at MBU a better one, please let me know.

In Christ,

Dr. Andy Chambers

Senior Vice President for Student Development/Associate Provost

As the director of First Year Experience, I have the best job on campus. I get paid to spend time with first year students (freshmen & transfers) and help you on your path to success! Not sure what success looks like yet? That's what I'm here for; come see me and we can figure out what success means to YOU.



Even before you took your first step on campus, I'm sure you heard how people absolutely love MBU. Well, you're not going to hear any different from me. I love MBU so much I've never left! I started here as a student way back in fall of 2000 (no, you don't need to remind me that you hadn't even started kindergarten then) when MBU was still called Missouri Baptist College. At that time, we were half the school we are now – the ground had just been broken to start building the Chapel/ Fine Arts building & the perk, SRC, Spartan Village were far off dreams. Chapel was held in the basement of the Field building (where Records, the Provost's office, and the Graduate offices are now) and the dining hall occupied a small corner where the Student Development office is now. We had just started to offer our first Master's degree program – now we offer multiple Master's and Doctorate programs!

Needless to say, MBU has changed a lot since I first arrived as a first generation, first time freshman. However, one thing remains the same – the heart and soul of MBU. The faculty, staff and administration care about you and want to see you succeed. Let me repeat that in case you missed it the first time – the faculty, staff and administration at MBU care about you and want you to succeed. That's not just a platitude; they really mean it. And, I believe it because I've seen them in action.

So, forget what you've seen on TV or read on the internet. Ignore what your older brother who went to a "party school" told you. Take some advice from me – someone who's been at MBU for a long time – get to know your professors. Not just because they might one day write a recommendation letter for you. Get to know your professors because they care about you and want you to succeed. Also, we have some great people on staff – did you know that we have faculty who've worked for NASA? Who run marathons and own their own businesses and play the banjo? Who travel the world and write books and vote at the Grammys? Who...well, you get it. The list goes on.

Going to college offers many great opportunities for you to step out of your comfort zone, stretch yourself (emotionally, mentally, etc.) and grow. But, the decision to grasp these opportunities is up to you. So, what are you going to do? Are you going to just stand there and watch opportunities fly by or are you going to step up and take hold of the unique opportunities before you? One day, college will end. But what you learn here will stay with you for a lifetime.

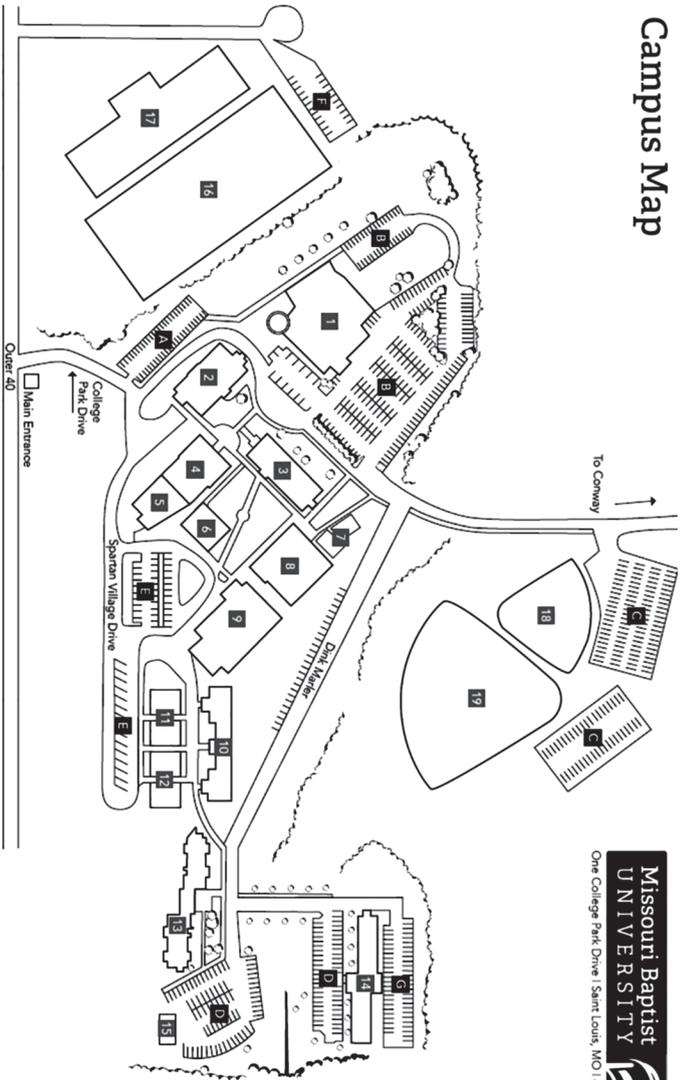
Welcome to MBU!

Marie Tudor

Director of First Year Experience

PS – My office is in the Student Development suite. I hope you'll take some time to stop by and see me! I look forward to hearing what brought you to MBU and how we can help you achieve success!

Campus Map



- 1** Pillsbury Chapel/Dale Williams
Fine Arts Center
Pillsbury Chapel-main level
Pillsbury/Wainwright Performance Hall-main level
Office of the President-main level
 - 2** Field Academic Hall
Dining Hall-main level
Records Office-lower level
Graduate Studies-lower level
Administration Building
Undergraduate Admissions-main level
Financial Services-main level
 - 3** Administration Building
Undergraduate Admissions-main level
Financial Services-main level
 - 4** Jung-Kelloge Library
 - 5** Bookstore
 - 6** The Perk Coffeehouse
 - 7** Public Safety
Information Technology
 - 8** Muncy Gym
 - 9** Carl and Deloris Petty Sports and Recreation Complex
 - 10** Spartan Village Row
 - 11** Spartan Village South
 - 12** Spartan Village Apartments
 - 13** Pillsbury/Huff Resident Hall
 - 14** North Hall
 - 15** Campus Operations
 - 16** Spartan Field
 - 17** Spartan Field House
 - 18** Softball Field
 - 19** Baseball Field
-
- A** Lot A
 - B** Lot B
 - C** Lot C
 - D** Lot D
 - E** Lot E
 - F** Lot F
 - G** Lot G

*As you may have noticed, our campus is growing quickly! Printed maps may not always reflect our newest additions, but if you need help navigating campus just stop by any MBU office.

ACADEMIC SUCCESS CENTER (ASC)

FIELD BUILDING, OFFICES 117 & 119 - 314.392.2364

Hours: Monday-Friday 8:00 AM – 5:00 PM

*The ASC offers extended hours on Tuesdays (8:00 AM – 8:00 PM)

Services: The Academic Success Center provides services and resources that enhance student learning in and out of the classroom environment and improves the opportunity each student has to succeed at MBU. Students can call or visit the ASC website at mobap.edu/success for more information or to sign up for an appointment.

- Tutoring
- Writing Lab
- Study Skills Assistance
- Testing Services
- Special Needs Access
- Quest Mentoring / Student Success Plans

The Special Needs Access Office

The Special Needs Access Office offers services to students who have documented disabilities of a permanent or temporary nature. To qualify for services, students must self-identify to the Special Needs Access Office. Students must meet with the Special Needs Coordinator to discuss their needs and provide appropriate written documentation of a disability from a qualified professional or agency. Students are encouraged to establish documentation at least two weeks prior to the start of the semester, however, accommodations may be obtained throughout the semester with proper documentation.

Contact Information:

- Mrs. Amy Goodberlet, Director of Student Success; Amy.Goodberlet@mobap.edu
- Mrs. Jeannette Musgrave, Assessment Coordinator/Student Success Advisor; jeannette.musgrave@mobap.edu
- Mrs. Judy Ellison, LCSW, Student Success Advisor; judy.ellison@mobap.edu
- Mrs. Jennifer Davis, Special Needs Access Coordinator; jennifer.davis2@mobap.edu
- Ms. Elizabeth Busekrus, Writing Lab Coordinator, elizabeth.busekrus@mobap.edu
- Mr. Erik Gustafson, Data Coordinator, Student Success Advisor; erik.gustafson@mobap.edu

On the Web:

- <http://www.mobap.edu/student-life/success/>
- <https://mobap.mywconline.com/>
- myMBU Life: Academic Success Center

Visiting the ASC:

- Walk in services are available, but some services require an appointment. To make an appointment, visit <https://mobap.mywconline.com/> or call.

Why is the ASC important for students?

- We help students with academics, but we can also help you find further resources on campus needed for your success!

What advice does the ASC have for new students?

Don't be afraid to ask for help. Utilize the services available to you as a student!

Get to know your teachers and write out the important dates and deadlines in your calendar/handbook.

Transitioning into college might be a scary experience, but take the opportunity to get to know people and get involved on campus in some way or another. This will make the transition a whole lot easier.

Try new things at least once.

Communicate with your professors, coaches, ASC staff, RAs, etc.

Is there anything special the ASC wants students to know?

Our services are for everyone. The ASC is not just here to help you become better at subjects you have difficulty with; we want you to succeed in all things!

What worked in high school may not work in college. Read all of your syllabi to make sure you understand your professors' expectations.

If you have any questions and you don't know where to find the answers, come to the ASC. We may not have the specific answer you are looking for, but we can certainly point you in the right direction.

Fun Facts about the ASC staff:

For fun facts about ASC staff, look for us on Facebook, Instagram, and Twitter!

OFFICE OF ADVISEMENT

ADMINISTRATION BUILDING, OFFICE 108 - 314.392.2287

Hours: Monday-Friday8:00 AM – 4:30 PM

*After-hours drop box for forms is located next to the office door.

Services:

- Coordination of academic advising services
- Assigning and changing major and/or academic advisor
- Advising assistance when an academic advisor is unavailable
- Assistance in selecting a major, if a student is undecided

Contact Information:

- Dr. Lydia Thebeau, Dean of Academic Advisement and Allied Health Initiatives;
Lydia.Thebeau@mobap.edu
- Mrs. Carla Jones, Coordinator for Undergraduate Advising;
Carla.Jones1@mobap.edu

On the Web:

- <http://www.mobap.edu/office-of-advisement/>

Why is the Office of Advisement important for students?

Advisors play a key role in helping students complete their degrees on time by providing knowledgeable advice on academic requirements and course selection, making schedule adjustments, advising students about internship opportunities, and providing general career guidance.

Advisors can also help by providing those all-important letters of recommendation when it comes time to apply for internships and jobs. The better you've gotten to know your advisor (and the better your advisor knows you), the more helpful those letters can be!

What advice does the Office of Advisement have for new students?

Don't be afraid to ask questions if you are unsure of something. And keep asking until someone provides you with the answer you need or directs you to the person or office who can provide the answer.

Spend some time getting to know your professors. They're real people with real life experience, and they truly care about each student. Plus, they can serve as a great resource for internship or job references.

Fun Fact about the Dean of Academic Advising:

Dr. Thebeau holds a U.S. patent from some of her work in graduate school and is a marathon (and half-marathon) runner.

OFFICE OF ALUMNI RELATIONS

FIELD BUILDING, OFFICE 329 - 314.744.7695

Hours: Monday-Friday8:00 AM – 4:30 PM

Services: We are the primary contact point and information source for MBU alumni regarding University news and events. We serve current and future alumni of MBU through networking, career, and event opportunities.

Contact Information:

- Mr. Brian Knapp, Director of Alumni Relations; alumni@mobap.edu

On the Web:

- www.mobap.edu/alumni
- Twitter: mbualumni
- Facebook: MBUalumni

Why is the Office of Alumni Relations important for students?

The Alumni Office is a great resource for MBU graduates by promoting a lifelong, active relationship with alumni and engaging them in the life of the University. The Alumni Office organizes alumni gatherings and reunions, as well as events to support current students.

What advice does the Office of Alumni Relations have for new students?

Get involved; invest in your time here as a student; go to events; support one another; most importantly, finish strong and graduate.

Fun Fact about the Director of Alumni Relations:

Brian's wife is the Resident Director of North Hall and he oversees MBU Outdoors!

AMP (A MIGHTY PASSION)

FIELD BUILDING, STUDENT DEVELOPMENT SUITE - 314.744.5314

Hours: Monday-Friday8:00 AM – 4:30 PM

Services:

A Mighty Passion (AMP) exists to glorify God and to see lives changed for Jesus Christ our Savior. We lead MBU students to join God's mission to glorify Himself and make Himself known. We seek to fulfill this mission by:

- Building deep relationships in a diverse student body
- Intentionally sharing the gospel in word and deed
- Discipling students to maturity in Christ
- Leading students to connect to the local church
- Launching students into local and international service and missions

Through AMP, you can be a part of a group of students who desire to build one another up and experience life together. Whether we are meeting on campus or traveling around the world, we seek to live for one thing: Jesus Christ. Here's some of the ways you can be a part of AMP: weekly chapel services, small groups, local mission work, international mission trips, & so much more!

On the Web:

- <http://www.mobap.edu/student-life/spiritual-life>
- Facebook: ampmbu
- myMBU Life: A Mighty Passion
- myMBU Life: Chapel

Why is AMP important for students?

Participating in AMP is great way to connect with other students in meaningful relationships, to better know Christ in your personal life, and to help make Him known to the world around you.

What advice does AMP have for new students?

Make great Godly connections first in college. This will set the pattern for your college career.

Fun Fact about AMP:

It smells like coffee! Oh, and Kiesh is a hip hop artist!

OFFICE OF ATHLETICS

CARL & DELORIS PETTY SPORTS & RECREATION COMPLEX - 314.392.2279

Hours: Monday-Friday8:00 AM – 4:30 PM*

*Due to the nature of athletic schedules, hours may vary for individual athletic teams.

Contact Information:

- Contact information for athletic staff can be found on www.mbuspartans.com.

On the Web:

- www.mbuspartans.com
- Twitter: @MBUAthletics
- Facebook: mbuathletics
- Instagram: MBUAthletics
- myMBU Life: Spartan Athletics

What advice does the Office of Athletics have for new students?

Get involved on campus and go to athletics events. A large percentage of our student body are athletes, but, don't let that stop you from coming to athletic events if you are not a student-athlete! The best way to enjoy your college experience is to become a part of the whole college experience.

Fun Facts about the Office of Athletics:

Home events are all posted on MBUSpartans.com and are updated as changes are made.

Athletic events are broadcast, when possible, on the Spartan Digital Network for free at portal.stretchinternet.com/mobap

Away event broadcast and stats are all located on the individual schedule page for each sport at mbuspartans.com

The Missouri Baptist University Department of Athletics supports 29 varsity athletics programs and seven junior varsity sports. The University is a proud member of the National Association of Intercollegiate Athletics and is an NAIA Champions of Character Five-Star Award winner.

The National Association of Intercollegiate Athletics (NAIA) is the governing body for athletics programs at colleges and universities throughout the United States and Canada. The long-held mission is to advance character-driven intercollegiate athletics while promoting the education and development of well-rounded students and productive citizens through sport participation. The association offers equitable access and opportunities to more than 60,000 student-athletes for the chance to compete in its 23 national championship events held annually throughout the country.

Spartan Athletics also offers several opportunities to participate in non-NAIA athletic programs including: American Volleyball Coaches' Association (AVCA), Men's Collegiate Lacrosse Association (MCLA), National Women's Lacrosse League (NWLL) and the Women's Collegiate Wrestling Association (WCWA).

The 2015-16 season was a big one for Missouri Baptist Athletics. The Spartan Women's Volleyball made history at the NAIA Women's Volleyball National Championship, and for the first time in team history, advanced to the finals. Men's Basketball had a bounce back season and won 19 games in 2015-16, including wins over three National Top 25 teams, two of which were in the Top 10. Missouri Baptist Men's Lacrosse advanced to the first-ever NAIA National Invitational at the No. 5 team in the nation, while Women's Lacrosse came-up just short of the same feat, and finished ranked No. 10 in the nation. Men's Tennis also made history in 2016 and advanced to the NAIA National Championship for the first time in team history after a thrilling, come-from-behind win at the conference tournament. Spartan Baseball won its 17th American Midwest Conference Regular Season Championship in team history as well. Finally, Men's Volleyball made it two in a row this year and became the first team since 2007 to repeat as National Invitational Champions. For more information on Spartan Athletics, and for more accomplishments, go to www.mbuspartans.com.

Fall Sports

Men's Cross-Country
Women's Cross-Country
Men's Soccer
Women's Soccer
Women's Volleyball
Football

Winter Sports

Men's Basketball
Women's Basketball
Men's Wrestling
Women's Wrestling
Men's Bowling
Women's Bowling

Spring Sports

Men's Indoor Track and Field
Women's Indoor Track and Field
Men's Volleyball
Men's Outdoor Track and Field
Women's Outdoor Track and Field
Men's Golf
Women's Golf
Men's Tennis
Women's Tennis
Softball
Baseball
Men's Lacrosse
Women's Lacrosse
Sand Volleyball

YEAR ROUND SPORTS

Cheerleading
Pom and Dance
E-Sports

SPARTAN BOOKSTORE

THE BOOKSTORE IS LOCATED NEXT TO THE PERK, BEHIND THE LIBRARY.
314.392.2261

Fall and Spring Semesters

Monday, Tuesday, & Thursday.....8:30 AM – 6:00 PM
Wednesday.....8:30 AM – 5:00 PM
Friday.....8:30 AM – 4:00 PM

Summer Hours

Monday through Thursday.....8:30 AM – 5:00 PM
Friday.....8:30 AM – 1:00 PM

The Spartan Store is the one stop shop for everything MBU! The bookstore carries a large selection of clothing, school supplies, gift items, snacks and computers/tablets. In addition, the bookstore stocks new and used textbooks, e-books and also offers textbooks for rent. Financial aid is accepted both online and in the store. The bookstore is open 24/7/365 at www.mobapshop.com.

On the web:

- Facebook: MissouriBaptistUnivBkstr
- www.mobapshop.com

Closed Saturday and Sunday

CAREER SERVICES

FIELD BUILDING, STUDENT DEVELOPMENT SUITE - 314.744.5315

Hours: Monday-Friday8:00 AM – 4:30 PM

Services:

The Career Services Office at MBU provides services to all students and alumni both face-to-face and through several on-line resources and tools to connect students and alumni with its services.

