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WELCOME TO COLLEGE OF THE OZARKS
2020 – 2021

College of the Ozarks is unique among the nation's schools of higher learning. It is more than just another fully accredited four-year liberal arts coeducational college. The College's program has a five-fold emphasis—academic, vocational, Christian, patriotic, cultural. Our vision is to develop citizens of Christ-like character who are well-educated, hardworking, and patriotic. College of the Ozarks has a durable and vigorous spirit that has grown since its opening in 1906. The College welcomes anyone who desires a quality education and is willing to work to his/her potential. This handbook outlines the policies and procedures followed at C of O. The rules and regulations established by the College are intended to ensure that the rights of all are protected and not merely for the purpose of punishing anyone.

Rules and regulations in this handbook are in effect at the time of publication, August 1, 2017. Changes in these policies may be made by the administration of College of the Ozarks at any time. The most updated information may be found online through the campus web that is available to all students. http://images.cofo.edu/cofo/handbook.pdf

Mission

The mission of College of the Ozarks is to provide the advantages of a Christian education for youth of both sexes, especially those found worthy, but who are without sufficient means to procure such training.

Vision and Goals

The vision of College of the Ozarks is to develop citizens of Christ-like character who are well-educated, hard-working, and patriotic.

To achieve this vision, the College has academic, vocational, Christian, patriotic, and cultural goals. Even as College of the Ozarks has evolved through secondary and junior college stages to the present four-year liberal arts institution, the fundamental goals have remained the same.

Academic Goal

To provide a sound education, based in the liberal arts.

Vocational Goal

To promote a strong work ethic, encouraging the development of good character and values.

Christian Goal

To foster the Christian faith through the integration of faith with learning, living, and service.

Patriotic Goal

To encourage an understanding of American heritage, civic responsibilities, love of country, and willingness to defend it.

Cultural Goal

To cultivate an appreciation of the fine arts, an understanding of the world, and adherence to high personal standards.

Revised and approved by the Board of Trustees April 23, 2002
CHARACTER

Commitment

All students enrolled at College of the Ozarks are responsible for familiarizing themselves with the policies, rules, regulations, and standards of conduct identified in the Student Handbook. Upon enrollment, the student accepts and agrees to meet all of the College's expectations.

Attending College of the Ozarks is a privilege, not a right. The College of the Ozarks reserves the right to change any of the rules, regulations, and policies of the College at any time.

College of the Ozarks provides a strong academic education, as well as development of the whole person. The five-fold mission serves to emphasize the values the College holds to produce well-rounded individuals. As a result, the College places a high value on developing strong character within students.

Character Camp

Every new student starting at College of the Ozarks is required to attend Character Camp. Character Camp provides an enjoyable, intensive orientation to the College and clearly outlines what is expected of students. Character Camp also provides an outstanding leadership opportunity for orientation leaders, who are called "moms and pops." These select leaders are men and women who model the character expected of a C of O student. Throughout Character Camp they lead the "kids" in their family through the orientation process.

Honor Code

College of the Ozarks' emphasis on character begins when students arrive on campus for Character Camp and goes until the student's graduation or other separation from the College. During Character Camp, every new student will learn about the College honor code and is expected to sign and comply with the code while a student. The culminating event of Character Camp is the Honor Induction Etiquette Banquet, where students sign the honor code.

Champions of Character

College of the Ozarks is a part of the National Association of Intercollegiate Athletics (NAIA). The NAIA sponsors the Champions of Character program, which emphasizes respect, responsibility, integrity, servant leadership, and sportsmanship. Every student athlete is required to sign the Champions of Character Code Student Athlete Pledge listed below:

Each game and practice I participate in will provide me with an opportunity to be a "Champion of Character."

I pledge, as an NAIA student-athlete, to accept the five core character values of the NAIA and will do my best to represent the NAIA, my institution, my teammates, and myself by:

- respecting my opponent, the officials, my teammates, myself, and the game;
- taking responsibility for my actions in all areas of my life;
- having the integrity to stand by my word;
- providing servant leadership where I serve others while striving to be a personal and team leader;
- and being an example of sportsmanship by holding myself to the highest standards of fair play.

The Keeter Center for Character Education

College of the Ozarks established the Keeter Center for Character Education to provide programs and activities to enhance the development of character and good citizenship. Programs that are sponsored by the Keeter Center for Character Education include Character Forums, Community Convocations, the S. Truett Cathy Poverty Summit, the Annual Character Education Conference, and the First PLACE! Program, which helps develop character education and leadership initiatives in Stone and Taney County schools and businesses.
Students with Disabilities–Americans with Disabilities Act of 1990 (ADA)

College of the Ozarks is committed to providing equal access to educational opportunities to a qualified student with physical or mental disabilities as intended by section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Section 504 states that “no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under” any program or activity that either receives Federal financial assistance or is conducted by any Executive agency or the United States Postal Service.

Agencies that provide Federal financial assistance also have section 504 regulations covering entities that receive Federal aid. Requirements common to these regulations include reasonable accommodation for employees with disabilities; program accessibility; effective communication with people who have hearing or vision disabilities; and accessible new construction and alterations.

A disability is defined by the ADA as a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.

Students interested in academic accommodations should contact the Dean of the College Office. Upon submission of the appropriate documentation, the staff in the dean's office will work with the student to determine appropriate and reasonable accommodations. Authorization to communicate accommodations to faculty must be given in writing at the beginning of each semester by the student. If a student is not satisfied with the accommodations being offered, he or she should request a meeting with the Dean of the College to discuss these concerns.

Students are responsible for providing documentation. Documentation must be prepared by a credentialed professional, and the assessment conducted when the student was 16 years of age or older. Assessment information must include:

- A diagnostic statement identifying a disability
- Assessment information: interview, intellectual testing, academic achievement levels, etc.
- Clinical summary indicating substantial limitations to learning or other major life activities
- Description of past accommodations
- Recommendations and rationale for accommodations

Granted accommodations are not effective retroactively. They will not cover academic activities assigned or completed before the student asked for and received accommodations.

Examples of commonly requested accommodations include:

- Preferential seating
- Alternative testing format, location, length of time for quizzes and exams
- Alternative format of textbooks
- Alternative methods of notetaking
- Use of Assistive Technology

All students are encouraged to take advantage of programs and courses offered to support academic success. The following learning resources are offered:

Career Center
Computer Science Lab
The Counseling Center
Engineering Tutoring
Foreign Language Lab
Lyons Memorial Library
Mathematics Assistance Center
The Writing Center
http://www.cfo.edu/Page/Academics/Resources/Learning-Resources.2391.html

Students interested in academic accommodation should contact the Dean of the College Office. Upon submission of appropriate documentation, the staff in the dean's office will work with the student to determine appropriate and reasonable accommodations. At the beginning of each semester students should visit the office in order to sign a form granting permission for the office to notify the student's professors of the agreed upon accommodations. If a student is not satisfied with the accommodations being offered, he or she should request a meeting with the Dean of the College to discuss these concerns.

The same process applies to requests for accommodation in the student’s work station and for general accessibility issues. For work station accommodation, contact the Dean of Work Education Office. For physical accessibility only, contact the Dean of Students Office.

Students with disabilities are also advised to take advantage of programs and courses offered to all students, for instance the Writing Center, math and science review sessions, counseling center, and use of word processing software with spelling and grammar checking.
Family Educational Rights and Privacy Act (FERPA)

College of the Ozarks complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. In accordance with this federal law, the institution has adopted policies and procedures governing the confidentiality of student educational records. No individual shall have access to, nor will the institution disclose any information from, a student’s educational record without the written consent of the student or as otherwise authorized by FERPA.

FERPA affords students certain rights with respect to the student’s education records. They are:

1. Annual notification.
2. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access.
3. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.
4. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-4605

6. College of the Ozarks has designated the following information as directory information and may disclose such information at its discretion:

   - Name
   - Current enrollment status, including full or part-time.
   - Address, Local, Permanent or e-mail.
   - Telephone number.
   - Date of birth.
   - Major Fields of Study.
   - Student's photographic or videotaped image.
   - Dates of attendance.
   - Academic classification by year (e.g. freshman).
   - Awards and Honors (e.g. Dean's list).
   - Degree conferred (including dates).
   - Past and present participation in officially recognized sports and activities.
   - Weight/Height of members of athletic teams.