Services include: career planning, campus recruiting, personal interviews, job search assistance and referrals, resume and cover letter critiques, interview coaching, internships, seminars, workshops, and career fairs.

Students exploring their career options or who need help choosing a program of study can do so through MBU Focus 2, our on-line career assessment tool.

Our Online Career Library (VAULT) allows students access to the most current information on industries, professions, resumes styles, interviewing, and jobs available in the current market.

Students can access and apply for jobs and internships, create resumes and submit them to employers through MBULINK, our on-line Career Management system. *Registration is required. All users must be current students or alumni of the university.

Credential Files can also be established and maintained on-line through INTERFOLIO, a credential and dossier management system. Those who wish to establish a file may access Interfolio through the MBU webpage. *Certain fees will apply for this service through Interfolio.

Contact Information:

- careerservices@mobap.edu

On the Web:

- <http://www.mobap.edu/student-life/career-services/>
- Facebook: MBU Career Services
- myMBU Life: Career Services

COUNSELING/HEALTH SERVICES

FIELD BUILDING, STUDENT DEVELOPMENT SUITE & SPARTAN VILLAGE 503
- 314.744.5315

Hours: Monday-Friday8:00 AM – 4:30 PM

Contact Information:

- Ms. Kim Grey, Associate Dean of Students/Director of Career Services;
314.744.5315, kim.grey@mobap.edu, FLD 210

Services:

Counseling/Health & Wellness: Counseling and Wellness Services are coordinated through the Office of Student Development. Counselors are available to meet individually with students as needs arise. Appointments are scheduled on an individual basis and all sessions are completely confidential. Information and resources for counseling and wellness services are listed on the MBU website.

*Counselors are offsite. Appointments can be arranged by contacting Ms. Grey.

CAMPUS CLINIC: As a partnership with Mercy hospital, health services are available to students on the main campus. The Health Services Office is staffed by a nurse practitioner under the direction of a Mercy Physician and is located in Spartan Village Building 503. Most medical concerns can be treated in the center; others will be referred to an appropriate health professional through Mercy or other health network. Insurance plans accepted. All appointments should be made through Mercy's secure network or by calling 314.364.3970.

- The Campus Clinic is located in Spartan Village 503. Appointments are made through <https://www.mymercy.net/webpresence/login> or by calling 314.364.3970.
- Hours of operation: Monday – Thursday 1-5pm

On the Web:

- <http://www.mobap.edu/student-life/counselingwellness/>
- myMBU Life: MBU Counseling and Wellness

Please note: All students who access the clinic must have health insurance for billing purposes. The clinic on campus operates the same as a typical doctor's office. MBU does not provide medical insurance for resident students or commuters except for international students in F-1 visa status. MBU international students are required to purchase medical insurance through the provider chosen by the Office of International Student Services. All other students are encouraged to secure medical insurance from their own insurance agents. Proof of medical insurance is required for all resident students and student athletes. Information on insurance policies and local health resources can be found on the Counseling and Wellness webpage. <http://www.mobap.edu/student-life/counseling-wellness/>.

DINING HALL

FIELD ACADEMIC HALL - 314.392.2271

Breakfast (*Brunch)

Monday – Friday..... 7:15 AM – 9 AM
9 AM – 9:30 AM (Continental Breakfast only)
Saturday/Sunday* 11 AM – 1:30 PM

Lunch

Monday – Friday..... 11 AM – 2:30 PM

*Premade salads & sandwiches / salad bar are also open from 9:30am-11am and from 2:30pm-4:30pm.

*Thursday and the first Tuesday of the month lunch will begin after Chapel.

* During the Fall Lecture Series and the Spring Lecture Series the Dining Hall will not open until the end of the lecture each day.

Dinner

Monday – Thursday..... 4:30 PM – 6:30 PM
6:30 PM – 8 PM limited premade and grill items
Friday – Sunday 4:30 PM – 6:30 PM

* Dinner Hours may be extended, but notification will precede any change.

*Weekdays in which school is not in session will have a brunch schedule.

*Students with special dietary needs may make an appointment with FSC to learn of available options matching their dietary needs.

Meal Plan

As part of the contractual relationship with the Food Service, all residence hall students are required to purchase their meals for each semester during which they reside in the residence hall. All MBU students who are eating on a meal plan must have their MBU Student ID with them in order to be served in the Dining Hall. Students will not be served on the meal plan without a current MBU Student ID. There are no exceptions.

Meal Cards

The Food Service uses a computerized checking system. The meal plan “bar code” will be assigned to each resident’s MBU Student ID card when the card is processed through the Office of Information Technologies as part of the registration procedure. Residents will be required to produce their MBU Student ID card at meals in the Dining Hall in order to go through the food line.

The Food Service makes Declining Balance Meal Cards available, and you may purchase them from the Cafeteria Manager. There will be a 20% discount for faculty and staff and a 10% discount for students. These are available to non-residence hall students, faculty, and staff. When a Declining Balance Meal Card is purchased, a number is assigned to your MBU ID card. You are welcome to put any amount on your meal card, but you must pay in check or cash. Your card is scanned each time you make a purchase, and the appropriate amount is deducted from your account and your discount given.

How to Get a Commuter Student Meal Plan

- The Student Financial Services Office will apply your payment to your account and notify I.T. when you are cleared to get an updated student ID. Please allow processing time.
- Have your Student ID marked to read “Commuter w/ Meals” in the Information Systems Office.
- Give the ID number to Food Service before your first meal in the Cafeteria.

DISTANCE LEARNING

SRC; HEALTH & SPORT SCIENCES AREA - 314.485.8441, 314.479.3707

Hours: Monday-Friday 8:00 AM – 4:00 PM

Services:

- Maintain Learning Management System (LMS)
- Train faculty and staff in the use of LMS tools
- Provide helpdesk support for faculty, staff, and students

Contact Information:

- distancelearning@mobap.edu

On the Web:

- <https://www.mobap.edu/online/cdl/>

FINANCIAL SERVICES

ADMINISTRATION BUILDING, FIRST FLOOR - 314.392.2366

Hours: Monday, Tuesday, Thursday 8:00 AM – 6:00 PM

Wednesday, Friday 8:00 AM – 4:30 PM

Services: The Student Financial Services Office offers guidance to students and families on financing the cost for a college education. In addition to providing instruction and counseling on applying for need-based financial aid and determining eligibility for such funding, we offer assistance in applying for federal student loans, parent loans, and alternative loans. Payments or arrangements for payment plans can be made through the Student Financial Services Office as well as answering questions relating to billing charges.

Contact Information:

- Email: sfs@mobap.edu Fax: 314.744.5320

On the Web:

- www.mobap.edu/financial-aid
- myMBU Life: Student Financial Services

What advice does Financial Services have for new students?

Financial aid is designed to help pay for college beyond what you and your family can contribute. Become a knowledgeable consumer of financial aid services and programs.

FEDERAL WORK STUDY PROGRAM (FWS)

Eligibility is based on financial need. Contact the Student Financial Services Office for information: <http://www.mobap.edu/financial-aid/types-of-aid/financial-aid-work-study/>.

FIRST YEAR EXPERIENCE

FIELD BUILDING, STUDENT DEVELOPMENT SUITE - 314.392.2120

Hours: Monday-Friday8:00 AM – 4:30 PM

Services:

The office of First Year Experience (FYE) helps new students (freshmen and transfers) during their first year at MBU. FYE is a great resource for students as they seek to build community and learn the ropes at MBU.

Contact Information:

- Ms. Marie Tudor, Director of First Year Experience; Marie.Tudor@mobap.edu

On the Web:

- Facebook: MBU First Year Experience
- Instagram: mbu_fye
- myMBU Life: First Year Experience

Why is FYE important for students?

Everyone has a different experience transitioning to college. Some students take to college like a duck to water...others like a duck to ever shifting clouds. We want to help students set the foundation for a successful college career & post-college life. If you have questions (and, everyone does), we have answers. If we don't have the answer, we will get you to where you need to be to get an answer.

What advice does FYE have for new students?

Ask yourself what success at college looks like. In four years, when you walk across the stage to receive the diploma you worked so hard to earn, what will make you say you had a successful college career? Once you've determined what that looks like, set goals to help you get there.

Fun Fact about the FYE Director:

When I was two, I thought I flushed my uncle down the toilet. Turns out, it was just an elaborate prank by my grandparents! It's a fascinating story; stop by some time...I'd be happy to tell you all about it!

FITNESS

FITNESS CENTER

Carl and Deloris Petty Sports and Recreation Complex, lower level

Hours of Operation

Monday – Thursday.....	6:00 AM – 8:00 PM
Friday.....	6:00 AM – 7:00 PM
Saturday.....	10:00 AM – 4:00 PM
Sunday.....	2:00 PM – 8:00 PM

*Hours are subject to change. Modified hours and closures available at mobap.edu/src.

Access

- Free for current MBU students with a valid MBU ID.
- First time patrons must complete the one-time electronic recreational activity waiver. The waiver can be found at mobap.edu/fitness.
- All students must present a valid MBU ID card for access. Students with a completed electronic recreational activity waiver are allowed to enter the facility without their MBU ID card 3 times per academic year by giving the fitness attendant a valid student number.
- Entry to and exit from the fitness center must be through the main entrance by the fitness desk.
- Non-MBU guests are not allowed to use the fitness center.
- The safety of all participants who use the facility is our highest priority. When using the fitness center, please consider your own health history, seek counsel from your health provider, and use sound judgment when choosing exercises options and intensity. Individuals utilize all recreational fitness facilities at their own risk.
- Proper workout attire and footwear must be worn at all times.
- No food or drink is allowed except for plastic water bottles.
- MBU Fitness is not responsible for lost or stolen items.
- The Fitness Center men’s and women’s locker room offer showers and lockers available to rent or use by the day. Locks can be checked out from the Fitness Center desk with MBU ID for day use only. Semester locker rentals are available for a small fee. Stop by the fitness desk for more information.

Contact Information:

- 314.744. 7647 or fitness@mobap.edu

On the Web

- mobap.edu/fitness

GROUP FITNESS

A variety of group fitness classes are offered free of charge each semester to current MBU students. Options include a mix of cardio/strength and mind/body formats. Classes are held in the Group Fitness Room on the upper level of the Sports and Recreation Complex in SRC 304. Visit mobap.edu/fitness

for a complete class schedule and current class information or pick up a schedule at the fitness center desk

MUNCY GYM AND FREE WEIGHT ROOM

The Muncy Gym and Free Weight Room is open to any MBU faculty, staff, or student with a current MBU ID. Faculty, staff, and students can enjoy playing open recreational basketball or volleyball or utilize the free weight room during the hours posted outside the door.

Email Lydia.Wegener@mobap.edu for any questions or concerns. We look forward to seeing you soon!

INTRAMURAL SPORTS

As a part of the Missouri Baptist University student development program, Intramural Sports provide the MBU community opportunities to compete, exercise, socialize, and develop lifelong skills in safe, fun environments. Intramurals offer a diverse group of team sports and activities through organized leagues, tournaments, and special events. The intramural program is committed to meeting the evolving needs of the MBU community by consistently looking to develop more ways in which students can be active and engage with others during their time at MBU.

The Intramural program is open to all current MBU students, faculty, and staff. Intramurals offers a variety of short term leagues such as flag football, basketball, and indoor volleyball. Leagues are composed of all male and female teams as well as some co-ed leagues. Intramural sports are a fun way for students, faculty and staff to get involved in friendly competition in a constructive environment. Watch for signs and announcements on campus about how to get involved!

INFORMATION TECHNOLOGY (IT)

Modular building next to Muncy Gym - 314.392.2377; helpdesk@mobap.edu

Hours: Monday-Thursday 8:00 AM – 6:30 PM

Friday 8:00 – 4:30 PM

Services:

- Print Student ID cards
- Support network logons
- Campus WiFi
- Basic personal device support
- Maintain technology in classrooms, computer labs, and various other locations

On the Web:

- General IT information: www.mobap.edu/IT
- Sign in to Office 365: portal.office.com
- Student Portal Login: myMBU.mobap.edu
- IT Knowledge Base: kb.mobap.edu

Why is IT important for students?

The IT department manages and supports the physical infrastructure and online resources needed to provide a quality learning experience. The IT department also works diligently to provide reliable high-speed internet access to the entire campus.

What advice does IT have for new students?

Your online presence matters. Be careful about what information you share and post because all it takes is one post or picture to prevent you from landing your dream job. Build yourself a positive online reputation.

IT Motto:

Have you tried turning it off and on again?

INTERNATIONAL STUDENT SERVICES

FIELD BUILDING, STUDENT DEVELOPMENT SUITE - 314.744.5301

Hours: Monday-Friday 8:00 AM – 4:30 PM

Services:

International Student Services assists all of MBU's international students with the admissions process, their immigration status and educates domestic students on international affairs through International Education Week.

Contact Information:

Mrs. Jessica Fitzgerald, Director; Jessica.fitzgerald@mobap.edu

Mrs. Julie Hoffman, Processing and Program Assistant; Julie.Hoffman1@mobap.edu

On the Web:

www.mobap.edu/student-life/international-students-at-mbu/

What advice does International Student Services have for new students?

If you are an international student, make some U.S. friends, get out of your comfort zone and try new things. If you are a U.S. student, make friends with the International Students, try new things, and travel abroad as soon as you can.

International Student Services Importance:

International Student Services allows MBU to bring students in from around the world, directly contributing to the diversity of the university. This increased diversity augments students' appreciation of and interest in different cultures and fosters respect for our fellow peers across the globe.

JUNG-KELLOGG LIBRARY

THE JUNG-KELLOGG LIBRARY IS LOCATED BETWEEN THE ADMINISTRATION BUILDING AND THE THOMAS AND VIRGINIA FIELD ACADEMIC HALL.

Regular Hours

Monday - Thursday* 7:30 AM – 10:30 PM
Friday..... 7:30 AM – 5 PM
Saturday 10 AM – 4 PM
Sunday CLOSED

* Library is closed during Chapel Services.

Summer Hours

Monday - Thursday..... 8:00 AM – 7:00 PM
Friday..... 8:00 AM – 4:30 PM
Saturday/Sunday CLOSED

Circulation Policy

Books: May be checked-out for 4 weeks, and renewable twice.
A/V Material: May be checked-out for 1 week with 1 renewal.
Periodicals: May be checked-out for 1 week by faculty/staff/doctoral students.
No renewal.

*All students, faculty, and staff must have a current Missouri Baptist University I.D. Card to be able to check out materials, use the online databases, or renew library materials.

Fines

The library assesses fines for overdue, lost, and damaged material. Fines vary according to the nature of the violation. Fines are to be paid at the Circulation Desk.

Contact Information

Jung-Kellogg Library Web Page: www.mobap.edu/library

Circulation Desk: 314-392-2320

Reference Desk: 314-392-2340

Links to the Jung-Kellogg Library page and updated library information may also be found on the myMBULife: Jung-Kellogg Library.

THE PERK

MBU'S COFFEEHOUSE, THE PERK, IS LOCATED TO THE LEFT OF THE LIBRARY, IN THE QUAD. 314.744.5367

Hours

Monday – Friday 7:30 AM – 9:00 PM
Closed Saturday and Sunday

Summer Hours

Monday – Thursday 8:00 AM – 5:00 PM
Friday..... 8:00 AM – 2:00 PM

On the Web:

Facebook: [theperkcoffeehouse](https://www.facebook.com/theperkcoffeehouse)

Instagram: [theperkmobap](https://www.instagram.com/theperkmobap)

PUBLIC SAFETY

MODULAR 2 - 314.744.5355

The Department of Public Safety is staffed by licensed officers 24 hours a day 7 days a week. Students should practice good safety habits at all times and should contact the Public Safety Office when feeling uneasy, or if they become aware of suspicious persons or activities. The officer on duty will accompany students around campus on request. The Department of Public Safety works in cooperation with all federal, state and local law enforcement agencies. Campus crime statistics may be found on the Public Safety webpage at mobap.edu/safety.

Missouri Baptist University Public Safety Department wants to insure that everyone has a safe and enjoyable college experience. To achieve this goal, the University will throughout the year offer awareness and prevention programs to promote safety, such as a women's self-defense class each semester called RAD. Please periodically review these programs by going to the MBU Public Safety web page at www.mobap.edu/safety

In Compliance with the Jeanne Clery Act, the Missouri Baptist University Public Safety Office publishes an Annual Security and Fire Safety Report on personal safety and crime statistics. The report is available on request from the Public Safety Office and is posted on the University's web site at the following link: <http://www.mobap.edu/asfsr/>.

Services: Lost and Found; Public Safety needs - car jump; locked keys in vehicle; transportation requests/vehicle reservations; parking permits; Proxy/Key replacements; crime reporting/support/investigating; fingerprint needs for background check screenings; etc.

Contact Information:

The number to contact the Public Safety Officer on duty is 314-744-5355, or in an emergency you can use the emergency call buttons located in every building or the blue light phones on every parking lot.

On the Web:

- <http://www.mobap.edu/student-life/safety>
- MyMBU Life: Public Safety

What advice does Public Safety have for new students?

Embrace the college experience and cherish the moments! Also, the public safety officers are really personable – get to know them!

RECORDS

FIELD BUILDING, LOWER LEVEL - 314.392.2233

Hours: Monday, Tuesday, Thursday 8:00 AM – 6:00 PM
Wednesday..... 8:00 AM – 5:00 PM
Friday..... 8:00 AM – 4:30 PM

Services:

The Records office provides a host of academic services to students!

- Transcript Requests
- Schedule Adjustments
- Degree Verifications
- Graduation Check
- Enrollment Verifications
- VA Certification
- Transfer Credit Information
- Apply for Graduation
- Commencement Information
- Name or Address Change Process
- Outside Institution Study Requests

Contact Information:

- Phone: 314.392.2233
- Fax: 314.744.7652
- Email: recordsoffice@mobap.edu

On the Web:

- mobap.edu/academics-overview/academics-records-registrar/
- myMBU Life: Records & Registrar

What advice does Records have for new students?

Read the catalog! The catalog has the information you need pertaining to academic requirements, what you need to do for your degree, etc. It's incredibly important! It's available online: mobap.edu/about-mbu/publications/undergraduate-catalog/

Fun Fact about Records:

Our office probably has more bobble heads than any other office on campus.

Tips for success:

If you don't have a scanner, but you do have a smartphone, you can take a picture of one of our documents and attach it to an email to send it to us quickly.

You can access your school schedule through myMBU Access. Once we process a schedule adjustment your schedule will be updated in myMBU Access.

Always check your MBU email! If we need to contact you, this is how we will do it.

RESIDENT LIFE

Resident Life Office | Spartan Village Row 503- 314.392.2262

Hours: Technically speaking, office hours are from 8:00-4:30, but RDs and RAs live on campus and are available around the clock for emergencies!

Services:

We provide full-time undergraduate students the opportunity to be plugged into the best form of community on campus. Are we biased? Maybe just a little bit, but the relationships people build in housing are some of the best around!

Contact Information:

- Mrs. Taira Schertz, Director of Resident Life; Taira.Schertz@mobap.edu, 314.485.8475
- Mrs. Abbey Adams, Resident Life Coordinator, 314.392.2262
- Office: residentlife@mobap.edu

On the Web:

- myMBU Life: Resident Life

What advice does Resident Life have for new students?

Other than the ever-so-helpful pointer of only flushing toilet paper (never flush a pomegranate) we encourage you to get to know your RA and RD so they can help you find ways to get involved. You get out of community what you put into it. Invite people to hang out in your dorm room, consider bringing a couch or seating of some kind, and don't be afraid to be vulnerable in conversation...it makes all the difference.

We love what we do, and we love living on campus and being available to help outside of the random business hours. Don't be shy, but remember to be respectful as well. Believe it or not, we do actually try to sleep sometimes. :)

Fun Fact about Resident Life:

We love MBU, but we were not all born and bred here. We have ties to Michigan, Ohio, Iowa, Belarus, Guatemala, Montenegro and more. We are a great source for a different perspective.

STUDENT ACTIVITIES

FIELD ACADEMIC HALL, STUDENT DEVELOPMENT SUITE- 314.392.2242

Hours: Monday-Friday8:00 AM – 4:00 PM

Services:

The Office of Student Activities serves the students through planning and developing campus activities, receptions, and events that are appropriate for student involvement. It serves as a resource to clubs and organizations by calendaring and coordinating their activities. The Office of Student Activities provides the home office for the Student Government Association.

Contact Information:

- Mrs. Lara Hines, Director of Student Activities, Lara.Hines@mobap.edu
- Ms. Hannah Wood, Assistant Director of Student Activities, Hannah.Wood@mobap.edu

On the Web:

- <http://www.youtube.com/MBUStudentActivities>
- Facebook: MBUStudentActivities
- Twitter: MBU_SA
- Instagram: @mbu_sa
- myMBU Life: Student Activities Department

Why is Student Activities important for students?

Student Activities offers many activities that provide a community environment for the student body.

What advice does Student Activities have for new students?

You will get out of you college experience what you put into it. So step out of your comfort zone, get involved, and have fun!

Fun Fact about Student Activities:

Student Activities employs many students, so we are an office of diverse talents – actors, poets, dancers, singers, athletes, academics and so much more. If you want to make a positive impact on the student body, or you have an idea for a campus event, come see us. We would love to meet you!

STUDENT DEVELOPMENT

FIELD ACADEMIC HALL, STUDENT DEVELOPMENT SUITE- 314.392.2212

Hours: Monday-Friday8:00 AM – 4:30 PM

Services:

Student Development encompasses several areas of Student Life that include: the Academic Success Center, Testing Center, Retention, Special Needs Access, Public Safety, Counseling, Health and Wellness, International Student Services, Fitness, First Year Experience, Career Services, Resident Life, Food Service, Campus Ministry, Chapel, Student Activities, Student Government, Judicial Affairs, Title IX compliance, Intramural Sports, and Intercollegiate Athletics. Student Development is dedicated to the spiritual, intellectual, social, and physical growth of Missouri Baptist University students and provides a number of opportunities for students to become involved in the University.

Contact Information:

- Krista Huse, Administrative Assistant to the Senior Vice President for Student Development-Associate Provost; Krista.Huse@mobap.edu, 314-392-2212
- Dr. Andy Chambers, Senior Vice President for Student Development-Associate Provost; Andy.Chambers@mobap.edu

On the Web:

- <https://www.mobap.edu/student-life/>
- myMBU Life: Student Development

What advice does Student Development have for new students?

We would love to meet you and help get you connected on campus! We encourage you to get involved in an organization and participate in campus activities. It is a great way to meet people and discover new interests.

STUDY ABROAD

MODULAR 1, 314.392.2112

Hours: Tuesday & Wednesday9:00 AM – 1:30 PM

Services:

Study abroad provides opportunities for students to spend a semester or summer in other countries while pursuing their degree at Missouri Baptist University. We also offer faculty led short term travel study opportunities.

The OSA interfaces with advisers, records, financial services and department chairs to provide the best service possible. Study Abroad is an academic service, therefore our priority is to provide an experience that will enhance your education at MBU while providing cultural immersion.

All grants, loans, and VA benefits are applicable to Study Abroad along with some scholarship opportunities.

Contact Information:

Mr. Bob Kilzer, Director of Study Abroad, Bob.Kilzer@mobap.edu

On the Web:

You can find our programs and a wealth of information regarding Study Abroad on our web page <http://www.mobap.edu/academics-overview/study-abroad/>

Why is Study Abroad important for students?

Study Abroad will prepare you for the increasingly global marketplace you will enter upon graduation. This experience will provide practical experience in other cultures, languages and education systems, while expanding your understanding of the role the US plays in international affairs.

What advice does Study Abroad have for new students?

Start early to plan for your Study Abroad experience. If you are even considering Study Abroad, do not take all of your General Education courses your freshman year. While it can be difficult to find specific upper level degree requirements in some locations, there are almost always basic courses available.

Fun Fact about Study Abroad:

The Director of Study Abroad became interested in other cultures as a child, spurred by the experiences of his grandmother, a British citizen who was born in China and lived there for 12 years.

STATEMENT OF MISSION AND PURPOSES

Missouri Baptist University is an evangelical Christian, liberal arts institution of higher learning whose purpose is to offer programs of study leading to professional certificates, undergraduate degrees, and graduate degrees in an environment of academic excellence from a Biblically-based Christian perspective. The University is committed to enriching students' lives spiritually, intellectually, and professionally, and to preparing students to serve in a global and culturally diverse society.

The University seeks to prepare students who are motivated by ideals of service for effective performance in careers, which are appropriate to the Christian commitment of the University. The University is open to all qualified students, regardless of race, gender, national origin, religion, age, or qualified disability.

Faculty and students work together toward the following purposes:

1. To develop a personal philosophy of life and an ethical and spiritual commitment which is based upon an awareness of alternatives and which is examined in the light of Biblical revelation.
2. To grow in an understanding of themselves, as well as others, and to cultivate an ability to employ this knowledge for self development, for mental and physical health, and for social and family relationships.
3. To prepare for living in harmony with the physical environment by becoming aware of its basic principles, and of the means for intelligent use and conservation of its resources.
4. To develop effectiveness in the use and understanding of communication, both spoken and written, employing analytical and logical thinking in the process.
5. To become contributors to society in a manner consistent with Christian principles, participating responsibly in church, school, community, and world affairs, employing insights derived from a broad range of studies.
6. To grow in understanding, appreciation, and enjoyment of literature and the arts, and to become participants in creative and aesthetic activities in the community.
7. To prepare for continuing study by becoming acquainted with electronic technology resources and methods of scholarly research.

CORE PURPOSE

To teach, empower, and inspire students for service and lifelong learning.

CORE VALUES

- We are serious and intentional about our Christian faith.
- We freely and responsibly search for truth.
- We strive for excellence.
- We believe in the importance and cultivation of character.
- We believe in social change through service and leadership.

COMMITMENT TO DIVERSITY

Missouri Baptist University is committed to maintaining a community that recognizes and values the inherent worth and dignity of every person. Missouri Baptist University affirms that an important part of the integration of faith and learning is the recognition that all people are created in the image of God and worthy of respect and dignity. We seek to ensure that all students have full access to the educational, social, and spiritual growth opportunities that the University provides to ensure that students understand and appreciate one of the University's core values which is "social change through service and leadership."

Through its curricula and classroom experiences, the university seeks to develop and nurture diversity because it strengthens the organization, promotes creative problem solving, and enriches us all.

The goal is to present materials and activities that are respectful of diverse groups including, but not limited to, race, gender, color, national or ethnic origin, age, qualified disability, military service, learning differences, socioeconomic status, or genetic information.

SPARTAN STATEMENT

Missouri Baptist University is the “HOME OF THE SPARTANS!” The ancient Spartans are identified with power, strength, and spirit.

MBU COLORS

The school colors of Missouri Baptist University are navy blue and white symbolizing excellence, honesty, and determination. These characteristics are represented in the scholastic pursuits and athletic competitions of the school.

Alma Mater

In the grand Missouri heartland
Where great rivers rendezvous
A treasure rare beyond compare
Is the home of white and blue.
Hallowed halls encourage learning
Blending knowledge old and new
Through reverence for excellence
In the home of white and blue.
May we ever keep the honor
Of Missouri Baptist U.
As we dedicate our knowledge
To serve God and mankind, too.

MYMBU

MyMBU is Missouri Baptist University’s 24-hour, self service web dashboard that provides eligible students a “one-stop shop” to access an array of services. The student-centric site includes the following functions:

- MyMBU Learn—This section allows students to access MBU’s web-based course management system, Canvas.
- MyMBU Life—This section allows students to engage in student life at MBU. The tool provides, among other things, up-to-date information regarding campus organizations and co-curricular activities. Events posted on myMBU Life can also be accessed through the mobile application Corq.
- MyMBU Access—This section allows students to access personal academic information—such as grades and unofficial transcripts—pay tuition and fees and locate other important information including course schedules and library reference sites.

In addition, students may access email and library databases from the myMBU Dashboard. To log in to MyMBU, go to mobap.edu and click on the “current students” link.

To login to myMBU, students will go to <http://www.mobap.edu> and click on the Current Students link. From that page, students will launch myMBU. For students, the username to login to myMBU is the student ID number found on their student ID card. Students who do not have a current student ID card should contact the MBU IT department at 314-392-2377. Students who have forgotten their password can have their password reset using the Password Help Center <https://portal.mobap.edu/PasswordHelpCenter/>.

For other problems or questions, please contact the office related to the problem or question (Admissions for issues related to Admissions document tracking; Financial Services for billing or financial aid issues; Records Office for issues related to schedules, transcripts, or grade cards, etc.; Teacher Education for issues related to Teacher Education document tracking items, etc.).

CANCELLATION OF CLASSES

In the event that day classes are cancelled due to severe weather, power outages, or other unforeseen circumstances, or if classes are to run on the Delayed Day Schedule, please note the following:

- The mobap.edu website will provide the most accurate information and details.
- Students may sign up through the Password Help Center to receive emergency text notifications to their cell phone. In addition, students may enroll by sending a text message to 313131 with the term mbustudents. Students should quickly receive a text message confirming participation in the program.
- The Main campus phone messaging system (314) 434-8262 will play updated information.
- The following broadcast centers will be notified: KMOX Radio (AM 1120), KSDK Channel 5, and other outlets.

Announcements on KMOX begin at 5:30 a.m. with a repeat listing at 6:30 a.m. KTVI Channel 2 and KSDK Channel 5 continually broadcast information from 5:30 a.m.-9 a.m. Announcements on the mobap website and phone system will be made as early as possible.

When the Delayed Day Schedule is announced, 8 a.m. classes are cancelled and students should report to school at 9:30 a.m. for classes that are scheduled to begin at 9 a.m. or 9:30 a.m. All other classes will meet as scheduled.

All evening class cancellations due to inclement weather will be decided by 4 p.m. and posted on the website and phone system.

CAMPUS LIFE

Social, athletic, cultural, and religious activities are planned by the University and by student organizations. These are designed to appeal to a broad scope of interest, to encourage participation by every student, and to enhance the college experience. A variety of informative and entertaining programs are presented in regularly scheduled convocations, lectures, concerts, recitals, drama productions, and exhibitions.

The academic year at Missouri Baptist University is enlivened by a variety of social functions, including Homecoming, the Hanging of the Green and other events.

CHAPEL ATTENDANCE

Chapel programs are planned to provide the students, faculty, staff, and administration with a period devoted to spiritual and cultural development. Distinguished visitors, speakers, musicians, and other outstanding individuals are invited for these programs, which convene from 11 AM to 11:45 AM every Thursday and on the first Tuesday of the month in Pillsbury Chapel. The second and third Tuesday of the month are usually available for class meetings and organization meetings. See the printed Chapel Schedule, available at the beginning of each semester, for the exact dates. The schedule is also available online at www.mobap.edu/student-life/spiritual-life/chapel/.

The chapel convocation is considered to be an integral part of the student's overall educational experience. The following attendance requirements and provisions reflect this attitude:

1. Undergraduate Students enrolled for twelve credit hours or more on the Main campus are expected to attend all chapel convocation programs. Those enrolled for eleven hours or less are encouraged to attend whenever possible.
2. Students who are enrolled in online or evening classes only are exempt from chapel.
3. A student attending 80% or more of the programs printed in the Chapel Schedule is awarded one additional quality point for the semester.
4. Those attending 60%-79% of the programs are considered to be following the minimum acceptable attendance pattern, and there is no change in quality point status.
5. One quality point is removed from the record of a student who attends only 50%-59% of the programs.
6. A student who attends less than 50% of chapel convocation programs in any one semester loses one quality point and is in danger of being placed on disciplinary probation, during which time the student is restricted from certain leadership and extracurricular activities, and all institutional financial aid the student has been receiving is discontinued.
7. If unable to attend the chapel services there are optional school events the student can choose to receive chapel credit up to 3 credits. These are listed on the back of each Chapel Schedule at the beginning of each semester as well as online at www.mobap.edu/student-life/spiritual-life/chapel/.
8. A student who consistently disregards responsible chapel attendance may be asked to withdraw from the University.
9. If unable to attend chapel during the semester due to uncontrollable circumstances, a letter must be submitted to the Senior Vice President for Student Development requesting an excuse. If you have a job that requires you to miss chapel, you must have your employer submit the letter on company letterhead with contact numbers. If you do not have day classes on Tuesdays and Thursdays you may submit a request for exemption with a copy of your current class schedule.
10. Requests for chapel excuses must be submitted by October 1 & February 1 of each semester.
11. Attendance will be taken from 10:40 AM until 11:10 AM after which time attendance will not be taken for credit. In addition, students leaving chapel before dismissal will have chapel attendance cancelled for that day. It is the responsibility of the student to follow this procedure. If habitual infractions are observed, the student may receive disciplinary action by the Senior Vice President for Student Development.
12. Any appeals concerning chapel credit must be submitted in writing to the Senior Vice President for Student Development within three months of the semester in question.

How to Request a Chapel Attendance Exemption

- Submit a written petition for exemption to the Senior Vice President for Student Development by October 1 for the Fall semester and by February 1 for the Spring semester.
- Petitions must be made one semester at a time.
- See restrictions in the Chapel Attendance policy section of this Handbook.

The Exemption Form may also be completed online at:

<http://www.mobap.edu/student-life/spiritual-life/chapel/chapel-exemption/>

MBU CLUBS AND ORGANIZATIONS

Because the University has a variety of campus organizations, students are able to find organized activities which are particularly interesting or helpful to them. These clubs and activities are classified into departmental and professional clubs, honorary, ministry, and special interest organizations.

Each organization maintains its own officers and faculty sponsor(s), and schedules its programs through the Director of Student Activities, who maintains a complete calendar of school activities.

The most up-to-date list of clubs and organizations, as well as advisors and contact information, can be found at

<http://www.mobap.edu/student-life/student-life-get-involved/clubs/>.

APPROVAL OF ORGANIZATIONS

All student organizations are subject to the approval of the Student Government Association and administration. Before a new organization is recognized, it must gain approval of its constitution first by the Student Government Association and then by the administration. The Student Government Association will ensure that organizations regularly review and revise their constitutions. The administration may, if circumstances warrant, restrict or disband any student organization. All student organizations must follow and support the University's mission.

CUSTODY OF ORGANIZATION FUNDS

All student organizations are required to deposit their funds with the University Financial Services Office. The University disburses funds when requested by the organization advisor and the president or treasurer of the organization.

No student is allowed to contract any debt for any student organization without approval in the form of an official purchase order signed by the organization advisor, one of the organization's officers, the Chief Financial Officer of the University, and, when necessary, the University President.

UNIVERSITY CALENDAR

A master calendar of University events and activities is kept by the Director of Special Events/Calendar. Any organization wishing to calendar an activity may do so by making a request to the Office of Student Activities. Approval will be granted after the University Calendar has been checked and the organization advisor and/or officers are notified.

ELIGIBILITY FOR UNIVERSITY ACTIVITIES

Any student may participate in activities of the University except as restricted by regulations established for campus organizations or intercollegiate activities. In order to serve as an officer in the Student Government Association or any of the student clubs or organizations, a student must have a cumulative grade point average of at least 2.5 (on a 4.0 scale) at the time of his or her election. Additional requirements may be specified by the various organizations.