Currently enrolled students may withhold disclosure of any or all of these types of information by contacting the Registrar's office, in writing, within 30 days from the first class day of any semester.

The written notification does not apply retroactively to previous releases of directory information, for example once the campus student directory is published, the information contained therein will remain. The request for nondisclosure will affect only the academic year within which it is requested. Note that directory information MAY be released; it is not required and the institution may choose not to release it. Students should understand that, by withholding directory information, some information considered important to students may not reach them. For additional information see www.cofo.edu/policies.asp.

Non Discrimination Policy and Procedure

College of the Ozarks subscribes to the Family Educational Rights and Privacy Act of 1974 and is committed to a policy of nondiscrimination on the basis of age, color, handicap, race, sex and national origin in all of its programs and offerings. On matters of employment, the College relies on its exemption from Title VII of the Civil Rights Act of 1964 and the Missouri Human Rights Act as a religious educational institution. Inquiries regarding nondiscrimination policies should be directed to the college compliance officer.

Students who wish to report discrimination of any kind should file a complaint with the Dean of Students and follow the Complaint Procedures set out in the Title IX Policy and Procedures (p. 6). The Dean of Students or a designee (the "Investigating Officer") will investigate the complaint following the Complaint Resolution Procedures set out in the College's Title IX Policy and Procedures (p. 17). A student may appeal the written report prepared by the Investigating Officer set forth in the Disciplinary Appeals Procedure (xi).
CONDUCT

Students at the College have agreed to follow the College's rules while they are a student, even if they do not personally agree with them. Students are expected to conduct themselves, both on and off campus as ambassadors of the College. Their conduct must reflect the academic, vocational, Christian, patriotic and cultural goals of the College.

Students must observe rules of courtesy, good manners and good conduct. Students must remove hats in classrooms, chapel, library and the dining hall and show respect for speakers at convocations and chapel services. Students must stand respectfully facing the flag, place their right hand over the heart and recognize the American flag during the national anthem and the Pledge of Allegiance. Students are responsible for the cleanliness and beauty of the campus. Students are expected to walk on sidewalks, put trash in the trash barrels, and keep the dining hall clean and attractive.

The College reserves the right at any time to refuse enrollment, deny a degree, or terminate attendance of a student whose conduct, attitude or appearance violates College rules and policies. If a student is expelled for violation of the College rules and policies, fees will not be refunded, and the College will bear no liability for such exclusion.

Each student is expected to familiarize themselves with the rules and policies contained in this student handbook. The consequences for violation of College rules and policies are set forth in the Disciplinary Policies and Procedures.

Social Media Conduct

The College of the Ozarks values the responsible use of social media outlets. Students are expected to act in accordance with the honor code and College policy when engaging in social media use. Any material considered to be illegal, inappropriate, threatening, harassing, or hateful is unacceptable and may warrant disciplinary action. Social media communication may be used to benefit our campus community, and students are expected to uphold the highest moral standard when utilizing this means of communication.

Disciplinary Policies and Procedures

Introduction

The purpose of discipline is to help students learn to cooperate with rules and regulations and to take responsibility for their actions. The Dean of Students has considerable discretion in dealing with disciplinary matters. The Dean of Students will investigate reports of misconduct or violation of campus rules or policies. In the event that the Dean of Students is not available for addressing disciplinary matters, the Dean of Character Education or other individual appointed by the President of the College will address the issues. A violation will be categorized as follows:

1. Infringement,
2. Infraction, or
3. Major violation.

Disciplinary Procedures

The Dean of Students will investigate any alleged violation of the College's rules and policies, including the College's Title IX policy and procedures. If it is determined that a violation has occurred, the Dean of Students will determine the seriousness of the charges (infringement, infraction, or major violation). If the alleged conduct is an infringement, infraction or major violation, the Dean of Students will conduct a hearing to determine if a violation has occurred. If a violation has occurred, the Dean of Students will determine the appropriate consequences. Penalties include official warning, temporary restrictions, housing status review, counseling, fines, administrative reprimand, disciplinary probation, disciplinary suspension, or disciplinary dismissal, which are defined in this policy. The student may appeal the Dean of Student's decision to the Campus Disciplinary Board by following the appeals process.

Infringement

Examples of a rule or policy violation constituting an infringement include, but are not limited to the following:

1. Violation of the College's campus closing hour policy
2. Littering
3. Violation of the College's appearance policy
4. Failure to observe policies on display of alcohol or drug advertisements
5. Minor inappropriate conduct in the dining hall, residence halls, chapel, or anywhere on campus
6. Failure to observe residence hall rules
7. Repeated failure to observe vehicle regulations on campus
8. Excessive public display of affection (PDA)
9. Smoking on campus
10. Any other conduct determined by the Dean of Students to constitute an infringement

Punishment for commission of an infringement includes, but is not limited to official warnings, temporary restrictions, housing status review, counseling, fines, or administrative reprimand.
Infraction

Examples of a rule or policy violation constituting an infraction include, but are not limited to the following:

1. Disorderly conduct
2. Disruption of classes/college activities
3. Insubordination or failure to cooperate with a hall director, RA, administrator, faculty or staff member (such as Security or dining hall worker)
4. Display of obscene, vulgar or sexually exploitative material (including online or telecommunication methods)
5. Possession or use of firearms, fireworks, explosives, flammable liquids/materials and weapons on campus
6. Tampering with fire extinguishers
7. Falsifying chapel or convocation attendance
8. Profanity, vulgar speech and gestures, or swearing
9. Dishonest use of an ID card, including using another person's ID or lending one's ID card to someone else
10. Financial irresponsibility (such as writing bad checks)
11. Unauthorized use of campus long distance telephone codes
12. Direct or indirect sharing of computer password
13. Numerous or repeated infringements
14. Any other conduct determined by the Dean of Students to constitute an infraction

Punishment for commission of an infraction includes, but is not limited to housing status review, counseling, administrative reprimand, disciplinary probation, and disciplinary suspension.

Major Violation

Examples of a rule or policy violation constituting a major violation include, but are not limited to the following:

1. College of the Ozarks expects and demands high standards of intellectual honesty from its students. These high standards demand that dishonest work be rejected and that those students engaging in such work bear the consequences, which may include zero credit on assignments, failing course grades, and/or expulsion from the College. The Dean of the College will review all academic dishonesty cases to determine if a violation has occurred and will determine appropriate punishment if warranted.
   a. Cheating on quizzes, tests, examinations, or other graded exercises is (1) borrowing someone's answers, (2) providing answers for other students, (3) using unauthorized material during the exercises, or (4) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.
   b. Plagiarism, or academic theft, is presenting the words or ideas of someone else as one's own in an assignment without giving them due credit as the originator of those words or ideas. A student is guilty of plagiarism if he or she submits as his or her own work a written or spoken assignment that contains words or ideas copied from another person's book, article, manuscript, notes, Internet site, calculations, translations, computer programs, or any other source. Obviously, turning in another student's assignment or a paper totally taken from someone else's work is plagiarism. But it is also plagiarism to reword or summarize the words or ideas of another author and present them as part of one's assignment unless one gives the author credit. Plagiarism occurs when a student uses a sequence of words or ideas without having digested, integrated, and reorganized the author's words in his or her own mind and without acknowledgment in the assignment.
   c. Similarly, a student is an accomplice in plagiarism and equally guilty (1) if he allows his own words in outline or finished form to be copied and submitted as the work of another; (2) if he prepares an assignment for another student and allows it to be submitted as that other student's work; or (3) if he keeps or contributes to a file of papers, speeches, tests, lab work, or other assignments with the clear intent that they be copied and submitted as the work of anyone other than the author. Students should keep paper and electronic copies of all their notes and all their drafts of assignments to help prove their authorship in case questions of plagiarism should arise.
2. Forgery, alteration, or misuse of any College document, record, or instrument of identification
3. Violation of the College's Zero Tolerance Alcohol & Drug Policy
4. Violation of the College's Lifestyle/Sexuality Policy
5. Violation of the College's Title IX Policy
6. Violation of the College's Non Discrimination Policy
7. Violation of the College's Computer Use Policy
8. Violation of the Residence Hall Internet Access Policy
9. Violation of the College's Residence Hall Policy
10. Stealing or maliciously damaging property of the College or another individual
11. Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry to or use of College premises. The unauthorized entry into offices, private areas of campus, including breaking into vending machines, as well as offices and buildings, is strictly prohibited. Students are not allowed in a building or an outside location after hours without authorization. Students are not allowed to be in areas that are normally off limits to students unless authorized by a work supervisor, including but not limited to steam tunnels, rooftops, maintenance rooms, and water treatment/pump house areas.
12. Derogatory racial speech or acts toward anyone
13. Setting off a false fire alarm
14. Hazing, physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person
15. Charges of violation of a law. Proceedings under this student code may be carried out prior to, simultaneously with, or following civil or criminal off campus proceedings (includes DWI but not parking violations).
16. Use of a campus long distance code for a long distance call without approval. Violation will result in a minimum fine of $50.00 and minimum disciplinary probation for one year.
17. Numerous or repeated infractions
18. Noncompliance with punishment for infractions
19. Failure to submit to requested drug test
20. Failure to show appropriate respect to the United States flag
21. Any other conduct determined by the Dean of Students to constitute a major violation