MINISTRY AND MISSIONS

Ministry Opportunities

Missouri Baptist University is unapologetically Christian. It provides an environment for learning which takes seriously the integration of faith and learning. The religious program of the University is in the broad evangelical Protestant tradition and seeks to respect the conscience of every student. Chapel furnishes worship opportunities and helps make students aware of moral and spiritual issues. A Mighty Passion (AMP) provides for small group prayer and support groups as well as opportunities for discipleship and individual Bible study. Community service opportunities, as well as on-campus service opportunities, provide a place to serve and grow for students from almost any background. AMP offers many opportunities for students to be involved and put their faith into action. AMP's vision reaches campus-wide, city-wide, nation-wide, and internationally. Students are encouraged to visit AMP to learn more details. Students interested in serving on a Ministry Team should contact the Office of the Campus Minister.

Mission Opportunities

God provides us with many opportunities every day to serve Him, some in big ways and others in very important but smaller ways. Missouri Baptist University believes in the importance of service and of missions and urges students to get involved in Great Commission Kingdom ministries. Each year Missouri Baptist University provides several mission opportunities for students, faculty, and staff. Teams have gone out internationally in recent years to Brazil, Sweden, Scotland, France, Spain, Poland, England, Romania, Greece, Southeast Asia, Zambia, Puerto Rico, Haiti, Dominican Republic, Guatemala and Italy. Qualified students participating on some MBU Mission Teams can earn up to three hours of class credit (humanities/elective). Additional opportunities are offered through other campus organizations and through community service projects. Information on upcoming mission opportunities can be obtained through the Campus Ministries Office.

THEATRE PRODUCTIONS

MBU produces a full season of musicals and plays each year. Students, staff, and members of the community are invited to audition and participate in a variety of ways (singing, acting, dancing, production team, stage crew, and orchestra). The productions give students a unique chance to develop creative talents, and learn valuable teamwork and time management skills. Academic credit is available to participants in the productions.

In Character, the university's drama ministry troupe, is open to current students upon a successful audition and interview. Students must be available for on- and off-campus performances. Students interested in being a part of **In Character** should contact Kasey Cox at kaseycox@mobap.edu to audition. Academic credit is available for those participating in this ensemble.

MUSIC ENSEMBLES

Participation in several music groups is available for credit through the Music Department. These groups perform both on-campus and off-campus, representing Missouri Baptist University and the Department of Music. Some require travel commitments. Any MBU student may participate in the Monday Evening Choral Society, Chorale, or University Band by contacting the respective director. The Chamber Singers, Allusion – Vocal Jazz, MBU Ringers, Large String Ensemble, and Jazz Band are also open to any member of the MBU community, but are all auditioned groups. Questions regarding auditions should be directed to each respective group's director. All Music Department ensemble groups carry one-hour credit and are not considered an overload.

Opportunities to serve in a Ministry Ensemble – such as Spirit Wing, Abide, or the Gospel Choir – are also available by audition. Students interested in being a part of a Ministry Ensemble should contact Dr. Jonathan Blackmon at blackmonj@mobap.edu to audition. Academic credit is available for those participating in a Ministry Ensemble.

To contact the Fine Arts Office, call 314.744.5364.

EVACUATION PROCEDURES FOR MBU FACILITIES

Administration Building

Outside gathering point: Main Parking lot B section A2

Inside safety location: Lowest stairwell and first floor hallway

Inside information point: Reception desk

Field Academic Hall

Outside Gathering Point: 1st Floor- Parking lot A in section E

2nd & 3rd Floors- Parking lot B in section B1

Inside Safe Location: 1st Floor Hallways by Main Computer Lab & Field Conference Room

Inside Information Point: The lobby just outside of the office of Student Development

Jung-Kellogg Library

Outside gathering point: Main parking lot B section A1

Inside safety location: Beneath the Rare Books mezzanine

Inside information point: Circulation desk

Perk Coffee House & Spartan Store

Outside gathering point: Main parking lot B section 5

Inside safety location: Two inside restrooms

Inside information point: South end of the service counter

Maintenance Building

Outside gathering point: D lot gathering point

Inside safety location: Evacuate to Pillsbury-Huff east wing second floor lounge

Inside information point: Campus Services Administrative Assistant's Office

Muncy Gymnasium & Modular Buildings

Outside gathering point: Main Parking lot B section C2

Inside safety location: Downstairs Office Suites

Pillsbury & Dale Williams Fine Arts Center

Outside gathering point: 1st Floor Lower lot B section D; Upper Floors Parking lot B section C1

Inside safety location: Lower level piano practice rooms

Inside information point: Special Events Office

North Hall

Outside gathering point: Pillsbury-Huff parking lot

Inside safety location: First floor interior hallways

Inside information point: Resident Assistant front desk

Pillsbury-Huff Hall

Outside gathering point: Pillsbury-Huff parking lot

Inside safety location: East wing second floor lounge

Inside information point: Main Lobby

Spartan Village

Outside gathering point: E parking lot on the island by the Blue Light Phone.

Inside safety location: Downstairs hallway in all dorms.

Inside information point: Building lobby in all dorms / 503 Resident Life office

The Carl Petty Sports and Recreation Facility

Outside gathering point: The west end of the E parking lot by the Greek Columns

Inside safe location: Lower level north hallway outside the locker rooms

Inside information point: Main lobby desk

Spartan Field House

Outside gathering point: Blue Light Phone on the west side of the front parking lot

Inside safe location: Hallway by the equipment room

Inside information point: Team Room

Please reference University Emergency Management Plan for updates at www.mobap.edu/safety

TRAFFIC & PARKING POLICIES

INTRODUCTION

Missouri Baptist University has seven parking lots to accommodate parking needs. Those seven lots are the Field Academic Hall lower lot (A), the main lot (B), upper and lower lots at the baseball field (C), the residence hall lots (D and G), the Spartan Village lot (E), and the Football Field House lot (F). For more detailed information regarding Traffic & Parking policies, go to www.mobap.edu/safety.

PARKING REGULATIONS

Missouri Baptist University has established parking regulations to make parking on campus as safe and convenient as possible. Lots A and B are reserved for faculty, staff, graduate students, doctoral students, and persons with special permits. Lot C (including the upper lot next to the baseball field) is reserved for undergraduate commuter students. Some spots may be available for commuters on Dink Marler, depending upon availability. Lot D (including designated spaces on Dink Marler) is reserved for resident students. Lot E is reserved primarily for resident students. Lot F is reserved for student-athletes playing football. Lot G is reserved for resident students of North Hall.

REGISTRATION OF VEHICLES

All students, faculty and staff must register their intent to park a vehicle on campus and obtain a parking sticker by the first day of class each semester. All parking stickers are distributed on a first come, first served basis in the Public Safety Office located in the modular building north of the Administration building. To obtain a sticker you must fill out a registration form and provide proof of registration. Possession of a sticker for a specific lot gives you the privilege of parking on that lot, **but it does not guarantee a parking space**. Parking in any reserved or visitor's space will result in a ticket. Students who do not intend to have a vehicle on campus must inform Financial Services and the Public Safety Office by the first day of class.

The parking sticker should be affixed to the outside lower left rear window of the vehicle (back window driver's side). Convertible automobiles or vehicles with a removable rear window should affix the sticker to the lower left front window outside (below state inspection sticker). Any vehicle that does not have the sticker affixed in the proper location or not readily visible will be ticketed for failure to display sticker registration. No vehicle may be parked on campus without a parking sticker affixed or a temporary one-day parking hangtag.

2017-2018 PARKING STICKER CODES

ORANGE – Lots A and B for faculty & staff

RED – Lots A and B for graduate students and special needs students

BLACK – Lots A and B for doctoral students

GREEN – Lot C (and upper lot adjacent to baseball field) for commuter students

BLUE – Lot D and Dink Marler for resident students living in North Hall, Pillsbury-Huff Hall and Spartan Village

PURPLE – Lot E is primarily for Spartan Village residents. This lot is ticketed 24/7.

GRAY – Lot F for the football field house

MAROON – Lot G is primarily for female residents

Note: Lots A and B are available to all vehicles after 4:30, except for those with stickers for lots D, E & G

ABANDONED VEHICLES

All vehicles parked on Missouri Baptist University property must have current registration from the student's home state. Any vehicle without current and valid license plates will be considered abandoned and will be towed at the owner's expense in accordance with the City of Creve Coeur and the State of Missouri laws on abandoned vehicles.

TRAFFIC REGULATIONS

At Missouri Baptist University, like everywhere else in the nation, driving is a privilege. To ensure that everyone enjoys that privilege, all local, state, and University traffic regulations governing the safe operation of a motor vehicle will be enforced. The campus speed limit is 15 miles per hour except where a slower speed limit is essential to safety. All vehicles, including motorcycles and bicycles, are expected to observe the same traffic rules. Pedestrians have the right of way at all times and all vehicles are required to yield to them. All stop signs on campus are placed to maintain safety for all traffic and pedestrians. Running a stop sign, careless and reckless driving, and failing to yield to pedestrians are considered serious offenses and will result in a moving violation.

PARKING METERS

Missouri Baptist University has established 45-minute parking meters for commuter students. These meters are for students wishing to make a quick visit to the Bookstore, deliver paperwork to the Administration building, or to visit their professor. Students exceeding the 45-minute limit or parking at an expired meter when the meter is in operation will be subject to fines twice that of a normal parking violation.

PARKING VIOLATIONS

1. Parking a vehicle on campus without a registration permit and properly displayed sticker (registered to the same car and student). A sticker not affixed to the vehicle is the same as not displaying a sticker and will be ticketed. In the event that a student drives a different car than the one registered to the student and assigned sticker, a temporary tag may be obtained in the Office of Public Safety.
2. Parking a vehicle in an unauthorized area such as:
 - a. Along the south side of the road on Dink Marler Lane (pedestrian traffic lane).
 - b. Along any white or yellow painted curbing or edge of any road striped with white or yellow paint.
 - c. Within 500 feet of any fire hydrant or other similar emergency device.
 - d. The emergency service drive to Muncy Gymnasium.
 - e. The semi-circle drive in front of the Administration.
 - f. The service vehicle area at the northwest entrance of Field Academic Hall.
 - g. In front of Pillsbury-Huff Residence Hall.

- h. All visitors' spaces and reserved spaces.
 - i. The drive in front of the Sports and Recreation Complex.
3. Parking where prohibited by signs.
 4. Parking at an expired meter when meter is in operation.
 5. Parking on grassy areas.
 6. Parking on sidewalks or entrances to buildings.
 7. Parking in front of trash disposal containers and "service vehicle only" areas.
 8. Parking in a fire lane, traffic right of way, or pedestrian crosswalk.
 9. Parking in a lot other than the one specified by sticker color.
 10. Defacing or misuse of sticker.

AUTO BOOT POLICY

Auto booting is a means of controlling and decreasing the number of habitual parking violators on the Missouri Baptist University campus. The auto boot attaches to the front or rear left tire preventing the moving of the vehicle until all parking fines are paid or parking disputes settled. This is a safer and more convenient way of controlling habitual offenders.

1. Application of Auto Boot
 - a. The Auto Boot will be applied after the receipt of the fifth unpaid non-moving violation in one semester.
 - b. The Auto Boot will be applied to vehicles parked illegally in all reserved, fire, visitor, and disabled parking spaces or may be towed at the owner's expense depending on the seriousness of the violation.
2. Removal of Auto Boot
 - a. The Auto Boot will be removed providing the following conditions are met:
 - i. Fees are paid in full (parking fees, ticket fees, and Auto Boot removal fee of \$75);
 - ii. Public Safety personnel are provided with the receipt showing payment in full of both fines and Auto Boot removal fee; and
 - iii. Approval of the Senior Vice President for Student Development/Associate Provost.

RESPONSIBILITIES

1. Violators are responsible for the following:
 - a. Parking fees (including all tickets).
 - b. Auto Boot fees.
 - c. Any and all damages to the Auto Boot.
2. Missouri Baptist University is not responsible for any loss or damage incurred from Auto Booting.

TRAFFIC OR PARKING APPEAL PROCESS

The Traffic and Parking Appeals Committee has been established to hear parking appeals on a scheduled basis. Appeals may be scheduled in the Office of the Senior Vice President for Student Development/Associate Provost. If one chooses to appeal a parking violation he/she automatically forfeits the option of the half-price discount given for paying a ticket within 24 hours.

Questions concerning parking should be directed to the Office of the Senior Vice President for Student Development/Associate Provost. Appeals must be made in writing and can be done in person in the Office the Senior Vice President of Student Development or online at <http://www.mobap.edu/parking/>.

FINES AND PAYMENTS

All moving violations and/or parking regulations carry fines. Penalties, with the exception of moving violations, failure to obey a security officer, failure to register vehicle(s), and/or failure to furnish correct license numbers, will be reduced to one-half if paid within 24 hours of the time of the receipt of the citation, exclusive of Saturday, Sunday, and official vacation periods. Failure to register for parking will result in a "hold" for the amount of the sticker plus the cost of any tickets incurred. Penalties are payable by cash, check, or credit card to the Student Financial Services Office. At the discretion of the Senior Vice President for Student Development/Associate Provost campus service may be required in place of monetary payment. Until these fines are paid, no transcripts will be issued for students.

Violation	Scheduled Fine
Failure to obey a Security Officer	\$80.00
Failure to stop at a stop sign	\$80.00
Excessive speed:	
10-15 MPH over limit	\$45.00
25 + MPH over limit	\$90.00
Reckless driving	\$90.00
Improper lane use	\$45.00
Failure to drive on right side of roadway	\$45.00
Failure to yield to a pedestrian	\$80.00
Failure to display tag	\$45.00
Parked in wrong lot	\$45.00
Parked in semi circle drive	\$45.00
Parked in service vehicle area	\$45.00
Parked in no parking area	\$45.00
Parked in a grassy area or entrance area	\$45.00
Parked in two spaces	\$45.00
Failure to parallel park correctly	\$45.00
Parked in a handicapped space	\$90.00
Parked in a fire lane, traffic or crosswalk	\$75.00
Parked by a white or yellow curb	\$45.00
Parked in reserved space	\$90.00
Parking meter violation-time expired	\$45.00
Parking meter violation-never paid	\$90.00

STUDENT CONDUCT CODE

CHRISTIAN ATTITUDES

A primary aim of the University is to encourage a Christian attitude in every area of life, while offering an educational program of the highest academic quality. It is expected that "each student will actively express the principles of Biblically-based Christianity in academic pursuits, moral standards, and social contacts." This should include regular worship and participation in the church of the individual's choice.

Missouri Baptist University is in accord with the Christian ideals of its founders and promoters. The regulations adopted by the Board of Trustees, upheld by the faculty, and endorsed by the student body, are designed to attain and maintain these ideals. The welfare of the student is the foremost consideration in all regulations and practices of the school.

Faculty members of Missouri Baptist University are committed to active service in their churches. They are ready to do all that is possible to assist each student in the development of spiritual qualities.

UNIVERSITY CITIZENSHIP

All students of the University are expected to maintain the highest standard of moral conduct and concern for the well-being and rights of their fellow students. Missouri Baptist University students are expected to be responsible citizens of the community who respect the privacy and property of others with behavior appropriate to the philosophy and purposes of the University.

University policies relating to student life are intended to give each student programmed opportunities within the context of a Christian community to develop their potential to the fullest. Students are encouraged to make choices that will help them grow. The standard of moral conduct to which Missouri Baptist University calls every student is guided by Southern Baptist beliefs.

GOVERNING PRINCIPLE

The governing principle for the MBU Student Conduct Code, Policies, and Procedures can be found in Galatians 5:14, "The entire law is summed up in one command, 'Love your neighbor as yourself...'" and Luke 6:31, "Do unto others as you would have them do unto you." These scriptures are fleshed out in biblical values such as respect, humility, integrity, service, and leadership.

STUDENT CONDUCT CODE STATEMENT

Missouri Baptist University is a faith-based institution, and it is expected that employees and students will conduct themselves in accordance with Christian principles both on and off the campus. Personal misconduct either on or off the campus by anyone connected with MBU detracts from the Christian witness the University strives to present to the world and hinders full accomplishment of the University program. While at the University, the student is expected to obey federal, state, and local laws. The University and its employees will cooperate with law enforcement agencies during an investigation. Each student is also expected to obey rules and regulations established by Missouri Baptist University. In all cases of violation of the University rules and regulations, or of actions in violation of local, state, or federal laws, Missouri Baptist University reserves the right to proceed with its own disciplinary action independent of governmental charges or prosecution. There is no University policy to await the outcome of governmental prosecution.

SCOPE OF CODE

The following policies prohibiting specific types of conduct are not designed to be a comprehensive, inclusive code. Any conduct violation of local, state, or federal laws, or any indecent or disorderly conduct disruptive of the orderly process of the University educational program, may be grounds for disciplinary action.

STUDENT AWARENESS RESPONSIBILITY

It is the responsibility of the student to become familiar with these policies and rules. The administration will attempt to ensure that all students know the rules through orientation sessions. However, students are responsible to the University for their conduct. If students should witness a violation of these policies on the part of other students, faculty, or administrators, it is their responsibility to report it. In the event that a student violates the campus rules, the student will appear before the Senior Vice President for Student Development/Associate Provost and/or the University Conduct Committee for disciplinary action. A student enrolling in Missouri Baptist University assumes an obligation to behave in a manner compatible with the University mission and purpose as an educational institution.

JURISDICTION

Jurisdiction of Missouri Baptist University generally shall be limited to conduct which occurs on the Missouri Baptist University premises (including off-campus housing) or at University-sponsored or supervised functions. However, nothing herein limits the administration of the University from taking appropriate action, including, but not limited to, the imposition of sanctions against students for conduct on or off University premises.