Punishment for commission of a major violation includes, but is not limited to administrative reprimand, disciplinary probation, disciplinary suspension, or disciplinary dismissal.

Disciplinary Actions

The action for a specific incident may include one or more of the consequences listed, or different consequences may be devised for a particular situation. Previous disciplinary problems may affect the level of action. Multiple conduct issues occurring simultaneously or any violation that has occurred on more than one occasion may conclude with more severe disciplinary ramifications.

Definitions

Official Warning

A verbal warning is given.

Temporary Restrictions

For a set period of time a student is prohibited from campus facilities such as the Fieldhouse or a specific residence hall.

Housing Status Review

A student may be required to vacate campus housing.

Counseling

A student may be required to meet for a specific number of times with the Campus Pastor or a specified counselor.

Fines

Fines may be assessed for a number of rule or policy violations.

Administrative Reprimand

An administrative reprimand is a letter to the student from the Dean of Students citing the problem behavior. A copy of the letter is placed in the student's file in the Dean of Students office. This letter would be used in any further disciplinary action taken against this student.

Disciplinary Probation

Probation means that the individual's standing as a student is in serious jeopardy. Restrictions ranging from the remainder of the semester to a full year will be imposed. A student placed on probation will not be allowed to represent the College in any activity.

Disciplinary Suspension

The student is separated from the College for a designated minimum period of time and may not be on campus during the period of suspension. Specific requirements may be placed on the student's return. In some instances, medical clearance from a licensed provider (psychologist, medical, etc.) may be necessary for some students wishing to reapply to the College. The College reserves the right to require a psychological or other professional evaluation with the reapplication process. Action of the Admissions office will be required for readmission.

Disciplinary Expulsion

A student who is expelled from the College because of a discipline matter is not eligible for return to the institution.
Appeals Procedure

Suspensions for academic, work, finances, or chapel/convocation violations are appealed to the dean responsible for that area and their decision is not appealable. A student may appeal a suspension or disciplinary dismissal. The following procedures apply if the matter is appealed:

Disciplinary Appeals Procedures
1. A student wishing to appeal a punishment determined by the Dean of Students may write a letter of appeal addressed to the Campus Disciplinary Board. The letter must provide a detailed statement of the complaint, including corrective actions if any, and a detailed statement of the basis for the appeal, including the specific facts, circumstances, and argument in support of it. The letter is submitted to the Dean of Character Education. Letters of appeal must be legible and must be submitted the next school day following notification of the action by the Dean of Students or his designee.
2. The Campus Disciplinary Board is appointed by the President of the College. The Board will meet in a timely manner, review the case, and conduct a hearing. At the hearing, the student will appear before the Board and will explain the situation and present any other appropriate evidence. The Board may call additional witnesses as it deems necessary to investigate the appeal. Depending upon the circumstances, the Board may need to meet a number of times to reach a decision.
3. The Campus Disciplinary Board, after considering the totality of the evidence, will make a decision based on the preponderance of the evidence and will make one of the following recommendations to the Dean of Character Education:
   a. Recommend that the case does not need further review. With this recommendation, the case is completed and sanctions of the Dean of Students are upheld.
   b. Recommend that the case should be reviewed further by the Dean of Character Education.
4. If the Campus Disciplinary Board recommends the case be reviewed by the Dean of Character Education, the Dean of Character Education will review the case and decide, based on the totality of the evidence, whether it is more likely than not that the punishment is appropriate. The Dean of Character Education may decide to uphold, modify, reduce, or strengthen the sanctions of the Dean of Students.

During the appeal process, the Dean of Students will determine if a student may continue working, attending class, and/or living in the residence halls until the appeals process is completed. In the event that the Dean of Students is not available for disciplinary hearings, the Dean of Character Education may address disciplinary issues. Should those decisions be appealed, the President will appoint a proxy for the Dean of Character Education during the appeals process.

Probation
The College expects students to remain in good standing in all areas relating to the College. Students who are not in good standing may be placed on one or more of the following: academic probation, chapel/convocation probation, disciplinary probation, work probation, or financial probation. Any student who is on probation cannot represent the College during the period in which the student is on probation. This includes, but is not limited to, competing in athletic events, performing in musical concerts, attending extra-curricular off-campus trips, or representing campus organizations. Students choosing to appeal a probation or suspension decision need to address their appeal to the following individuals:

- Academic Probation: Dean of the College
- Chapel/Convocation Probation: Dean of Students
- Disciplinary Probation: Dean of Students
- Work Probation: Dean of Work Education
- Financial Probation: VP for Vocational Programs and Chief Financial Officer

With the exception of disciplinary probation/suspension, the Dean's decision is final and is unable to be appealed.

Enrollment Review
Attendance at the College is a privilege and not a right. College students are expected to uphold the standards of the College in all areas of their lives including academic, work, and behavioral expectations. On the rare occasions when students do not fulfill these expectations, the student may be required to appear before the Enrollment Review Committee.

The Enrollment Review Committee is appointed by the President and chaired by the Dean of Character Education. The Committee will review the student's continued enrollment at the College. A student may be required to meet with the committee when he/she is placed on multiple probations (any combination of academic, work, disciplinary, or chapel/convocation probations), behave in a manner that calls his/her character into question, or causes any College employee to recommend a student to the committee. While the committee meeting may occur at any time during the semester, students who have their enrollment revoked may be able to complete the remainder of the semester.
Reapplication to the College

Students who leave the College of the Ozarks due to disciplinary or other kind of suspension may be eligible to reapply for admission to the College. Students who are expelled because of a disciplinary matter are not eligible to reapply. Students who are eligible to reapply are not guaranteed admission to the College.

Medical Leave of Absence Policy

Medical Leave

Medical Leave Of Absence ("MLOA") is a category of non-academic leave for students who are temporarily unable to continue their studies or participate in the work program due to a medical or psychological condition. Students on a MLOA are regarded as having permanently withdrawn from the College and need to apply for readmission through the Admissions Office. As part of the readmission process described in this policy, the student must be approved for fitness to return to full-time course work of at least twelve (12) hours and participation in the Work Education Program of fifteen (15) hours per week.

A MLOA may be initiated at the request of a student or it may be required by the College if the College determines that a student’s medical condition, behavior, or emotional or psychological condition compromises minimal standards of academic and work performance and/or college life.

Medical Leave of Absence Requested by a Student

A student may apply for a MLOA by providing a written Request for Medical Leave that is completed by a student or his/her representative. The completed MLOA application along with appropriate documentation from a physician, mental health provider or other qualified caregiver who is not a family member must be submitted to the Clinic Administrator. The student must also sign an Authorization for the Use and Disclosure of Protected Health Information to allow the College to speak to the student's health care providers. The application and supporting information will be reviewed to determine if the leave should be granted.