VIOLATIONS OF STUDENT CONDUCT CODE

- A. Academic dishonesty includes, but is not limited to, cheating, plagiarism, and sabotage. In all cases of academic dishonesty, the instructor shall make an academic judgment about the student's grade on the work in that course, if possible, and report the alleged academic dishonesty to the Senior Vice President for Student Development/Associate Provost.
1. The term "cheating" includes, but is not limited to:
 - a. Use of any unauthorized assistance in taking quizzes, tests, or examinations;
 - b. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
 - c. Acquisition, or possession without permission of tests or other academic material belonging to a member of the University faculty or staff; and,
 - d. Knowingly providing any unauthorized assistance to another student in taking any quiz, test, or examination.
 2. The term "plagiarism" includes, but is not limited to:
 - a. Use by paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with footnotes, citations, or bibliographical reference;
 - b. Unacknowledged use of materials prepared by another person or agency engaged in the supplying or selling of term papers or other academic materials; and,
 - c. Unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.
 3. The term "sabotage" includes, but is not limited to the unauthorized interference with, modification of, or destruction of the work or intellectual property of another member of the University student body, faculty, or staff.
- B. Forgery, alteration, or misuse of University documents, records of identification, or knowingly furnishing false or misleading information to the University.
- C. Obstruction or disruptions of teaching, research, administration, conduct proceedings, or other University activities, including its public service functions, on or off campus.
- D. Attempted or actual theft of, damage to, or possession without permission of property of the University or of a member of the University student body, faculty, staff or of a campus visitor.
- E. Unauthorized possession, duplication, or use of keys to any University facilities or unauthorized entry to, or use of, University facilities.
- F. Physical or verbal abuse, sexual harassment or assault, fighting, or any other conduct, which threatens or endangers the health or safety of any person.
- G. Violation of University policies, rules, or regulations, or of campus regulations, including, but not limited to, those governing residence in University-provided on and off-campus housing, or the use of University facilities.
- H. Manufacture, use, possession, sale, or distribution of alcoholic beverages or any controlled substance without proper prescription or required license, or as expressly permitted by law or University regulations.
- I. Disruptive or disorderly conduct, profanity in any form, or any other lewd, indecent, or obscene conduct or expression;
- J. Failure to comply with directions of University officials acting in the performance of their duties.

- K. Possession of firearms, explosives, fireworks, other weapons, or dangerous chemicals (except for academic purposes) at any time either on campus or off campus at University-sponsored or supervised functions.
- L. Failure to follow the published guidelines and procedures of the University relating to the use of the campus telephone and computer systems, for the purpose of avoiding charges for personal phone use or any other purpose. The use of any other person's access code which includes, but is not limited to, copy codes, computer codes, and passwords, etc. is prohibited.

STUDENT EMAIL USE POLICY

A. BACKGROUND

In accordance with Missouri Baptist University (MBU) policy, every student is required to have and to maintain an official MBU e-mail address. Some students may elect to forward their e-mail to an address different from their official MBU email account. Any student who elects to forward MBU e-mail to a different e-mail address assumes full responsibility for reading e-mail at the forwarded location. Students are expected to check their University e-mail account, or the account to which their University e-mail is forwarded, at least twice a week.

B. POLICY

Email is a mechanism for official communication within Missouri Baptist University. The University has the right to expect that such communications will be received and read in a timely fashion. Official email communications are intended only to meet the academic and administrative needs of the campus community. Official University email accounts are required for all enrolled students. The addresses are all of the form [Student ID#]@mobap.edu. Official email address will be directory information.

C. DEFINITIONS

1. Redirecting of email

If students wish to have email redirected from their MBU email address to another email address they may do so, but at their own risk. The University will not be responsible for the handling of email by outside vendors or by departmental servers. Having email redirected does not absolve students from the responsibilities associated with official communication sent to their MBU email account. Information and warnings about forwarding email are available at <http://www.mobap.edu/student-life/it/>.

2. Expectations about student use of email

Students are expected to check their email on a frequent and consistent basis in order to stay current with University-related communications. Students have the responsibility to recognize that certain communications may be time-critical. "I didn't check my email," error in forwarding mail, or email returned to the University with "Mailbox Full" or "User Unknown" are not acceptable excuses for missing official University communications via email.

3. Privacy

Users should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that email is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the "reply" command during email correspondence.

D. GUIDELINES

An “MBU statement of use” email policy will be placed in all MBU course syllabi. In addition, faculty will determine how electronic forms of communication (e.g., email) will be used in their classes, and will specify their requirements in the course syllabus. The “MBU statement of use” email policy and the faculty member’s “official student email policy” will ensure that all students will be able to comply with email-based course requirements specified by faculty. Faculty can therefore make the assumption that students’ official mobap.edu accounts are being accessed and faculty can use email for their classes accordingly.

COMPUTER USE POLICY

A. BACKGROUND

Campus computing is intended to support the mission of Missouri Baptist University (MBU) in providing an excellent liberal arts education in a distinctively Christian environment and requires responsible, ethical, and legal use of computer resources by all students, faculty, and staff. This policy sets forth provisions for any form of computer use on MBU campus or equipment.

B. POLICY

All users are expected to abide by the guidelines set forth in this policy. Using the University’s computers is a privilege and may be revoked at any time. All material stored electronically on MBU servers such as voicemail, email, and files are the sole property of the University and may be reviewed periodically.

C. DEFINITIONS

Acceptable behavior includes, but may not be limited to the following:

1. Using computer resources for University courses, research, University functions, and correspondence.
2. Respecting copyright and other intellectual property rights. Violation of this may result in a fine of up to \$250,000 and a jail sentence of up to 5 years. For more details please click on Piracy at <http://www.riaa.com/>.
3. Abiding by security restrictions on all systems and information to which you have access.
4. Accepting responsibility for your own work by learning how to use hardware and software appropriately.
5. Using your personal account properly.
6. Changing your password in accordance with University guidelines. Passwords must be changed every ninety days, must be at least eight characters long with at least one number and one uppercase letter and may not contain any part of your name.

Unacceptable Behavior includes, but is not limited to the following:

1. Cheating, plagiarism, or information theft through the use of logins or passwords of other users.
2. Wasting finite computer resources. (i.e.: online time, paper, disk space, etc.)
3. Accessing, examining, or attempting to examine files, mail, and/or data belonging to others.
4. Sending unsolicited, annoying, harassing, or obscene messages. This also includes bulk email to University personnel for non-work related items such, as but not limited to, items for sale, pictures etc.
5. Distributing passwords or otherwise attempting to gain access to secure areas; this also includes protection of your own personal passwords. The University will never ask for your password in an email; these are outside threats trying to gain access to our systems and email.
6. Invading the privacy of other individuals.

7. Knowingly damaging any University hardware or software.
8. Deleting any University provided software or deleting any data belonging to another user.
9. Using multiple terminals or microcomputers simultaneously.
10. Installing unauthorized software.
11. Knowingly introducing a computer virus.
12. Violating any rules or regulations posted.
13. Accessing materials from the internet (such as pornography and other questionable materials), which are not consistent with the university's mission in maintaining a distinctly Christian environment.

D. GUIDELINES

Violation will result in disciplinary and/or legal action and may result in a loss of access, fines, probation, and/or expulsion/termination. Anyone who has questions about policy guidelines, violations or other irresponsible use of technology resources, should contact the following; For student user related issues contact the Senior Vice President for Student Development/Associate Provost (314) 392-2212. For all other users, contact the Provost's office at (314) 392-2202.

Federal law has established penalties for infringements upon copyrights, intellectual property rights, and privacy rights of individuals. The Revised Statutes of the State of Missouri (569.093569.009) have established penalties for tampering with intellectual property of computer users or computer equipment. Penalties range from a one-year sentence and a fine of \$1,000 to a five-year sentence with a \$5,000 fine, depending on the damage caused.

LIBRARY CODE OF CONDUCT

The mission of the library is to provide students, staff, and faculty with the broadest array of information resources in an easy and timely manner, and to create an academic environment conducive to study, access, and research. All users are expected to abide by the guidelines set forth by this policy. The use of the stations, resources, etc., is a service and privilege to all.

- Users are required to turn their cell phones off, or set it to 'vibrate'. If it is necessary to take a call please take it outside, and keep calls private.
- Patrons are expected to maintain a quiet atmosphere by refraining from loud conversations in all areas of library. Your fellow library users will thank you for being considerate.
- Computer stations are dedicated for research and academic work. Playing games is not allowed.
- Distribution of leaflets and other notices/advertisements not related to the library/university activities is prohibited.
- Failing to adhere to the copyright law, and systematically downloading or printing from a source not licensed infringes on the copyright law, and will not be tolerated.
- Students who are disruptive and/or rude to the library staff will be reported promptly to the Senior Vice President for Student Development/Associate Provost.
- Students must show their ID's when asked by the staff. It is a safety procedure if an emergency should occur.
- Eating or bringing any kind of food into the library is not allowed. Water bottles/cups with lids may be used in the library.
- Opening the exit emergency door, except for emergency situations, is a violation, and the individual will be reported immediately to Public Safety.

Violations of any of the above will result in a disciplinary action by the Senior Vice President for Student Development/Associate Provost.

FAIR USE

Limitations on exclusive rights: Fair use

One of the rights accorded to the owner of copyright is the right to reproduce or to authorize others to reproduce the work in copies or phonorecords. This right is subject to certain limitations found in sections 107 through 118 of the copyright law (title 17, U. S. Code). One of the more important limitations is the doctrine of “fair use.” The doctrine of fair use has developed through a substantial number of court decisions over the years and has been codified in section 107 of the copyright law.

SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS

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

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.

SPECIAL REGULATIONS

ALCOHOLIC BEVERAGES

The possession, consumption, sale or the furnishing of alcoholic beverages on the MBU campus, at any University sponsored function by students or their guests, is strictly prohibited. Any student appearing on campus or at any University sponsored function under the influence of intoxicating beverages will be subject to disciplinary action. The Department of Public Safety will refer all alcohol violations to the Senior Vice President for Student Development for disciplinary proceedings in accordance with University policies. MBU will cooperate fully with local law enforcement in the investigation and prosecution of any crime associated with the alcohol infraction.

- An intoxicating beverage is defined as any drink or consumable product containing alcohol, including simulated beer products that contain small amounts of alcohol.
- Powdered Alcohol also known as “Palcohol” is considered an alcoholic beverage whether it is mixed with liquid or in its original powdered state.

Depending upon the severity of the alcohol infraction and other issues that may accompany it, possible sanctions imposed can range from a documented disciplinary conversation, a requirement of counseling for substance abuse, the requirement of participation in the Restorative Justice program if the student resides in MBU housing, sanctions required in the **Student Athlete Handbook** for student-athletes, or other sanctions deemed necessary. In the most severe situations, for example, where sexual assault or relationship violence accompanies the alcohol violation, expulsion from MBU is a possibility. MBU reserves the right to confiscate, retain, and dispose of any alcohol related paraphernalia discovered on campus, regardless of value or ownership.

CLOTHING GUIDELINES

The guidelines for dress are intended to create an atmosphere of modesty and dignity that is in agreement with the standards that set Missouri Baptist University apart as a distinctively Christian institution. The administration expects students to accept individual responsibility for appropriate dress as members of this Christian academic community. Footwear must be worn in all public facilities, including public rooms in University residence halls. Faculty members may determine whether a given mode of dress disrupts the academic process in their classrooms. More formal dress, when announced by the appropriate agency, may be required for special events or occasions. Any article of clothing that is considered immodest or otherwise inappropriate or in conflict with the University standards should not be worn on campus. The University reserves the right to ask students who are dressed inappropriately to leave and change clothes before returning.

DANCING

MBU is committed to creating a Christian environment where students have opportunities for appropriate social interaction as young adults. Many forms of dance and cultural expression are embraced by our society, some of which are consistent with our Christian mission and values while others are more likely to distract us from a Christ-centered life. Therefore, in keeping with the Christian mission of the university, only certain dance forms will be considered for approval. All requests must be submitted, in writing, to the office of the Senior Vice President for Student Development/Associate Provost at least 1 month prior to the requested event.

DRUGS

The use of illegal drugs at Missouri Baptist University will not be tolerated. Students are prohibited from the unlawful manufacture, possession, sale, dispensing, or distribution of any controlled substance or illegal drug on any property or in any facility owned or controlled by MBU. The possession of paraphernalia used to manufacture or consume illegal drugs on any property or in any facility owned or controlled by MBU is prohibited. The use by an MBU student of a controlled substance that is not medically authorized is prohibited.

Students who are taking prescription medication under the care of a physician may have their medication with them while at MBU. If a student resides in MBU housing, the possession of prescription medication is subject to the policies and procedures outlined in the **Resident Life Handbook**. However, the sale, dispensing, or distribution of any prescription medication by the student who owns the medication to another student is prohibited.

Any student found to be in possession of, or under the influence of, a controlled substance that has been determined by the State of Missouri to be a misdemeanor violation will be referred to the Senior Vice President for Student Development for disciplinary proceedings, in accordance with University policy. Any student found to be in possession of, or under the influence of, a controlled substance that has been determined by the State of Missouri to be a felony crime will be turned over to local law enforcement, in addition to being referred to the Senior Vice President for Student Development.

- **Controlled Substance** – any drug that is regulated by the United States Drug Enforcement Agency (DEA) in category schedules 1 through 5.
- **Illegal Possession of a Controlled Substance** – concealment or carrying of a prescription drug not prescribed to the owner (or not in a bottle with the authorized prescription on the bottle).
- **Paraphernalia** – any item that is used to aid in the unlawful manufacture or consumption of controlled substances or illegal drugs.

Depending upon the severity of the drug infraction and other issues that may accompany it, possible sanctions imposed on students who violate this policy can range from a documented disciplinary conversation, a requirement of counseling for substance abuse, the requirement of participation in the Restorative Justice program if the student resides in MBU housing, sanctions required in the **Student Athlete Handbook** for student-athletes, or other sanctions deemed necessary. In the most severe situations, for example, where sexual assault or relationship violence accompanies the drug violation, expulsion from MBU is a possibility. MBU reserves the rights to confiscate, retain, and dispose of any alcohol related paraphernalia discovered on campus, regardless of value or ownership.

ELECTRONIC DEVICES

No radio, tape/CD/DVD player, television set, or other audio equipment is allowed to be in operation while in the University Dining Hall or Pillsbury Chapel and Dale Williams Fine Arts Center. The Office of the Senior Vice President for Student Development/Associate Provost must grant permission for any exception. Cell phone usage during chapel and class time is strictly prohibited, unless direct permission is granted by your instructor.

FERPA: NOTICE OF EDUCATIONAL AND PRIVACY RIGHTS The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day the University receives a request for access. A student should submit a written request that identifies the record(s) the student wishes to inspect to the Office of Records (for academic records), the Office of Student Development (for disciplinary records), the Office of Student Financial Services (for financial records), the Office of Career Development (for placement records), or the Office of Special Needs (for special needs/individual education program records). A University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the University to amend a record should write the University Office responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to University officials with legitimate educational interests. A University official typically includes a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A University official also may include a volunteer or contractor outside of the University who performs an institutional service or function for which the University would otherwise use its own employees and who is under the direct control of the University with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another University official in performing his or her tasks. A University official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to University officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other University officials, including teachers, within the University whom the University has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the University has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met.
- To officials of another educational institution where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34.
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the University, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36.
- Information the University has designated as “directory information” under § 99.37.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the University determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the University’s rules or policies with respect to the allegation made against him or her.
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the University, governing the use or possession of alcohol or a controlled substance if the University determines the student committed a disciplinary violation and the student is under the age of 21.

Directory Information Notice

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the University, with certain exceptions, obtain students’ written consent prior to the disclosure of personally identifiable information (PII) from their education records. However, the University may disclose appropriately designated “directory information” without written consent, unless a student has advised the University to the contrary in accordance with University procedures.

Students who do not want the University to disclose any or all of the types of information designated below as directory information from their education records without their prior written consent must notify the University’s Director of Records in writing. Those who choose to block the University from releasing directory information should note that this will restrict financial records, degree conferral, and dates of attendance from being released to any agencies that may require this information for employment or loan deferment. Once directory information has been blocked, the student must submit a formal written request to remove the block. The University has designated the following information as directory information:

- Student’s name, address and telephone number
- Date and place of birth
- Email address
- Photograph
- Program of Study (including degree, major, minor, and/or educator certification area)
- Dates of attendance and enrollment status/grade level

- Degrees, honors, and awards received
- Credit hours in progress or already completed
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- The most recent educational agency or institution attended

FIREARMS

Firearms, ammunition, fireworks or other explosive or incendiary devices or simulated or look-a-like firearms or BB or pellet guns are not permitted in the residence halls, or on MBU campus, or any other University property or at any Missouri Baptist University-sponsored function. Violation of this rule is considered serious, and any violator will be subject to disciplinary action. An authorized security officer or police officer may have a firearm as a part of his uniform. Students who inadvertently bring a weapon on campus may have that weapon secured by Public Safety without penalty.

GAMBLING

Gambling in any form is not permitted on the campus.

HOVERBOARDS

The Consumer Product Safety Commission is currently investigating the fires and safety concerns with the hoverboards. In the interest of the Missouri Baptist University community and safety of our students, hoverboards are banned from all University property. This includes the use, possession, and storage of hoverboards and similar devices until the cause of hoverboard fires have been fully understood and the risks have been mitigated. Residents are asked to remove the hoverboards immediately from the residential housing facilities. If you have any questions, please contact the Office of Resident Life or Dr. Andy Chambers, Senior Vice President of Student Development/Associate Provost.

INSPECTION OF PROPERTY

Officials of Missouri Baptist University reserve the right to inspect and/or search any University-owned building or property including residence halls and University-provided off-campus housing. Refusal of such requests may subject the refusing party to sanctions.

Automobiles on University property are subject to visual inspection by full-time University employees at all times. The University reserves the right to request permission of students to search their automobiles when there is reason to believe that they may contain articles which are not permitted on University property. If a student refuses to cooperate with the search, the vehicle may be impounded until a search warrant is obtained.

LITTERING

Trashcans are located in every room of the University and must be used for the disposal of waste. Single-stream recycle bins that accept aluminum, cardboard, paper, plastic, magazines, and newspaper are also located in hallways. Leaving paper, Styrofoam goods, aluminum cans, and other litter in places like the chapel, student lounge, dining hall, classrooms, etc. is not permitted. The University belongs to all of us, and we all have the responsibility to keep it clean.