If a MLOA is granted, the Clinic Administrator will notify the student in writing of the determination along with the Dean of the College, the Dean of Students, the Dean of Work Education, the Dean of Admissions, the Registrar, the Director of Financial Aid and the Business Office. The Registrar will inform the student of the status of current coursework and withdrawal from the College. It is the responsibility of the student to contact the Financial Aid Office and the Business Office to discuss the implications of the MLOA on his/her financial aid and on his/her student account.

A MLOA must be initiated within three weeks of the student's last date of class attendance. A MLOA will not be approved retroactively. A student must complete all necessary paperwork, on or before the final day of classes to obtain a MLOA for the current semester. Any request submitted after the final day of classes will be considered for the following semester. The student may not register for classes while on a MLOA. The granting of a MLOA does not guarantee that the student will be allowed to return to the College.

MLOA Reapplication and Reenrollment

Students returning from a MLOA must provide the Clinic Administrator with a detailed summary of the treatment the student received during the MLOA. If the student is under the care of more than one health care provider, a letter from each and all providers is required. The provider may not be a family member. The health information that is provided must contain the following information: (1) a diagnosis; (2) medications, dosages, length of time on each medication, length of time the student has been stable on the current dosage of each medication; (3) confirmation of the student’s successful completion of coursework, internships or employment (if applicable); (4) the basis for the health care provider's recommendation that the student is ready to return to the College. The student must sign and date an Authorization for the Use and Disclosure of Protected Health Information Form to allow the College to speak to the student's health care providers. The student will also be required to sign an authorization that permits consultation within the College as to the student’s fitness to return.

The Clinic Administrator will evaluate the information provided by the student and make a determination whether the student is medically able to return to the College. If the College feels that the information provided by the student is inadequate, it reserves the right to obtain a second opinion at its expense. Re-enrollment is based on the student’s readiness to manage a full-time course load of at least 12 hours and participate in the Work Education Program by working 15 hours per week. The Dean of Admissions office will notify the student in writing of its’ determination considering the following: (1) health care provider's evaluation and recommendation; (2) the student’s demonstrated ability to engage in productive and realistic academic planning; (3) the student's personal statement included on the re-enrollment application; (4) the student's interview; (5) any coursework completed or employment during the MLOA; and (6) any other factors the College deems relevant for the student's particular circumstances.
Medical Leave of Absence Initiated by the College

A MLOA may be initiated by the College when a student’s behavior or emotional or psychological condition compromises minimal standards of academic or work performance and/or college life. Examples of situations where the College may initiate a MLOA include, but not limited to:

- Students deemed to be a danger to themselves or others.
- Students whose behavior is severely disruptive to others.
- Students who do not comply with assessment or treatment required by the College.
- Students whose condition requires specialized services beyond those available at the College.

A student placed on an involuntary MLOA may appeal the College's decision by following the Student Appeals Procedures set out in the Student Handbook.

Students placed on a MLOA by the College will follow the same steps for reapplication/re-enrollment. The granting of a MLOA does not guarantee that the student will be allowed to return to the College. Students on MLOA will not be charged for work hours after the official withdrawal date, but are responsible for required work hours prior to that date.

Zero Tolerance Alcohol & Drug Policy

In order to promote its fundamental mission, a student at the College agrees to follow the College's Zero Tolerance Policy which prohibits the illegal sale, use, purchase, possession, distribution, manufacture, or dispensation of drugs, controlled substances, or drug paraphernalia and prohibits the sale, use, purchase, possession, distribution, manufacture, or dispensation of alcohol by any student, regardless of age. These prohibitions apply to actions both on and off College property or at any College sanctioned event.

Violation of the Zero Tolerance Policy will be considered a major violation of Disciplinary Procedures which may lead to dismissal. The display of any advertising for illegal drugs, illegal controlled substances, drug paraphernalia, or alcoholic beverages, including containers, is not allowed at the College. This includes, but is not limited to clothing, signs, lamps, posters, and vehicles on campus.

Local, state and federal laws prohibit the illegal sale, use, purchase, possession, distribution, manufacture, or dispensation of drugs, controlled substances, or alcohol. Criminal penalties for violating these laws range from fines to imprisonment for terms up to and including life in prison. In addition to any punishment imposed by the College, any student suspected of violating any federal, state, or local law proscribing the sale, use, purchase, possession, distribution, manufacture, or dispensation of drugs, controlled substances, or alcohol will be referred to the appropriate law enforcement agency.

The College's campus is located in a state where the sale, use, purchase, possession, distribution, manufacture, or dispensation of cannabis (marijuana) has been decriminalized by state law when used for medical purposes with a valid physician's certification. However, cannabis remains a controlled substance whose sale, use, purchase, possession, distribution, manufacture, or dispensation is prohibited by and illegal under the federal Controlled Substances Act. Therefore, students at the College remain subject to Disciplinary Procedures under the Zero Tolerance Policy for the sale, use, purchase, possession, distribution, manufacture, or dispensation of cannabis, even with a physician's certification.

The College reserves the right to require a drug or alcohol test from a student where there is a reasonable suspicion that the Zero Tolerance Policy has been violated. Failure to submit to a drug or alcohol test will result in dismissal from the College. (See Disciplinary Policies and Procedures.)

Health Risks

Specific serious health risks are associated with the use of illegal drugs and alcohol. Medical studies indicate that users of illegal drugs or alcohol can suffer from a wide range of medical and psychological problems. Those problems can be as mild as depression or as severe as permanent brain damage or death. At the very least, use may result in poor academic performance, as shown by poor study habits, lack of concentration, and loss of self-esteem. Additional information on the health risk associated with the use of illicit or illegal drugs or alcohol is available through the McDonald Health Center.

Students with personal drug or alcohol dependence problems are encouraged to request help through their personal physician. In addition, other resources are available. Several self-help groups hold meetings throughout the area, including Alcoholics Anonymous, Narcotics Anonymous, and Al-Anon. Individuals can contact the National Clearinghouse for Drug and Alcohol Information (800-729-6686), which is operated by the U.S. Department of Health and Human Services and staffed 24 hours a day, 7 days a week; specialists provide information and referrals.

Smoke-Free Policy

Smoking is prohibited at all times and at all locations on the College of the Ozarks property, including all facilities, College-owned vehicles, and grounds. The use of electronic smoking substitutes, including e-cigarettes and vapor producing devices is also prohibited. This policy applies to all faculty, staff, students, visitors, and contractors.
Lifestyle/Sexuality Policy

College of the Ozarks is guided by a long-standing traditional, biblical worldview which reflects the understanding that human sexuality is a gift from God, and that: sex assigned at birth is a person's God-given, objective gender, whether or not it differs from their internal sense of “gender identity” (Genesis 1:27; Leviticus 18:22; Matthew 19:4; Romans 1:26-27; 1 Corinthians 6:9-10); sexual relations are for the purpose of the procreation of human life and the uniting and strengthening of the marital bond in self-giving love, purposes that are to be achieved solely through heterosexual relationships in marriage (Genesis 1:28; 2:24; Exodus 20:14; Proverbs 5:15-23; Matthew 19:5; 1 Corinthians 6:12-20, 7:2-5; 1 Thessalonians 4:3).

Misuses of God’s gift of human sexuality will be understood to include, but not be limited to gender expression inconsistent with sex assigned at birth (transgender), gender transition, sexual abuse, sexual harassment, sexual assault, heterosexual misconduct, homosexual conduct, or possession of pornographic materials. In addition, the College considers indiscreet public display of affection as inappropriate behavior.

Employees and students at College of the Ozarks are expected to conduct themselves at all times in accordance with the highest standards of Christian morality. It is particularly important to the College that high standards of sexual morality be observed among its employees and students.