MODEL RIGHTS

Students enrolled at the University acknowledge that the University has the right to use their likeness in photography and videography for any and all print and online publications, whether not known or hereafter existing, controlled by MBU, in perpetuity, and for other use by the University. Students are not entitled to any model rights or claims against the University or its agents for use of their likeness.

ONLINE POSTINGS

Students are reminded that images and other information posted on the internet via social media and other platforms are public information. When images or information describing or depicting behavior that may constitute a violation of MBU policy is brought to the attention of the University, that conduct is subject to further investigation and verification by the University. Such conduct may include, but is not limited to, cyber-bullying, sexual or racial harassment, or the posting or transmission of lewd images. The use of anonymous applications for such conduct will not be excused. Any University policy violations that are documented as a result of such an investigation will result in appropriate disciplinary action by the University.

RESIDENCE LIFE POLICIES

Additional information concerning student policies specific to resident students may be found in the **Residence Hall Handbook**. It is the responsibility of the student to be familiar with all Missouri Baptist University policies that pertain to their situation.

SECURITY CAMERAS

Missouri Baptist University, in its discretion, may install security cameras on campus in order to provide increased security monitoring. Cameras will be placed in visible locations in publically accessible areas and will not record audio signals. Viewing of footage recorded by security cameras is restricted to MBU Public Safety personnel and outside law enforcement, if needed.

SERVICE AND ASSISTANCE ANIMALS

The Missouri Baptist University Policy on Service and Assistance Animals outlines the responsibilities of students and the University in evaluating and approving requests by students for Service Animals and Assistance Animals. For purposes of the policy, a "Service Animal" is defined as a dog that has been individually trained to do work or perform tasks for people with disabilities, and an "Assistance Animal," is defined as (1) an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability; or (2) an animal that provides emotional support which alleviates one or more identified symptoms or effects of a person's disability. Students who seek an accommodation in the form of a Service Animal or an Assistance Animal must submit the required documentation as set forth in the policy in a timely manner, and obtain the advance approval of the Special Needs Office prior to bringing a Service Animal or Assistance Animal to campus. In order to maintain University facilities, and ensure the health and safety of members of the University community, Service Animals and Assistance Animals are subject to standards regarding their care, keeping and behavior. The full policy is located on the University's website or can be reviewed in hard copy format in the Office of Student Development. Students should address any questions regarding the policy to the Special Needs Access Office in the Academic Success Center.

*Animals not authorized through the Special Needs Access Office are not allowed on campus.

STATEMENT ON SEXUAL BEHAVIOR

The University believes that sexual intercourse and other forms of intensely personal sexual behavior are derived from a setting within the male-female marriage relationship. Its meaning is constituted by its practice within a proper context – marriage – and with a proper intent – an expression of love under the Lordship of Jesus Christ. Sexuality is rooted in a respect for human life and the individual dignity of human beings as made in the image of God. For this reason the University condemns sexually exploitive or abusive behavior and any form of sexual harassment. Since pornographic material is considered degrading to human dignity, the University prohibits the possession and use of such material.

TOBACCO USE & SMOKING POLICY

The use of tobacco in any form is not permitted in any of the University buildings or vehicles. Missouri Baptist University is a non-smoking campus. Smoking is allowed only on the parking lots away from building entrances or in a privately-owned vehicle.

STUDENT DISCIPLINARY PROCEDURES

NOTICE OF CHARGES

The University's student conduct policies, rules and regulations or other University policies related to students are collectively referred to as the "Student Conduct Code" herein.

Resident Directors will deal with cases involving violations of the Resident Life Handbook and minor violations of the Student Conduct Code related to resident life that occur in MBU housing (including the off-campus apartments). Resident students will be notified in writing by the Resident Director of the charges and sanctions imposed. If the student objects to the sanctions, he/she must appeal in writing to the Senior Vice President for Student Development/Associate Provost within two (2) business days of their signed receipt of the sanction letter. The student making the appeal must submit a written defense of his/her appeal detailing why he/she objects to the sanctions. The Senior Vice President for Student Development/Associate Provost serves as the first and final level of appeal for minor infractions involving Resident Life.

The Senior Vice President for Student Development/Associate Provost will deal with more serious violations of the Student Conduct Code. In more serious cases, every student accused of violating the Student Conduct Code shall receive a written notice of charges from the Senior Vice President for Student Development/Associate Provost which shall include the sanctions imposed by the Senior Vice President for Student Development/Associate Provost relative to those charges, which sanctions shall be effective immediately. Prior to issuance of such written notice of charges, the Senior Vice President for Student Development/Associate Provost or his designee will attempt to meet with the student, advise the student orally of the general nature of the charges, and allow the student to provide the his/her explanation relating to the charges.

The Senior Vice President for Student Development/Associate Provost for good cause shown reserves the right to temporarily suspend student privileges, including limiting or prohibiting a student's presence on campus, during the time a student is under investigation for violation of the Student Conduct Code and/or federal, state, and local laws. This determination is made when the potential violation is so serious that the well-being of members of the University community, other parties, and/or the mission of the University may be damaged as a result of the potential violation.

HEARING BEFORE THE SENIOR VICE PRESIDENT FOR STUDENT DEVELOPMENT

If the student objects to the charges or sanctions, the student must, within three (3) business days of the receipt of the notice and sanctions, submit a written request for a hearing to the Senior Vice President for Student Development/Associate Provost., and may request a stay of the sanctions by the Senior Vice President for Student Development/Associate Provost for good cause shown. The Senior Vice President for Student Development/Associate Provost shall schedule a hearing with the student to be held within three (3) business days of the receipt of such request, and shall notify the student of the time and place of such hearing. At the conclusion of the hearing, or within two (2) business days of the conclusion of the hearing, the Senior Vice President for Student Development/Associate Provost shall notify the student in writing of the determination of the Senior Vice President for Student Development/Associate Provost as to the charges and sanctions.

APPEAL TO THE UNIVERSITY CONDUCT COMMITTEE

If the student chooses to appeal the decision of the Senior Vice President for Student Development/Associate Provost., the student may, within three (3) business days, formally appeal to the University Conduct Committee by written notice delivered to the Senior Vice President for Student Development/Associate Provost. Upon receipt of such appeal notice, the Senior Vice President for Student Development/Associate Provost shall promptly deliver the notice to the Chair of the University Conduct Committee. The President of the University shall appoint the Chair, as well as the members of the Committee. The student may request a stay of sanctions during the appeal process. The Senior Vice President for Student Development/Associate Provost will determine the stay of sanctions. This decision cannot be appealed. The student is automatically placed on probation throughout the entire appeal process. Any further violations of the Student Conduct Code may result in the denial of the current appeal and immediate suspension or expulsion.

HEARING BEFORE THE UNIVERSITY CONDUCT COMMITTEE

Within three (3) business days of the filing of the notice of appeal, the Chair of the Conduct Committee shall assign a subcommittee consisting of three members of the Conduct Committee the task of evaluating the merit of the appeal. The student making the appeal must submit a written defense of his/her appeal detailing why he/she objects to the sanctions. The subcommittee members should evaluate the student's appeal and other documentation relevant to the violation based on the following criteria:

1. Irregularities in fairness that influenced the outcome of the disciplinary action. It is the burden of the student making the appeal to demonstrate the original decision would more likely than not have been different had the irregularity or error not occurred.
2. Demonstrated prejudice against any party involved on the part of the Student Development officer who participated in the disciplinary action. The prejudice must be more than simple opposition to the appealing party's point of view; instead, evidence must show a significant conflict of interest, bias, pressure or influence that prevented a fair and objective hearing.
3. Discovery of new and significant evidence not available at the time of the original hearing.
4. A sanction that is extraordinarily disproportionate to the violation.

Requests for appeal will not automatically be granted and may be denied by the subcommittee if one (or more) of the above criteria is not demonstrated. Within five (5) business days the subcommittee will report its decision to the Chair of the University Conduct Committee. Notification will be given to the student by the Chair of the Conduct Committee within two (2) business days of receiving the subcommittee's decision. If the subcommittee denies the appeal, there is no further appeal.

If the subcommittee decides that the appeal should be heard by the full Conduct Committee, the Chair, within seven (7) days of receiving the subcommittee's decision, will establish the date, time, and place of a hearing of the charges against the student, and shall send written notice of such to the student, the Senior Vice President for Student Development/Associate Provost, and all of the members of the Committee. The date of the hearing shall be not less than seven (7) days and not more than twenty-one (21) days after the giving of the notice of the hearing. The University shall make arrangements for the making of a record of the hearing, either by a stenographer or other appropriate means, and shall bear the expense of making such record. The student shall have the following rights at the hearing:

1. To be present at the hearing;
2. To cross-examine any witnesses presented by the administration;
3. To present witnesses and other appropriate documentary evidence; and
4. To remain silent or to testify in defense.

DECISION OF THE SENIOR VICE PRESIDENT FOR STUDENT DEVELOPMENT/ASSOCIATE PROVOST AND THE CONDUCT COMMITTEE

Following the conclusion of the hearing, the Committee shall deliberate in closed session and within reasonable time shall render a decision by a majority vote. The Chair of the Committee shall deliver the written findings and the decision of the Committee to the Senior Vice President for Student Development/Associate Provost as soon as is practical after the decision is rendered. The student shall be notified of the Committee recommendation and the final decisions concerning the disciplinary actions in a joint meeting with the Senior Vice President for Student Development/Associate Provost and the Committee Chair. Once the appeal process is completed, there is no further appeal process.

NOTICE TO THE STUDENT

Any notice to the student under this discipline policy shall be mailed by certified mail to the most recent address shown in the official student file maintained by the University, and shall be deemed received when deposited in the U.S. Mail with postage pre-paid. If the student desires to pick up any notice subsequent to an appeal to the Senior Vice President for Student Development/Associate Provost., the student shall make an appointment between two (2) and seven (7) working days with the Senior Vice President for Student Development/Associate Provost to receive and sign for the written result of the appeal.

If, at any time during the appeal process, the student desires to designate a different address for notice, the student shall so advise the Senior Vice President for Student Development/Associate Provost., and such address, along with designated telephone number, shall be forwarded to the Chair of the Conduct Committee by the Senior Vice President for Student Development/Associate Provost.

SANCTIONS

The following sanctions may be imposed upon any student found to have violated the Student Conduct Code; more than one of the sanctions may be imposed for any single violation. These sanctions will be imposed by the Senior Vice President for Student Development/Associate Provost or jointly by the Senior Vice President for Student Development/Associate Provost and the recommendation of the Student Conduct Committee.

- a. Official Warning – A written notice to the student, which shall remain in the student's file.
- b. Probation – Probation is for a designated period of time and includes the probability of more severe sanctions if the student is found to be in violation of the Student Conduct Code.
- c. Loss/Restriction of Privileges – Denial of specified privileges for a designated period of time.
- d. Restitution – Compensation for loss, damage, or injury to the University or University property. This may take the form of appropriate service and/or monetary or material replacement.
- e. Discretionary Sanctions – Work assignments, service to the University, and/or other related discretionary assignments, such as:
 - Referral to a Counseling Center;
 - Referral to a Wellness Program;
 - Fines;
 - Work or research-related tasks; or
 - A research paper on a specific topic to be completed at a designated time.

- f. Residence Hall Suspension – Separation of the student from the residence halls for a definite period of time, after which the student is eligible for return to the residence hall. Conditions for readmission may be specified.
- g. Residence Hall Expulsion – Permanent separation of the student from the residence halls.
- h. University Suspension – Separation of the student from the University for a definite period of time, after which the student may be eligible to return. Conditions for re-admission may be specified.
- i. Denial of Privilege to Re-Enroll – Places student on indefinite probation and allows for the completion of the current semester, under terms deemed appropriate by the University, but prohibits enrollment for subsequent semesters without permission from the Senior Vice President for Student Development/Associate Provost.
- j. Dismissal from the University with Suspended Execution of Sentence – Enables alternative recourse with the goal of restoring the student while stipulating that the student will automatically be expelled following a second offense.
- k. Expulsion from the University – Permanent separation from the University.

NOTICE OF NONDISCRIMINATION

Missouri Baptist University does not discriminate or permit discrimination by any member of its community on the basis of race, color, sex, national origin, age or disability with respect to admissions, housing, employment, services, financial aid, or any other educational programs or activities it operates. Inquiries regarding compliance related to students should be addressed to the Senior Vice President for Student Development/Associate Provost, Missouri Baptist University, One College Park Drive, St. Louis, Missouri 63141, 314-392-2211. Inquiries regarding compliance related to employees should be addressed to the Provost/Senior Vice President for Academic Affairs, Missouri Baptist University, One College Park Drive, St. Louis, Missouri 63141, 314-392-2201.

Inquiries concerning Title IX should be addressed to the University's Title IX Coordinator:
Senior Vice President for Student Development/Associate Provost
Missouri Baptist University
One College Park Drive
St. Louis, Missouri 63141
(314) 392-2211.

NONDISCRIMINATION POLICY AND COMPLAINT PROCEDURE

Missouri Baptist University is committed to excellence in education that is based on Christian values and standards. The University believes this goal can be achieved only in an environment free of discrimination and harassment. Discrimination and harassment undermine the mission of the University, are prohibited by state and federal law, and will not be tolerated or condoned.

This policy is intended to address complaints of discrimination and harassment on the basis of sex, race, national origin, disability, age, or any other characteristics protected by law. It applies to all members of the University community, including faculty, staff, volunteers, and students. It is intended to comply with federal and state law, and to complement other University policies, including but not limited to the Notice of Nondiscrimination and the Sexual Assault and Relationship Violence Policy. In the event that a complaint involves allegations of sexual assault or relationship violence in which the accused is a student, the procedures set forth in the Sexual Assault and Relationship Violence Policy will apply.

DEFINITIONS

For purposes of this Policy, the following definitions apply:

“Harassment” is defined as any unwelcome, unsolicited, and offensive conduct that is severe, pervasive, and tends to injure, degrade, or show hostility toward a person because of his or her sex, race, religion, national origin, disability, age, or other characteristic protected by law. Whether particular conduct constitutes harassment often depends on context, including the participants’ reasonable understanding of the situation, their past interactions with each other, the nature of their professional relationship, and the setting in which the conduct occurs.

“Sexual harassment” is the use of personal power or authority to intimidate or attempt to intimidate or coerce a person of the opposite sex (or same sex) into unwanted sexual activity or to create a hostile or offensive academic or work environment. Sexual harassment is distinguished from consensual relationships by the introduction of the element of coercion; threat; unwelcome sexual advances; requests for sexual favors; sexually explicit or suggestive material in written, verbal or visual form; or other unwelcome verbal or physical conduct of a sexual nature where:

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

“Sexual Assault” is a severe form of sexual harassment, and is defined in detail in the University’s Sexual Assault and Relationship Violence Policy. It refers to engaging in any form of sexual contact or conduct with another without that person’s clear, knowing, and voluntary consent. It is the responsibility of the person seeking to initiate sexual contact or conduct to affirmatively obtain such consent. It is not the responsibility of the intended recipient of such sexual contact to affirmatively deny such consent.

EXAMPLES OF SEXUALLY HARASSING BEHAVIOR:

Prohibited behavior may take various forms. Examples of conduct that may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual advances or requests for sexual favors.
2. Sexually explicit language, jokes, and/or innuendo.
3. Repeated sexual propositions, date invitations, solicitations, and flirtations known to be unwelcome.
4. Inappropriate and/or offensive touching, fondling, or bodily contact.
5. Sexually suggestive objects, pictures, videotapes, audio recordings, or literature presented or displayed in the classroom, faculty office, staff office, athletic area, or other common areas.
6. Threats or insinuations that may affect a person’s employment, wages, promotional opportunities, grades, evaluations, and other academic or employment performance.
7. Sexual assault or attempted sexual assault.

“Stalking” occurs when a person purposely and repeatedly engages in an unwelcome course of conduct that would cause a reasonable person to fear for his, her or others’ safety, or to suffer emotional distress. Stalking can occur via written, telephonic or electronic means.

COMPLAINT PROCEDURES

Anyone who believes that he or she has been subjected to conduct that violates this policy may elect to pursue an informal or a formal complaint. An informal complaint will primarily involve discussion and counseling to resolve the matter, while a formal complaint may result in the University taking disciplinary action against the accused party. All complaints will be promptly, thoroughly, and impartially investigated, and brought to a resolution within a reasonable time frame at each step of the process. In the event that a determination is made that an act of discrimination has occurred, appropriate corrective and remedial actions will be promptly taken.

Complaints regarding students should be addressed to:

Senior Vice President for Student Development/Associate Provost
Missouri Baptist University
One College Park Drive
St. Louis, Missouri 63141
(314) 392-2211.

Complaints related to employees should be addressed to:

Provost/Senior Vice President for Academic Affairs
Missouri Baptist University
One College Park Drive
St. Louis, Missouri 63141
(314) 392-2201.

CONFIDENTIALITY AND PROTECTION OF BOTH PARTIES

The University will protect, to the extent permitted by law, the confidentiality and identity of both those individuals filing complaints under this policy, and those accused of violations. Because the University has an obligation to address discrimination, however, the University cannot guarantee complete confidentiality where it would conflict with the University's legal obligation to conduct a thorough investigation or take appropriate corrective action. However, in the event that disclosure of the University's information or sources is required by law, it will be limited to the extent possible. The University will, to the extent permitted by law, keep confidential all records of complaints, responses and investigations. The records maintained by the investigator will be available only those to administrators and other supervisors charged with responding to allegations of discrimination, or those individuals responsible for overseeing the process.

The complainant will be kept reasonably apprised of the status of the investigation, and shall be provided with written notice of the disposition of the complaint at each stage of the process. All reasonable actions will be taken to insure that the complainant and those testifying on behalf of the complainant will suffer no retaliation as the result of their participation in the complaint, investigation, or hearing process.