Toward this end, the College may subject to disciplinary action any employee or student who engages in or encourages:

1. Gender expression inconsistent with sex assigned at birth;
2. Gender transition;
3. Sexual relations with a person other than his/her spouse;
4. Sexual relations with a person of the same sex;
5. Touching, caressing, and other physical conduct of a sexual nature with a person of the same sex;
6. Touching, caressing, and other physical conduct of a sexual nature with a person of the opposite sex that is inappropriate to the time and place in which it occurs.

Disciplinary action may include disciplinary dismissal.

College of the Ozarks Student Grievance Policy

The College of the Ozarks is committed to providing a safe and healthy environment for the campus community. The College values an engaged environment where students are able to contribute to their overall educational experience by discussing concerns in a timely and professional manner. Students are welcome to engage the appropriate College officials, as necessary, to resolve student complaints. The College will address these student complaints in a timely and appropriate manner. Students may resolve complaints on an informal level or submit a written grievance.

Informal Resolution Procedure

Students are encouraged to discuss concerns with the appropriate faculty or staff member to resolve matters informally. Informal resolutions are initiated by the student with the person(s) involved and/or the direct supervisor of the person(s) involved. Students who are not satisfied with the informal resolution procedure may submit a formal written grievance.

Written Grievance Procedure

Formal grievance concerns must be in writing and include all the appropriate documentation needed to review the complaint. Written student grievance complaints should be submitted to the Dean of Students. Grievance complaints will be reviewed, and the student will be contacted within ten (10) business days to verify receipt of the written complaint. Additional information may be requested by the College official at this time in order to ensure the necessary information is obtained to review the complaint.

The formal grievance process may include a meeting to discuss the student’s concern. A final determination regarding the student’s grievance will be addressed within thirty (30) days of the submitted receipt of the formal complaint. The College may provide a written notification of the determination. The decision made by the Dean of Students or designee is final and not subject to further appeal.

The grievance policy does not apply to complaints that are addressed by other College policies such as:

- Students who wish to report sexual misconduct, discrimination, and/or harassment of any kind should file a complaint with the Dean of Students. Please refer to the Title IX Policy and Procedures of the Student Handbook.

Accommodation requests involving academics, work station, and/or physical accessibility are outlined under the Students with Disabilities section of the Student Handbook.
Sexual Harassment Policy

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I. Policy Statement

Consistent with the College’s Non-Discrimination Notice and the U.S. Department of Education’s implementing regulations for Title IX of the Education Amendments of 1972 (“Title IX”) (see 34 C.F.R. § 106 et seq.), College of the Ozarks (the “College”) prohibits Sexual Harassment that occurs within its education programs and activities.

As further defined herein, Sexual Harassment includes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking.

Administrators, faculty member, staff, students, contractors, guests, and other members of the College community who commit Sexual Harassment are subject to the full range of College discipline including verbal reprimand; written reprimand; mandatory training, coaching, or counseling; mandatory monitoring; partial or full probation; partial or full suspension; fines; permanent separation from the institution (i.e., termination or dismissal); physical restriction from College property; cancellation of contracts; and any combination of the same.

The College will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the College’s education programs and activities.

II. Scope

This policy applies to Sexual Harassment that occurs within the College’s Education Programs and Activities and that is committed by an administrator, faculty member, staff, student, contractor, guest, or other member of the College community.

This policy does not apply to Sexual Harassment that occurs off-campus, in a private setting, and outside the scope of the College’s Education Programs and Activities; such Sexual Misconduct may be prohibited by the Student Code of Conduct if committed by a student, the Faculty Handbook if committed by a faculty member, or other College policies and standards if committed by an employee.

Consistent with the U.S. Department of Education’s implementing regulations for Title IX, this policy does not apply to Sexual Harassment that occurs outside the geographic boundaries of the United States, even if the Sexual Harassment occurs in the College’s Education Programs and Activities, such as a study abroad program. Sexual Harassment that occurs outside the geographic boundaries of the United States is governed by the Student Code of Conduct if committed by a student, the Faculty Handbook if committed by a faculty member, or other College policies and standards if committed by an employee.
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III. Definitions

A. “Sexual Harassment” is conduct on the basis of sex that constitutes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, or Stalking.

B. “Quid Pro Quo Sexual Harassment” is an employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual’s participation in unwelcome sexual contact.

C. “Hostile Environment Sexual Harassment” is unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person access to the College’s education programs and activities.

In determining whether Hostile Environment Sexual Harassment exists, the College will consider the totality of circumstances, including factors such as the actual impact the conduct has had on the Complainant; the nature and severity of the conduct at issue; the frequency and duration of the conduct; the relationship between the parties (including accounting for whether one individual has power or authority over the other); the respective ages of the parties; the context in which the conduct occurred; and the number of persons affected. A person’s adverse subjective reaction to conduct is not sufficient, in and of itself, to establish the existence of a hostile environment.

Hostile Environment Sexual Harassment may include, but is not limited to:

1. Unwelcome efforts to develop a romantic or sexual relationship;
2. Unwelcome commentary about an individual’s body or sexual activities;
3. Threatening to engage in the commission of an unwelcome sexual act with another person;
4. Engaging in indecent exposure; voyeurism, or other invasion of personal privacy;
5. Unwelcome physical touching or closeness that does not rise to the level of Sexual Assault; and

D. “Sexual Assault” includes the sex offenses of Rape, Sodomy, Sexual Assault with an Object, Fondling, Incest, and Statutory Rape.

1. “Rape” is the carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. There is “carnal
knowledge” if there is the slightest penetration of the vagina or penis by the sex organ of the other person. Attempted Rape is included.

2. “Sodomy” is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

3. “Sexual Assault with an Object” is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. An “object” or “instrument” is anything used by the offender other than the offender’s genitalia.

4. “Fondling” is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

5. “Incest” is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Missouri law.

6. “Statutory Rape” is sexual intercourse with a person who is under the statutory age of consent as defined by Missouri law.

E. “Domestic Violence” is felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Missouri, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of Missouri.

F. “Dating Violence” is violence committed by a person –

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2. Where the existence of such a relationship will be determined based on a consideration of the following factors:

   • The length of the relationship;
• The type of relationship; and

• The frequency of interaction between the persons involved in the relationship.

G. “Stalking” is engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

• Fear for their safety or the safety of others; or

• Suffer substantial emotional distress.

H. “Consent” refers to words or actions that a reasonable person in the perspective of the Respondent would understand as agreement to engage in the sexual conduct at issue. A person who is Incapacitated is not capable of giving Consent. Consent must be given voluntarily. It cannot be procured through physical violence, threats, blackmail, or other unreasonable pressure for sexual activity. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Previous relationships or prior consent do not imply consent to future sexual acts. In order to give effective consent, a person must be of legal age.

I. “Incapacitated” refers to the state where a person does not appreciate the nature or fact of sexual activity due to the effect of drugs or alcohol consumption, medical condition or disability, or due to a state of unconsciousness or sleep. In other words, the person is unable to understand the “who, what, when, where, why, and how” of their sexual interaction and, as a result, cannot give effective consent. Incapacitation is something beyond mere drunkenness or intoxication. No single factor is determinative of incapacitation. Incapacitation can only be found when the Respondent knew or should have known that the Complainant was incapacitated when viewed from the position of a sober, reasonable person.

J. “Retaliation” is intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX and its implementing regulations or because an individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy.

K. “Complainant” means an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment.

L. “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

M. “Formal Complaint” means a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent
and requesting that the College investigate the allegation of Sexual Harassment in accordance with this policy. At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in the College’s education programs and activities. A “document filed by a Complainant” means a document or electronic submission (such as an email) that contains the Complainant’s physical or electronic signature or otherwise indicates that the Complainant is the person filing the Complaint.

N. “Supportive Measures” are non-disciplinary, non-punitive individualized services offered, as appropriate, and reasonably available, and without fee or charge, that are designed to restore or preserve equal access to the College’s Education Programs and Activities without unreasonably burdening another party, including measures designed to protect the safety of all parties implicated by a report or the College’s education environment, or to deter Sexual Harassment. Supportive measures may include: counseling, extensions of academic or other deadlines, course-related adjustments, modifications to work or class schedules, campus escort services, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of campus, and other similar measures. Supportive Measures may also include mutual restrictions on contact between the parties implicated by a report.