In extraordinary circumstances, the Provost/Senior Vice President for Academic Affairs may, at any time during the investigation of a discrimination complaint, suspend from teaching responsibilities any faculty member or instructional person accused of discrimination pending a final hearing, if after the allegations and interviewing of the accused, the complainant, and if appropriate, other persons having knowledge of the matter, the Provost/Senior Vice President for Academic Affairs finds that it is reasonable certain that the alleged discrimination has occurred and serious immediate irreparable harm will occur of the person continues to teach the class. In the same manner, the Senior Vice President for Student Development/Associate Provost may temporarily suspend any student alleged to have violated the policy from attending classes and/or otherwise enjoin from attending classes on campus pending a formal hearing on the charges.

At the time the investigation commences, the accused will be informed of the nature of the allegations and the facts surrounding those allegations. A complainant found to have been intentionally dishonest in making the allegations or to have made them maliciously is subject to disciplinary action. False charges or complaints of discrimination will be treated as a serious offense, which is damaging to the total campus community.

INFORMAL COMPLAINT

1. At the complainant's option, an informal complaint that one or more provisions of this policy have been violated shall be raised with the Senior Vice President for Student Development/Associate Provost in the case of an alleged student violator, or with the Provost/Senior Vice President for Academic Affairs in the event of an alleged staff or faculty violator.
2. The administrator to whom the complaint is made will counsel the complainant as to the options available under this policy and, at the complainant's request, may intervene on the complainant's behalf to attempt to resolve the complaint informally through discussions with the person alleged to have violated the policy.
3. The person to whom the informal complaint is made will not inform the accused of the complaint without the consent of the complainant.
4. The submission of an informal complaint does not preclude an individual from subsequently pursuing a formal complaint, if a satisfactory resolution is not achieved informally.

FORMAL COMPLAINT

A complainant wishing to make a formal complaint should file a written statement with the Senior Vice President for Student Development/Associate Provost (for alleged student violations) or the Provost/Senior Vice President for Academic Affairs (for employee violations). The statement should include a detailed description of the conduct which the complainant believes violates this policy.

1. Upon receipt of a formal complaint under this policy, the Senior Vice President to whom it has been reported (or his/her designee) will commence a prompt, thorough, and impartial investigation into the allegations raised therein. In conducting the investigation, the appropriate administrator and his/her designee shall interview the complainant, the accused, and other persons believed to have pertinent factual knowledge. At all times the administrator responsible for the investigation will take appropriate steps to insure the confidentiality of the investigation.
2. The investigation will afford the accused a full opportunity to respond to the complainant's allegation(s).
3. All complaints will be adjudicated as expeditiously as possible, and generally within sixty (60) days after the filing of the complaint. At the conclusion of the investigation, the administrator's conclusion will be promptly and simultaneously communicated in writing to both the complainant and the accused. Possible outcomes of the investigation are:
 - a. A judgment that the allegations do not warrant discipline.
 - b. Mutually acceptable resolution of the complaint.
 - c. Issuance of a disciplinary sanction.

When the investigation is complete, the responsible administrator to whom the complaint is made will determine whether it is more likely than not that an alleged violation of this policy has occurred. If a mutually acceptable resolution of the matter cannot be achieved, a formal sanction shall be issued. The decision regarding sanctions will be made by the Provost/Senior Vice President for Academic Affairs when a faculty member, other instructional personnel, or staff member has been charged. The Senior Vice President for Student Development/Associate Provost will make the decision in the case of a student having been charged.

Except as specifically modified by other provisions of this policy, procedures and sanctions for violations of this policy by faculty and staff will be governed by the grievance policy and procedure outlined in the personnel procedures handbook, and sanctions for violations of this policy by students will be governed by the procedures outline herein (with the exception that, as previously noted herein, incidents of sexual assault or relationship violence involving students shall be governed by the University's specialized Policy on Sexual Assault and Relationship Violence).

PERMISSIBLE SANCTIONS FOR VIOLATIONS OF THE POLICY

The sanctions for violation of this policy include, but are not limited to, censure, suspension, or termination of employees, faculty and staff of the University, and censure, probation, suspension, or expulsion of students.

REQUEST FOR CLARIFICATION OF SANCTIONS

If the respondent student objects to the sanctions or to how the investigation was handled, she or he may request an initial review and clarification of sanctions with the Senior Vice President for Student Development/Associate Provost.

1. Within three (3) business days of the decision regarding the investigation, the respondent may request an initial review and clarification of sanctions with the Senior Vice President for Student Development/Associate Provost. The request must be made in writing and must detail the reasons why, in light of established criteria for an appeal below (a-d), the person objects to the sanctions and desires an initial review and clarification. The Senior Vice President for Student Development/Associate Provost will evaluate the student's request and other documentation relevant to the violation based on the following criteria:
 - a. Irregularities in fairness that influenced the outcome of the disciplinary action. It is the burden of the student making the appeal to demonstrate the original decision would more likely than not have been different if the irregularity or error had not occurred.
 - b. Demonstrated prejudice against any party involved on the part of the investigator, or any other personnel who participated in the disciplinary action. The prejudice must be more than simple opposition to the appealing party's point of view; instead, evidence must show a significant conflict of interest, bias, pressure or influence that prevented a fair and objective hearing.
 - c. Discovery of new and significant evidence not available at the time of the original hearing/investigation.
 - d. A sanction that is extraordinarily disproportionate to the violation.
2. Upon receipt of notification of the respondent's request for an initial review and clarification of sanctions, the Senior Vice President for Student Development/Associate Provost shall schedule a meeting with the student to further discuss the basis for the charges and sanctions, to be held within three (3) business days of the receipt of such request, and shall notify the student of the time and place of the meeting. Appeal of Sanctions to the University Conduct Committee If the respondent still objects to the sanctions following the meeting with the Senior Vice President for Student Development/ Associate Provost, she or he may appeal the decision to the University Conduct Committee.

APPEAL TO THE UNIVERSITY CONDUCT COMMITTEE

If the respondent student still objects to the sanctions following the meeting with the Senior Vice President for Student Development/ Associate Provost, she or he may appeal the decision to the University Conduct Committee. To appeal a sanction the respondent must, within three (3) business days, formally appeal to the University Conduct Committee by written notice delivered to the Senior Vice President for Student Development/ Associate Provost. Upon receipt of such appeal notice, the Senior Vice President for Student Development/Associate Provost shall promptly deliver the notice to the Chair of the University Conduct Committee. The President of the University shall appoint the Chair, as well as the members of the Committee. The student may request a stay of sanctions during the appeal process. The Senior Vice President for Student Development/Associate Provost will determine the stay of sanctions. This decision cannot be appealed. The student is automatically placed on probation throughout the entire appeal process. Any further violations of the Student Conduct Code may result in the denial of the current appeal and immediate suspension or expulsion.

1. Within three (3) business days of the filing of the notice of appeal, the Chair of the University Conduct Committee shall assign a subcommittee consisting of three Committee members from the faculty or staff the task of evaluating the merit of the appeal. The student making the appeal must submit a written defense of his/her appeal detailing why he/she objects to the sanctions. The subcommittee should evaluate the student's appeal and other documentation relevant to the violation based on the criteria under Clarification of Sanctions Procedures 1. a-d above.
2. Requests for appeal will not automatically be granted and may be denied by the subcommittee if one (or more) of the appeal criteria is not demonstrated. Within five (5) business days the subcommittee will report its decision to the Chair of the University Conduct Committee. Notification will be given to the student by the Chair of the Conduct Committee within two (2) business days of receiving the subcommittee's decision. If the subcommittee denies the appeal, there is no further appeal.
3. If the subcommittee decides that the appeal should be heard by the full Conduct Committee, the Chair, within seven (7) days of receiving the subcommittee's decision, will establish the date, time, and place of a hearing of the charges against the student, and shall send written notice of such to the student, the Senior Vice President for Student Development/ Associate Provost, and all of the members of the Committee. The date of the hearing shall be not less than seven (7) days and not more than twenty-one (21) days after the giving of the notice of the hearing. The University shall make arrangements for the making of a record of the hearing, either by a stenographer or other appropriate means, and shall bear the expense of making such record. The student shall have the following rights at the hearing:
 - a. To be present at the hearing;
 - b. To cross-examine any witnesses presented by the administration;
 - c. To present witnesses and other appropriate documentary evidence; and
 - d. To remain silent or to testify in defense.
 - e. The student may be accompanied at the hearing by an advisor of their choosing. If the student engages an attorney, the attorney may serve as an advisor, but not in an advocacy role.
4. Following the conclusion of the hearing, the Committee shall deliberate in closed session and within reasonable time shall render a decision by a majority vote. The Chair of the Committee shall deliver the written findings and the decision of the Committee to the Senior Vice President for Student Development/Associate Provost as soon as is practical after the decision is rendered. The student shall be notified of the Committee recommendation and the final decision concerning the disciplinary actions in a joint meeting with the Senior Vice President for Student Development/Associate Provost and the Committee Chair. Once the process is completed, there is no further appeal.
5. The complainant shall be apprised in writing of the disposition of the grievance at each stage of the process. Any notice to the respondent student under this discipline policy will be delivered to the student in a manner agreed to in advance by both the student and the Senior Vice President for Student Development/Associate Provost. If the student desires to pick up a notice subsequent to an appeal, the student shall make an appointment between two (2) and seven (7) working days with the Senior Vice President for Student Development/ Associate Provost to receive and sign for the written result of the appeal. If the student prefers notice to be mailed, it shall be sent by certified mail to the most recent address shown in the official student file maintained by the University, and shall be deemed received when deposited in the U.S. Mail with postage pre-paid. If, at any time during the appeal process, the student desires to designate a different address for notice, the student shall so advise the Senior Vice President for Student Development/Associate Provost, and such address, along with designated telephone number, shall be forwarded to the Chair of the Conduct Committee by the Senior Vice President for Student Development/Associate Provost.

RETALIATION

Retaliation against anyone reporting or thought to have reported discriminatory behavior, or against anyone who cooperates in an investigation of such behavior, is prohibited by law and by University policy. Such retaliation shall be considered as a serious violation of the policy and shall be considered independent of whether informal or formal complaint of harassment is substantiated. Encouraging others to retaliate shall constitute a violation of the policy. Examples of conduct that may constitute retaliation include, but are not limited to:

1. Unfair grading.
2. Unfair evaluation.
3. Unfair assignments.
4. Having information withheld or made difficult to obtain in a timely manner, such as class information, recommendations, or grades.
5. Not being informed about important events, such as meetings or changes in policy.
6. Ridicule (public or private).
7. Verbal or written threats or bribes.
8. Refusal to meet with the person even though that person has a right to do so.
9. Name-calling.
10. Further harassment or other discriminatory actions.

Steps to prevent retaliation may include, but are not limited to:

1. Lateral transfer of one or more of the parties to a different employment setting or a comparable move to a different classroom setting.
2. Arrangements that academic and/or employment evaluations concerning the complainant or others be made by an appropriate individual other than the accused.

EDUCATION AS A KEY ELEMENT OF THE POLICY

Educational efforts are essential to the establishment of a campus environment that is as free as possible of discrimination. There are at least four (4) goals to be achieved through education:

1. Ensuring that all faculty members, students, and employees are aware of their right to be free from discrimination and harassment;
2. Reasonably informing individuals of conduct that is proscribed by the policy;
3. Ensuring that administrators properly respond to complaints of violations of this policy; and
4. Helping to sensitize students, employees, faculty members, and administrators to the issue of discrimination and harassment on campus.

To support this policy, Missouri Baptist University will conduct periodic orientation and educational programs for faculty, students, and staff concerning discrimination. This orientation and educational process will be administered by the Senior Vice President for Student Development/Associate Provost.

PREPARATION AND DISSEMINATION OF INFORMATION

The office of the Provost/Senior Vice President for Academic Affairs is charged with distributing copies of this policy and procedures to all current members of the University community and to all those who join the community in the future. An annual letter from the office of the Provost/Senior Vice President for Academic Affairs will be sent to all faculty and staff to remind them of the contents of this Policy. Copies of this policy and procedures will be continuously available at appropriate University centers and offices. The office of the Provost/Senior Vice President for Academic Affairs will develop a series of training sessions for those persons who are likely to receive complaints that the policy has been violated, including but not limited to such persons as residence hall assistants, academic advisors, division chairs/deans, and faculty. The Senior Vice President for Student Development/Associate Provost will develop a program designed to inform and educate students to the issue discrimination and harassment, the conduct prohibited on campus by this policy and the appropriateness of sanctions for violations of this policy. A mandated program for those students determined to have violated the policy and will be imposed as a component of any complaint resolved through conciliation.

THE OFFICE OF CIVIL RIGHTS

A complainant who is not satisfied with the resolution offered by this Policy may file a complaint with the United States Department of Education, Office for Civil Rights. The contact information for that agency is as follows:

U.S. Department of Education, Office for Civil Rights
One Petticoat Lane, 1010 Walnut, Suite 320
Kansas City, Missouri 64106
Telephone: (816) 268-0550
Facsimile: (816) 268-0599
Email: OCR.KansasCity@ed.gov

MISSOURI BAPTIST UNIVERSITY POLICY ON SEXUAL ASSAULT AND RELATIONSHIP VIOLENCE

INTRODUCTION

Missouri Baptist University is committed to fostering an environment that is free of sexual violence of any kind. All members of the University community share responsibility for fostering this environment by adhering to standards of conduct consistent with this policy. The University seeks to provide a supportive climate that will encourage individuals to report incidents of sexual violence. Accordingly, this policy is designed to provide prompt and compassionate support services, ensure that appropriate steps are taken when a complaint is made, and protect the rights of all parties throughout the process.

This policy is designed to cover all conduct by an accused party who is a student at MBU. In the event that conduct in question is attributable to a member of the University's faculty or staff, the University's investigation will be referred to the Office of the Provost/Senior Vice President for Academic Affairs, and be conducted pursuant to the University's Harassment Policy.

It is important to note here that MBU believes and teaches that students should only be engaged in consensual sexual activity within the bonds of covenant marriage between a man and a woman. See MBU's "Statement on Sexual Behavior" for further clarification. The definitions that follow are given for the purpose of helping to identify behavior that violates this policy, as required by state and federal laws.

The University encourages the reporting of all incidents of sexual misconduct, including, but not limited to, sexual assault, relationship violence, and stalking. The decision to report such incidents is a deeply personal and often difficult decision, but is often a way for the victim to begin healing. Such reporting may also help prevent future incidents of a similar nature from occurring. Victims are not required, however, to report such incidents, and will not be penalized if they choose not to report an incident to law enforcement or a Compliance Officer.

The first priority for any victim of sexual assault or relationship violence should be to seek appropriate medical attention for any medical injuries and to preserve evidence in the event the Reporting Party chooses to pursue a complaint. The University will maintain and publish information containing resources and guidance for victims of sexual assault, relationship violence, and stalking. In addition to the information contained in this policy, additional information will be maintained in the University's Annual Security and Fire Safety Report and any other means identified by the University administration to make the information readily available to the campus. Copies will also be maintained by the College's Title IX Coordinator, who will make such information available to any interested person.

DEFINITIONS

All definitions set forth in the Student Conduct Code are applicable to this Policy. In addition, the following definitions also apply:

"Consent" – Effective consent is the basis of the analysis applied to unwelcome sexual contact. Lack of consent is the critical factor in any incident of sexual misconduct.

1. Consent to participate in sexual activity is freely and actively given, and requires clear communication between all persons involved in the sexual encounter.
2. Consent is active, not passive. Consent can be communicated verbally or by actions, but in whatever way consent is communicated, it must be mutually understandable. Silence, in and of itself, cannot be interpreted as consent.
3. It is the responsibility of the initiator of sexual contact to make sure they understand fully what the other person(s) involved in the activity wants and does not want sexually.

4. Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
5. Previous relationships or previous consent does not imply consent to future sexual acts.
6. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another.
7. Effective consent cannot be given by minors, mentally disabled individuals, or persons incapacitated as a result of consumption of drugs or alcohol.
 - a. Incapacitation is a state where one cannot make a rational, reasonable decision because they lack the ability to understand the “who, what, when, where, why or how” of their sexual interaction.
 - b. This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called “date-rape” drug. Possession, use and/or distribution of any of these substances, including but not limited to: Rohypnol, LEAN, Ketomine, GHB, or Burundanga is prohibited, and administering one of these drugs to another student for the purpose of inducing incapacity is a violation of this policy.

“Stalking” – Stalking occurs when a person purposely and repeatedly engages in an unwelcome course of conduct that would cause a reasonable person to fear for his, her, or others’ safety, or to suffer emotional distress. Stalking can occur via written, telephonic or electronic means, and can constitute a violation of the University’s sexual harassment policy.

“Dating Violence” refers to violence by a person who has been in a romantic or intimate relationship with the victim. Whether a relationship exists will depend on the length, type, and frequency of interaction. Any report of Dating Violence will be addressed under all applicable policy violations and may result in disciplinary action similar to the sanctions described below for sexual assault.

“Domestic Violence” refers to violence committed by a current or former spouse or intimate partner, current or former cohabitant, a person with whom a victim shares a child in common, a person similarly situated to a spouse under domestic or family violence law, or anyone else protected under domestic or family violence law. Any report of Domestic Violence will be addressed under all applicable policy violations and may result in disciplinary action similar to the sanctions described below for sexual assault.

“Sexual assault” refers to engaging in any form of sexual contact or conduct with another without that person’s clear, knowing, and voluntary consent. It is the responsibility of the person seeking to initiate sexual contact or conduct to affirmatively obtain such consent. It is not the responsibility of the intended recipient of such sexual contact to affirmatively deny such consent. For purposes of this Policy, acts of sexual assault are classified into two categories: Level 1 and Level 2.

Level 1

A Level 1 sexual assault refers to any sexual contact without consent and includes intentional touching, either of the victim or when the victim is forced to touch, directly or through clothing, another person’s genitals, breasts, thighs, buttocks or other intimate parts.

A student found responsible for a Level 1 sexual assault may be suspended. Other sanctions may include, but are not limited to, disciplinary probation, mandated counseling assessment, campus restrictions, and/or other educational sanctions. Other relevant factors may be considered in assigning sanctions, including the student’s conduct history.