O. “Education Programs and Activities” refers to all the operations of the College, including, but not limited to, in-person and online educational instruction, employment, research activities, extracurricular activities, athletics, residence life, dining services, performances, and community engagement and outreach programs. The term applies to all activity that occurs on campus or on other property owned or occupied by the College. It also includes off-campus locations, events, or circumstances over which the College exercises substantial control over the Respondent and the context in which the Sexual Harassment occurs, including Sexual Harassment occurring in any building owned or controlled by a student organization that is officially recognized by the College.

IV. Reporting Sexual Harassment

Any person may report Sexual Harassment to the Title IX Coordinator. Reports may be made in person, by regular mail, telephone, electronic mail, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. In-person reports must be made during normal business hours, but reports can be made by regular mail, telephone, or electronic mail at any time, including outside normal business hours.

The name and contact information for the Title IX Coordinator is:
Weston T. Wiebe  
Chief Operating Officer and Title IX Coordinator  
c/o Business Office  
P.O. Box 17  
Point Lookout, MO 65726  
417-334-6411  
wwiebe@cofo.edu  

In addition to reporting to the Title IX Coordinator, any person may report Sexual Harassment to any College employee who must promptly forward such report of Sexual Harassment to the Title IX Coordinator.

A person may also file a complaint of sexual harassment with the United States Department of Education’s Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or by calling 1-800-421-3481.

The sole exceptions to the mandatory reporting requirement for employees are the Vice President of Christian Ministries, the College Counselor, and the Campus Nurse (“Confidential Resources”) who are not mandatory reporters and who are available to have confidential conversations with students.

The contact information for Confidential Resources is:

Justin Carswell  
Vice President for Christian Ministries  
c/o Christian Ministries  
P.O. Box 17  
Point Lookout, MO 65726  
417-690-3446  
carswell@cofo.edu  

Pat McLean  
Counselor  
c/o Counseling Department  
P.O. Box 17  
Point Lookout, MO 65726  
417-690-3441  
mclean@cofo.edu  

Lori Vanderpool  
Campus Nurse  
c/o Armstrong McDonald Clinic  
P.O. Box 17  
Point Lookout, MO 65726  
417-690-2582  
vanderpool@cofo.edu
V. Special Advice for Individuals Reporting Sexual Assault, Domestic Violence, Dating Violence, or Stalking

If you believe you are the victim of Sexual Assault, Domestic Violence, or Dating Violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. For those who believe that they are victims of Sexual Assault, Domestic Violence, or Dating Violence, the College recommends the following:

- Get to a safe place as soon as possible.
- Try to preserve all physical evidence of the crime—avoid bathing, using the toilet, rinsing one’s mouth or changing clothes. If it is necessary, put all clothing that was worn at the time of the incident in a paper bag, not a plastic one.
- Do not launder or discard bedding where the assault occurred- preserve for law enforcement
- Preserve all forms of electronic communication that occurred before, during, or after the assault
- Contact law enforcement by calling 911.
- Get medical attention - all medical injuries are not immediately apparent. This is also necessary to collect evidence in case the individual decides to press charges. Local hospitals have evidence collection kits necessary for criminal prosecution should the victim wish to pursue charges. Take a full change of clothing, including shoes, for use after a medical examination.
- Contact a trusted person, such as a friend or family member for support.
- Talk with a professional licensed counselor, Dean of Christian Ministries, the College Counselor, the Campus Nurse, or resident health care provider who can help explain options, give information, and provide emotional support.
- Make a report to the Title IX Coordinator.
- Explore this policy and avenues for resolution under this policy.

It is also important to take steps to preserve evidence in cases of Stalking, to the extent such evidence exists. Such evidence is more likely to be in the form of letters, emails, text messages, etc. rather than evidence of physical contact and violence. This type of non-physical evidence will also be useful in all types of Sexual Harassment investigations.

Once a report of Sexual Assault, Domestic Violence, Dating Violence, or Stalking is made, the victim has several options such as, but not limited to:

- obtaining Supportive Measures
- contacting parents or a relative
- seeking legal advice
- seeking personal counseling (always recommended)
- pursuing legal action against the perpetrator
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• Explore this policy and avenues for resolution under this policy.

It is also important to take steps to preserve evidence in cases of Stalking, to the extent such evidence exists. Such evidence is more likely to be in the form of letters, emails, text messages, etc. rather than evidence of physical contact and violence. This type of non-physical evidence will also be useful in all types of Sexual Harassment investigations.

Once a report of Sexual Assault, Domestic Violence, Dating Violence, or Stalking is made, the victim has several options such as, but not limited to:

● obtaining Supportive Measures
● contacting parents or a relative
● seeking legal advice
● seeking personal counseling (always recommended)
● pursuing legal action against the perpetrator
● filing a Formal Complaint
● requesting that no further action be taken

VI. Preliminary Assessment

Upon receipt of a report made pursuant to Section IV, the Title IX Coordinator will conduct a preliminary assessment to determine:

• Whether the conduct, as reported, falls or could fall within the scope of the policy specified in Section II; and
• Whether the conduct, as reported, constitutes or could constitute Sexual Harassment.

If the Title IX Coordinator determines that the conduct reported could not fall within the scope of the policy, and/or could not constitute Sexual Harassment, even if investigated, the Title IX Coordinator will close the matter and may notify the reporting party if doing so is consistent with the Family Educational Rights and Privacy Act (“FERPA”). The Title IX Coordinator may refer the report to other College offices, as appropriate, for resolution under other applicable policies and standards.

If the Title IX Coordinator determines that the conduct reported could fall within the scope of the policy, and/or could constitute Sexual Harassment, if investigated, the Title IX Coordinator will proceed to contact the Complainant as specified in Section VII.

As part of the preliminary assessment, the Title IX Coordinator may take investigative steps to determine the identity of the Complainant, if such identity is not apparent from the report.

VII. Contacting The Complainant

If a report is not closed as a result of the preliminary assessment specified in Section VI and the Complainant’s identity is known, the Title IX Coordinator will promptly contact the Complainant to discuss the availability of Supportive Measures specified in Section VIII; to discuss and consider the Complainant’s wishes with respect to such Supportive Measures; to inform the Complainant of the availability of such Supportive Measures with or without filing a Formal Complaint; and to explain the process for filing and pursuing a Formal Complaint.

VIII. Supportive Measures

If a report is not closed as a result of the preliminary assessment specified in Section VI, the College will offer and make available Supportive Measures to the Complainant regardless of whether the Complainant elects to file a Formal Complaint.

Contemporaneously with the Respondent being notified of a Formal Complaint specified in Section XIII, the Title IX Coordinator will notify the Respondent of the
availability of Supportive Measures for the Respondent, and the College will offer and make available Supportive Measures to the Respondent in the same manner in which it offers and makes them available to the Complainant. The College will also offer and make available Supportive Measures to the Respondent prior to the Respondent being notified of a Formal Complaint, if the Respondent requests such measures.

The College will maintain the pity of Supportive Measures provided to either a Complainant or Respondent, to the extent that maintaining such confidentiality does not impair the College’s ability to provide the Supportive Measures in question.

IX. Interim Removal

At any time after receiving a report of Sexual Harassment, the Title IX Coordinator may remove a student Respondent from the College’s education programs and activities on a temporary basis if an individualized safety and risk analysis determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment justifies removal. In the event the Title IX Coordinator imposes an interim removal, the Title IX Coordinator must offer to meet with the Respondent within twenty-four hours and provide the Respondent an opportunity to challenge the interim removal.

In the case of a Respondent who is a non-student employee (administrator, faculty, or staff), and in its discretion, the College may place the Respondent on administrative leave at any time after receiving a report of Sexual Harassment, including during the pendency of the investigation and adjudication process specified in Sections XIV and XVI.

For all other Respondents, including independent contractors and guests, the College retains broad discretion to prohibit such persons from entering onto its campus and other properties at any time, and for any reason, whether after receiving a report of Sexual Harassment or otherwise.