Level 2

A Level 2 sexual assault refers to any attempted or actual sexual penetration of any kind without the person's consent. Examples include vaginal, oral, or anal penetration by fingers, genitals, or objects.

A student found responsible for a Level 2 sexual assault may receive a long-term suspension or even expulsion from the University. Additional sanctions may include, but are not limited to, disciplinary probation, mandated counseling assessment, campus restrictions, and/or other educational sanctions. Other relevant factors may be considered in assigning sanctions, including the student's conduct history.

“Sexual Harassment” refers to unwelcomed, unsolicited, and offensive conduct that is severe or pervasive and tends to injure, degrade, disgrace, or show hostility toward a person because of a person's gender and may include persons of the same sex. Sexual assault is a severe form of sexual harassment and a single instance of sexual assault may be sufficient to create a hostile environment. Descriptions of additional types and examples of sex-based harassment are contained in the University's Harassment Policy.

“Sexual Exploitation” – Sexual Exploitation occurs when a person takes nonconsensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.

“Title IX Coordinator” refers to the person responsible for overseeing all sex discrimination, sexual harassment, and sexual assault and relationship violence complaints at the University. The Title IX Coordinator is also responsible for conducting an annual report and review of all complaints to identify and address any patterns or systemic problems within the University community.

REPORTING PROCEDURES

Missouri Baptist University encourages members of its community to report all incidents of sexual assault or relationship violence. Any threats of retaliation or efforts to impede the reporting or investigation of a potential violation of this policy are strictly prohibited and will result in disciplinary action. The University provides several options for reporting incidents of sexual harassment, including sexual assault and relationship violence, and/or stalking:

1. Confidential Resources

- Licensed counselor in Student Health Services (completely confidential option)
- Additional confidential resources can be found in the “Resources” section of this policy.

2. Formal Complaint – A formal complaint may be filed with any of the on-campus contacts described in “Resources” section of this policy, or with the University's Title IX Coordinator, Dr. Andy Chambers: Senior Vice President for Student Development/Associate Provost, Missouri Baptist University, 1 College Park Drive; (314) 392-2211; CHAMBERS@mobap.edu. A complaint should include the reporting party's name and contact information, and a written description of the incident in question. When such a formal complaint is received, it will be referred to the University's Title IX Coordinator for a prompt and impartial investigation. The Reporting Party may choose to pursue the matter under the conduct procedures described herein, but is not obligated to do so. However, the University reserves the right to pursue that process when appropriate information is available.

3. Criminal Report – A reporting party may also choose to file a criminal report with the Creve Coeur Police Department, or other appropriate jurisdiction. Such a report may be made simultaneously with a report to the University. The University's Department of Public Safety is available to assist a reporting party with any such criminal report. Individuals may also wish to obtain an order of protection, no-contact order, or restraining order from the relevant jurisdiction.

Once the University receives notice of a complaint of sexual assault or relationship violence, the reporting party will be provided with a comprehensive list of all available resources and reporting options. Multiple reporting options may be pursued by a victim. However, regardless of the reporting option(s) pursued, the University's primary priority is to ensure that a victim of sexual assault or relationship violence receives prompt medical attention to treat any injuries and preserve any evidence.

All employees who become aware of sex-based harassment, including sexual assault and relationship violence, are required to report that information to one of the reporting contacts listed in the "Resources" section of this policy, unless they are otherwise designated as confidential resources.

INTERIM MEASURES

When a report is made to the University, or the University otherwise learns of potential discrimination, harassment, or retaliation, the University may, if appropriate, take immediate action to protect the alleged victim, including implementing interim measures. These measures may include altering a student's class schedule, providing academic or counseling support, or making changes to transportation or work situations.

CONDUCT PROCESS

The following procedures will govern all investigations of complaints alleging violations of this policy. Missouri Baptist University reserves the right to deviate from these procedures when such deviation is necessary to ensure appropriate processing of the investigation. The University's conduct process for sexual assault and relationship violence complaints will be prompt, equitable, and conducted in consultation with the Title IX Coordinator or his designee. The procedures will follow those set forth in the Student Conduct Code, but to the extent that the procedures outlined in this policy may conflict with the Conduct Code, the procedures detailed herein shall apply. Those procedures include:

1. An investigation into the report shall be conducted by an MBU Title IX Investigator. The investigation will be conducted within a reasonable amount of time required to complete the investigation after receipt of the complaint.
2. The purpose of the investigation is to establish whether there is a reasonable basis for believing the alleged violation of this policy has occurred. During the course of an investigation, the Title IX Investigator will work with other appropriate University offices and personnel in a discreet manner to ensure the investigation is handled properly.
3. If the complainant or the respondent is under 17 years of age his/her parent or legal guardian may be notified of the complaint.
4. The investigation shall include an interview of the complainant and the respondent, as well as any relevant witnesses suggested by the complainant and the respondent.
5. In conducting the investigation, the appropriate administrator or his/her designee may interview the complainant, the accused, and other persons believed to have pertinent factual knowledge. At all times the Title IX Coordinator, who is ultimately responsible for the investigation, will take appropriate steps to ensure the confidentiality of the investigation and protection of all parties.
6. Title IX requires that in all procedures involving allegations of violations of this policy, the standard of proof shall be "preponderance of the evidence" test. This is not the same as the standard that would be followed in a court of law, or "proof beyond a reasonable doubt." The preponderance of the evidence standard means that the evidence obtained from the investigation shows that it is "more likely than not" that the accused violated this policy.

7. After all available information is reviewed and interviews are completed, the Title IX Investigator will deliver the results of the investigation to the Senior Vice President for Student Development/Associate Provost/Title IX Coordinator who will, in consultation with appropriate administrators, review all information and evidence and:
 - a. Determine whether a violation of this policy has likely occurred, and if so, the appropriate response. Sanctions for violating this policy include, but are not limited to, censure, suspension, or expulsion.
 - b. The Title IX Coordinator will notify the complainant and the respondent simultaneously in writing regarding all outcomes of the investigation, including appeal procedures, as well as any changes that may be made to the results.
 - c. Partner with members of the campus community to take corrective action as may be appropriate under the circumstances.
8. Protection of the campus community is paramount, and the University may find it necessary to take appropriate disciplinary action with or without concurrence of the complainant, where a sexual assault is found to have occurred, and the safety of the campus community is at risk.
9. The complainant and respondent are entitled to have one advisor present during a campus disciplinary proceeding. The role of this advisor is strictly limited to providing support and advice to the student. The advisor is not permitted to participate in the proceedings as an advocate. At the conclusion of an on-campus disciplinary action relating to a sexual assault, both the complainant and accused shall be informed in writing of the outcome of any campus disciplinary proceeding alleging a sexual assault.
10. All complaints will be adjudicated as expeditiously as possible and generally within sixty (60) business days after the filing of the complaint.

Clarification of Sanctions Procedures

If the respondent objects to the sanctions or to how the investigation was handled, she or he may request an initial review and clarification of sanctions with the Senior Vice President for Student Development/Associate Provost.

1. Within three (3) business days of being notified by the Title IX Coordinator of the decision regarding the investigation, the respondent may request an initial review and clarification of sanctions with the Senior Vice President for Student Development/Associate Provost. The request must be made in writing and must detail the reasons why, in light of established criteria for an appeal below (a-d), the person objects to the sanctions and desires an initial review and clarification. The Senior Vice President for Student Development/Associate Provost will evaluate the student's request and other documentation relevant to the violation based on the following criteria:
 - a. Irregularities in fairness that influenced the outcome of the disciplinary action. It is the burden of the student making the appeal to demonstrate the original decision would more likely than not have been different if the irregularity or error had not occurred.
 - b. Demonstrated prejudice against any party involved on the part of the Title IX Coordinator, Title IX Investigator, or any other personnel who participated in the disciplinary action. The prejudice must be more than simple opposition to the appealing party's point of view; instead, evidence must show a significant conflict of interest, bias, pressure or influence that prevented a fair and objective hearing.
 - c. Discovery of new and significant evidence not available at the time of the original hearing/investigation.
 - d. A sanction that is extraordinarily disproportionate to the violation.

2. Upon receipt of notification of the respondent's request for an initial review and clarification of sanctions, the Senior Vice President for Student Development/ Associate Provost shall schedule a meeting with the student to further discuss the basis for the charges and sanctions, to be held within three (3) business days of the receipt of such request, and shall notify the student of the time and place of the meeting.

Appeal of Sanctions to the University Conduct Committee

If the respondent still objects to the sanctions following the meeting with the Senior Vice President for Student Development/Associate Provost, she or he may appeal the decision to the University Conduct Committee. To appeal a sanction the respondent must, within three (3) business days, formally appeal to the University Conduct Committee by written notice delivered to the Senior Vice President for Student Development/ Associate Provost. Upon receipt of such appeal notice, the Senior Vice President for Student Development/Associate Provost shall promptly deliver the notice to the Chair of the University Conduct Committee. The President of the University shall appoint the Chair, as well as the members of the Committee. The student may request a stay of sanctions during the appeal process. The Senior Vice President for Student Development/Associate Provost will determine the stay of sanctions. This decision cannot be appealed. The student is automatically placed on probation throughout the entire appeal process. Any further violations of the Student Conduct Code may result in the denial of the current appeal and immediate suspension or expulsion.

1. Within three (3) business days of the filing of the notice of appeal, the Chair of the University Conduct Committee shall assign a subcommittee consisting of three Committee members from the faculty or staff the task of evaluating the merit of the appeal. The student making the appeal must submit a written defense of his/her appeal detailing why he/she objects to the sanctions. The subcommittee should evaluate the student's appeal and other documentation relevant to the violation based on the criteria under Clarification of Sanctions Procedures 1. a-d above.
2. Requests for appeal will not automatically be granted and may be denied by the subcommittee if one (or more) of the appeal criteria is not demonstrated. Within five (5) business days the subcommittee will report its decision to the Chair of the University Conduct Committee. Notification will be given to the student by the Chair of the Conduct Committee within two (2) business days of receiving the subcommittee's decision. If the subcommittee denies the appeal, there is no further appeal.
3. If the subcommittee decides that the appeal should be heard by the full Conduct Committee, the Chair, within seven (7) days of receiving the subcommittee's decision, will establish the date, time, and place of a hearing of the charges against the student, and shall send written notice of such to the student, the Senior Vice President for Student Development/Associate Provost, and all of the members of the Committee. The date of the hearing shall be not less than seven (7) days and not more than twenty-one (21) days after the giving of the notice of the hearing. The University shall make arrangements for the making of a record of the hearing, either by a stenographer or other appropriate means, and shall bear the expense of making such record. The student shall have the following rights at the hearing:
 - a. To be present at the hearing;
 - b. To cross-examine any witnesses presented by the administration;
 - c. To present witnesses and other appropriate documentary evidence; and
 - d. To remain silent or to testify in defense.

4. Following the conclusion of the hearing, the Committee shall deliberate in closed session and within reasonable time shall render a decision by a majority vote. The Chair of the Committee shall deliver the written findings and the decision of the Committee to the Senior Vice President for Student Development/Associate Provost as soon as is practical after the decision is rendered. The student shall be notified of the Committee recommendation and the final decision concerning the disciplinary actions in a joint meeting with the Senior Vice President for Student Development/Associate Provost and the Committee Chair. Once the process is completed, there is no further appeal.
5. Any notice to the student under this discipline policy will be delivered to the student in a manner agreed to in advance by both the student and the Senior Vice President for Student Development/Associate Provost. If the student desires to pick up a notice subsequent to an appeal, the student shall make an appointment between two (2) and seven (7) working days with the Senior Vice President for Student Development/Associate Provost to receive and sign for the written result of the appeal. If the student prefers notice to be mailed, it shall be sent by certified mail to the most recent address shown in the official student file maintained by the University, and shall be deemed received when deposited in the U.S. Mail with postage pre-paid. If, at any time during the appeal process, the student desires to designate a different address for notice, the student shall so advise the Senior Vice President for Student Development/Associate Provost, and such address, along with designated telephone number, shall be forwarded to the Chair of the Conduct Committee by the Senior Vice President for Student Development/Associate Provost.

Protection of Complainant and Others

To the extent possible, the proceedings will be conducted in a way calculated to protect the confidentiality and safety of the complainant, respondent, and witnesses. The parties will be informed promptly about the outcome of the proceedings.

1. At the time the investigation commences, the accused will be informed of the nature of the allegations, the identity of the complainant, and the facts surrounding the allegations.
2. At any time, the Title IX Coordinator or designee may recommend that interim protections or remedies for the parties involved or witnesses be provided by appropriate University officials. These protections or remedies may include: separating the parties, placing limitations on contact between the parties, temporary suspension, or making alternative workplace or student housing arrangements, which could include removing a student from campus housing at their own expense. These remedies may be applied to one, both, or multiple parties involved. The Title IX Coordinator will take any steps necessary to make sure that there is no recurrence or further violation of this policy. Failure to comply with the terms of interim protections may be considered a separate violation of University policy.
3. A complainant found to have been intentionally dishonest in making allegations or to have made them maliciously is subject to disciplinary action. False charges or complaints of sexual harassment will be treated as a serious offense, which is damaging to the total campus community. Intentionally false reports may also violate state criminal statutes and/or civil defamation laws.

Confidentiality

1. All inquiries, complaints, and investigations are treated with discretion. Information is disclosed as law and policy permit or require. However, the identity of the complainant will be disclosed to the person(s) accused of such conduct. Publicizing information about alleged sex discrimination or retaliation is strictly prohibited, and may be considered a violation of University policy.

2. The Title IX Coordinator shall maintain all information pertaining to a complaint or investigation in secure files.
3. Federal Statistical Reporting Obligations.

Certain campus officials (Campus Security Authorities) have a duty to report violations of this policy for federal statistical reporting purposes. All personally identifiable information is kept private, but statistical information must be passed along to Campus Security Authorities regarding the type of incident and its general location (on or off-campus, in the surrounding area) but no addresses are given for publication in MBU's Annual Security and Fire Safety Report as required by the Clery Act.

Retaliation

Missouri Baptist University prohibits retaliation against anyone reporting, alleging, or complaining about a violation of this policy. Retaliation is prohibited by Title IX, and shall be considered as a serious violation of the policy and shall be considered independent of whether an informal or formal complaint is substantiated. Encouraging others to retaliate shall constitute a violation of the policy. Any person who retaliates against a complainant will be subject to possible disciplinary action up to and including expulsion.

Intent

The fact that a person did not intend to violate this policy is not considered a defense to a complaint. The use of alcohol or drugs will never function to excuse behavior that violates this policy.

Outcomes for Sexual Assault

Disciplinary action at the University will normally proceed even if criminal proceedings have been initiated. Missouri Baptist University's action will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced, or that no criminal charges have been brought. The procedures and burdens of proof in a disciplinary action are different from those applicable to a criminal trial. If civil authorities are notified, students can anticipate that Missouri Baptist University may consult with and be in communication with such authorities. Students violating the University's policy against sexual assault, sexual misconduct, relationship violence (domestic and dating), or stalking may be subject to disciplinary action, up to and including loss of educational opportunities, loss of scholarship, suspension, dismissal, or expulsion.

TRAINING AND AWARENESS PROGRAMS

In addition to the information contained in this Policy, the University will, in accordance with the Campus Sexual Violence Elimination Act ("SaVE Act"), provide training and information to members of the campus community regarding the following topics:

1. Safe and positive steps an individual may take to intervene to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against another person;
2. Information about how to recognize warning signs of abusive behavior in order to mitigate the likelihood of perpetration, victimization, or bystander inaction;
3. Awareness campaigns and prevention programs intended to stop domestic violence, dating violence, sexual assault, and stalking before they occur, and to increase campus awareness and share information and resources for the same purpose;
4. Written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims, both within the institution and in the community.

The University will distribute this information to members of the campus community through its Annual Security and Fire Safety Report and any other means identified by the University administration to make the information readily available to the campus. Copies will also be maintained by the Title IX Coordinator, who will make such information available to any interested person.

COUNSELING AND REPORTING RESOURCES

- MBU anonymous tip line – (314) 744-7620
- MBU Department of Public Safety – (314) 744-5355
- Dr. Andy Chambers, Senior Vice President for Student Development/Associate Provost (also the MBU Title IX Coordinator) – (314) 392-2211
- Krista Huse, Administrative Assistant to the Senior Vice President for Student Development/Associate Provost – (314) 392-2212
- Kim Grey, Associate Dean of Students – (314) 392-2241
- Any MBU Student Development staff member
- If the victim is a student-athlete, she/he can contact the Assistant Coach, Head Coach, or Dr. Tom Smith, Director of Athletics – (314) 392-2264.
- If the victim lives in student housing, a Resident Life staff member can be contacted (Resident Assistant, Assistant Resident Director, Resident Director, or the Director of Resident Life). Staff can be reached at the following numbers:
 - North Hall Resident Director – (314) 485-8477
 - Pillsbury Huff Hall Resident Director – (314) 392-2139
 - Spartan Village Row Resident Director – (314) 485-8475
 - Spartan Village South & Apartments Director – (314) 392-2266
- Creve Coeur Police Department – 911/(314) 432-8000
- Victims may also go directly to Mercy Medical Center
- Other helpful resources include:
 - Sexual Assault Center – Saint Louis (314) 531-7273
 - Safe Connections – Saint Louis
- 24-Hour Crisis Helpline (314) 531-2003
- Main Office Number (314) 646-7500
- Main Fax Number (314) 646-8181
 - Women’s Safe House (314) 772-8952
 - Alive (Alternatives to Living in Violent Environments)
- St. Louis Crisis Line: (314) 993-2777
- Franklin County Crisis Line: (636) 583-5700 or (800) 941-9144
 - Victim Service Council, (314) 615-2600
 - Bridgeway Sexual Assault Center-636-946-6854 Crisis Line, 636-224-1202 Office

POLICY UPDATES

The most up to date version of this policy is maintained in the office of the Senior Vice President for Student Development/Associate Provost.