Where the conduct referenced in a report of Sexual Harassment could constitute a violation of some other applicable policy or standard, irrespective of whether it constitutes Sexual Harassment, this Section IX shall in no way constrain the College’s ability to take interim measures under other applicable policies or standards, including the Student Code of Conduct if committed by a student, the Faculty Handbook if committed by a faculty member, or other College policies and standards if committed by an employee.

X. Formal Complaint

A Complainant may file a Formal Complaint with the Title IX Coordinator requesting that the College investigate and adjudicate a report of Sexual Harassment in accordance with the provisions of Sections XIV and XVI. Provided, however, that at the time the Complainant submits a Formal Complaint, the Complainant must be participating in, or attempting to participate in, one or more of the College’s education programs or activities.
A Complainant may file a Formal Complaint with the Title IX Coordinator in person, by regular mail, or by email using the contact information specified in Section IV above.

No person may submit a Formal Complaint on the Complainant’s behalf.

In any case, including a case where a Complainant elects not to file a Formal Complaint, the Title IX Coordinator may file a Formal Complaint on behalf of the College if doing so is not clearly unreasonable.

If the Complainant or the Title IX Coordinator files a Formal Complaint, then the College will commence an investigation as specified in Section XIV and proceed to adjudicate the matter as specified in Section XVI.

In a case where the Title IX Coordinator files a Formal Complaint, the Title IX Coordinator will not act as a Complainant or otherwise as a party for purposes of the investigation and adjudication processes specified in Sections XIV and XVI.

XI. Consolidation of Formal Complaints

The College may consolidate Formal Complaints as to allegations of Sexual Harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of Sexual Harassment arise out of the same facts or circumstances. Where the investigation and adjudication process involve more than one Complainant or more than one Respondent, references in this policy to the singular “party,” “Complainant,” or “Respondent” include the plural, as applicable. A Formal Complaint of Retaliation may be consolidated with a Formal Complaint of Sexual Harassment as specified in Section XXX.

XII. Dismissal Prior to Commencement of Investigation

In a case where the Complainant files a Formal Complaint, the Title IX Coordinator will evaluate the Formal Complaint and must dismiss it if the Title IX Coordinator determines:

- The conduct alleged in the Formal Complaint would not constitute Sexual Harassment, even if proved; or
- The conduct alleged in the Formal Complaint falls outside the scope of the policy specified in Section II (i.e., because the alleged conduct did not occur in the College’s Education Programs and Activities and/or the alleged conduct occurred outside the geographic boundaries of the United States).

In the event the Title IX Coordinator determines the Formal Complaint should be dismissed pursuant to this Section XII, the Title IX Coordinator will provide written notice of dismissal to the parties and advise them of their right to appeal as specified in Section XVIII. The Title IX Coordinator may refer the subject matter of the Formal Complaint to other College offices, as appropriate. A dismissal pursuant to this Section XII is
presumptively a final determination for purposes of this policy, unless otherwise specified in writing by the Title IX Coordinator in the written notice of dismissal.

XIII. Notice of Formal Complaint

Within five (5) days of the Title IX Coordinator receiving a Formal Complaint, the Title IX Coordinator will transmit a written notice to the Complainant and Respondent that includes:

- A physical copy of this policy or a hyperlink to this policy;
- Sufficient details known at the time so that the parties may prepare for an initial interview with the investigator, to include the identities of the parties involved in the incident (if known), the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident (if known);
- A statement that the Respondent is presumed not responsible for the alleged Sexual Harassment and that a determination of responsibility will not be made until the conclusion of the adjudication and any appeal;
- Notifying the Complainant and Respondent of their right to be accompanied by an advisor of their choice, as specified in Section XIX.
- Notifying the Complainant and Respondent of their right to inspect and review evidence as specified in Section XIV.D.
- Notifying the Complainant and Respondent of the College’s prohibitions on retaliation and false statements specified in Sections XXX and XXIX.

Should the College elect, at any point, to investigate allegations that are materially beyond the scope of the initial written notice, the College will provide a supplemental written notice describing the additional allegations to be investigated.

XIV. Investigation

A. Commencement and Timing

After the written notice of Formal Complaint is transmitted to the parties, an investigator selected by the Title IX Coordinator will undertake an investigation to gather evidence relevant to the alleged misconduct, including inculpatory and exculpatory evidence. The burden of gathering evidence sufficient to reach a determination in the adjudication lies with the College and not with the parties. The investigation will culminate in a written investigation report, specified in Section XIV.E, that will be submitted to the adjudicator during the selected adjudication process. Although the length of each investigation may vary depending on the totality of the circumstances, the College strives to complete each investigation within thirty (30) to forty-five (45) days of the transmittal of the written notice as specified in this Section XIV.A.
B. Equal Opportunity

During the investigation, the investigator will provide an equal opportunity for the parties to be interviewed, to present witnesses (including fact and expert witnesses), and to present other inculpatory and exculpatory evidence. Notwithstanding the foregoing, the investigator retains discretion to limit the number of witness interviews the investigator conducts if the investigator finds that testimony would be unreasonably cumulative, if the witnesses are offered solely as character references, or if the witnesses are offered to render testimony that is categorically inadmissible, such as testimony concerning sexual history of the Complainant, as specified in Section XXI. The investigator will not restrict the ability of the parties to gather and present relevant evidence on their own.

The investigation is a party’s opportunity to present testimonial and other evidence that the party believes is relevant to resolution of the allegations in the Formal Complaint. A party that is aware of and has a reasonable opportunity to present particular evidence and/or identify particular witnesses during the investigation, and elects not to, will be prohibited from introducing any such evidence during the adjudication absent a showing of mistake, inadvertence, surprise, or excusable neglect.

C. Documentation of Investigation

The investigator will take reasonable steps to ensure the investigation is documented. Interviews of the parties and witnesses may be documented by the investigator’s notes, audio recorded, video recorded, or transcribed. The particular method utilized to record the interviews of parties and witnesses will determined by the investigator in the investigator’s sole discretion, although whatever method is chosen shall be used consistently throughout a particular investigation.

D. Access to the Evidence

At the conclusion of the evidence-gathering phase of the investigation, but prior to the completion of the investigation report, the investigator will transmit to each party and their advisor, in either electronic or hard copy form, the evidence subject to inspection and review in this Section XIV.D. Thereafter, the parties will have ten (10) days in which to submit to the investigator a written response, which the investigator will consider prior to completing the investigation report.

E. Investigation Report

After the period for the parties to provide any written response as specified in Section XIV.D has expired, the investigator will complete a written investigation report that fairly summarizes the various steps taken during the investigation, summarizes the relevant evidence collected, lists material facts on which the parties agree, and lists material facts on which the parties do not agree. When the investigation report is complete, the investigator will transmit a copy to the Title IX Coordinator. The investigator will also transmit the investigation report to each party and their advisor, in either electronic or hard copy form.
XV. Adjudication Process Selection

After the investigator has sent the investigation report to the parties, the Title IX Coordinator will transmit to each party a notice advising the party of the two different adjudication processes specified in Section XVI. The notice will explain that the hearing process specified in Section XVI.A is the default process for adjudicating all Formal Complaints and will be utilized unless both parties voluntarily consent to administrative adjudication as specified in Section XVI.B as a form of informal resolution. The notice will be accompanied by a written consent to administrative adjudication and will advise each party that, if both parties execute the written consent to administrative adjudication, then the administrative adjudication process will be used in lieu of the hearing process. Parties are urged to carefully review this policy (including the entirety of Section XVI), consult with their advisor, and consult with other persons as they deem appropriate (including an attorney) prior to consenting to administrative adjudication.

Each party will have three (3) days from transmittal of the notice specified in this Section XV to return the signed written consent form to the Title IX Coordinator. If either party does not timely return the signed written consent, that party will be deemed not to have consented to administrative adjudication and the Formal Complaint will be adjudicated pursuant to the hearing process.

Once the form of adjudication is selected, either by or by both parties timely consenting to administrative adjudication, the selection is final and will not be altered.

XVI. Adjudication

A. Hearing Process

The default process for adjudicating Formal Complaints is the hearing process specified in this Section XVI.A. The hearing process will be used to adjudicate all Formal Complaints unless both parties timely consent to administrative adjudication as specified in Section XV above.

1. Hearing Officer

After selection of the hearing process as the form of administrative adjudication, the Title IX Coordinator will promptly appoint a hearing officer who will oversee the hearing process and render a determination of responsibility for the allegations in the Formal Complaint, at the conclusion of the hearing process. The Title IX Coordinator will see that the hearing officer is provided a copy of the investigation report and a copy of all evidence transmitted to the parties by the investigator as specified in Section XIV.D.

2. Hearing Notice and Response to the Investigation Report

After the hearing officer is appointed by the Title IX Coordinator, the hearing officer will promptly transmit written notice to the parties notifying the parties of the hearing officer’s appointment; setting a deadline for the parties to submit any written response to the investigation report; setting a date for the pre-hearing conference; setting a date and
time for the hearing; and providing a copy of the College’s Hearing Procedures. Neither the pre-hearing conference, nor the hearing itself, may be held any earlier than ten (10) days from the date of transmittal of the written notice specified in this Section XVI.A.2.

A party’s written response to the investigation report must include:

- To the extent the party disagrees with the investigation report, any argument or commentary regarding such disagreement;
- Any argument that evidence should be categorically excluded from consideration at the hearing based on privilege, relevancy, the prohibition on the use of sexual history specified in Section XXI, or for any other reason;
- A list of any witnesses that the party contends should be compelled to attend the hearing pursuant to an attendance notice issued by the hearing officer;
- A list of any witnesses that the party intends to bring to the hearing without an attendance notice issued by the hearing officer;
- Any objection that the party has to the College’s Hearing Procedures;
- Any request that the parties be separated physically during the pre-hearing conference and/or hearing;
- Any other accommodations that the party seeks with respect to the pre-hearing conference and/or hearing;
- The name and contact information of the advisor who will accompany the party at the pre-hearing conference and hearing;
- If the party does not have an advisor who will accompany the party at the hearing, a request that the College provide an advisor for purposes of conducting questioning as specified in Section XIX.

A party’s written response to the investigation report may also include:

- Argument regarding whether any of the allegations in the Formal Complaint are supported by a preponderance of the evidence; and
- Argument regarding whether any of the allegations in the Formal Complaint constitute Sexual Harassment.

3. Pre-Hearing Conference

Prior to the hearing, the hearing officer will conduct a pre-hearing conference with the parties and their advisors. The pre-hearing conference will be conducted live, with simultaneous and contemporaneous participation by the parties and their advisors. By
default, the pre-hearing conference will be conducted with the hearing officer, the parties, the advisors, and other necessary College personnel together in the same physical location. However, upon request of either party, the parties will be separated into different rooms with technology enabling the parties to participate simultaneously and contemporaneously by video and audio.

In the hearing officer’s discretion, the pre-hearing conference may be conducted virtually, by use of video and audio technology, where all participants participate simultaneously and contemporaneously by use of such technology.

During the pre-hearing conference, the hearing officer will discuss the hearing procedures with the parties; address matters raised in the parties’ written responses to the investigation report, as the hearing officer deems appropriate; discuss whether any stipulations may be made to expedite the hearing; discuss the witnesses the parties have requested be served with notices of attendance and/or witnesses the parties plan to bring to the hearing without a notice of attendance; and resolve any other matters that the hearing officer determines, in the hearing officer’s discretion, should be resolved before the hearing.

4. Issuance of Notices of Attendance

After the pre-hearing conference, the hearing officer will transmit notices of attendance to any College employee (including administrator, faculty, or staff) or student whose attendance is requested at the hearing as a witness. The notice will request the subject to appear at the hearing at the specified date and time and advise the subject to contact the hearing officer immediately if there is a material and unavoidable conflict.

The subject of an attendance notice should notify any manager, faculty member, coach, or other supervisor, as necessary, if attendance at the hearing will conflict with job duties, classes, or other obligations. All such managers, faculty members, coaches, and other supervisors are required to excuse the subject of the obligation, or provide some other accommodation, so that the subject may attend the hearing as specified in the notice.

The College has no authority to compel the attendance of any witness who is not an employee or a student, and a notice of attendance will not be issued to any such individual.

5. Hearing

After the pre-hearing conference, the hearing officer will convene and conduct a hearing pursuant to the College’s Hearing Procedures. The hearing will be audio recorded. The audio recording will be made available to the parties for inspection and review on reasonable notice, including for use in preparing any subsequent appeal.

The hearing will be conducted live, with simultaneous and contemporaneous participation by the parties and their advisors. By default, the hearing will be conducted with the hearing officer, the parties, the advisors, witnesses, and other necessary College
personnel together in the same physical location. However, upon request of either party, the parties will be separated into different rooms with technology enabling the parties to participate simultaneously and contemporaneously by video and audio.

In the hearing officer’s discretion, the hearing may be conducted virtually, by use of video and audio technology, where all participants participate simultaneously and contemporaneously by use of such technology.

While the Hearing Procedures and rulings from the hearing officer will govern the particulars of the hearing, each hearing will include, at a minimum:

- Opportunity for each party to address the hearing officer directly and to respond to questions posed by the hearing officer;
- Opportunity for each party’s advisor to ask directly, orally, and in real time, relevant questions, and follow up questions, of the other party and any witnesses, including questions that support or challenge credibility;
- Opportunity for each party to raise contemporaneous objections to testimonial or non-testimonial evidence and to have such objections ruled on by the hearing officer and a reason for the ruling provided;
- Opportunity for each party to submit evidence that the party did not present during the investigation due to mistake, inadvertence, surprise, or excusable neglect;
- Opportunity for each party to make a brief closing argument.

Except as otherwise permitted by the hearing officer, the hearing will be closed to all persons except the parties, their advisors, the investigator, the hearing officer, the Title IX Coordinator, and other necessary College personnel. With the exception of the investigator and the parties, witnesses will be sequestered until such time as their testimony is complete.

During the hearing, the parties and their advisors will have access to the investigation report and evidence that was transmitted to them pursuant to Section XIV.D.2.

While a party has the right to attend and participate in the hearing with an advisor, a party and/or advisor who materially and repeatedly violates the rules of the hearing in such a way as to be materially disruptive, may be barred from further participation and/or have their participation limited, as the case may be, in the discretion of the hearing officer.

Subject to the minimum requirements specified in this Section XVI.A.5, the hearing officer will have sole discretion to determine the manner and particulars of any given hearing, including with respect to the length of the hearing, the order of the hearing, and questions of admissibility. The hearing officer will independently and contemporaneously
screen questions for relevance in addition to resolving any contemporaneous objections raised by the parties and will explain the rational for any evidentiary rulings.

The hearing officer will have discretion to modify the Hearing Procedures, when good cause exists to do so, and provided the minimal requirements specified in this Section XVI.A.5 are met.

The hearing is not a formal judicial proceeding and strict rules of evidence do not apply. Nonetheless, in conducting the hearing and resolving evidentiary issues, the hearing officer may, in the hearing officer’s discretion, utilize principles and procedures similar to those specified in the Federal Rules of Civil Procedure and/or Federal Rules of Evidence to the extent such principles and procedures do not conflict with any explicit provision of this policy.

6. Subjection To Questioning

In the event that any party or witness refuses to attend the hearing, or attends but refuses to submit to questioning by the parties’ advisors, the statements of that party or witness, as the case may be, whether given during the investigation or during the hearing, will not be considered by the hearing officer in reaching a determination of responsibility.

Notwithstanding the foregoing, the hearing officer may consider the testimony of any party or witness, whether given during the investigation or during the hearing, if the parties jointly stipulate that the testimony may be considered or in the case where neither party requested attendance of the witness at the hearing.

In applying this Section XVI.A.6, the hearing officer will not draw an inference about the determination regarding responsibility based solely on a party or a witness’s absence from the live hearing and/or refusal to submit to questioning by the parties’ advisors.

7. Deliberation and Determination

After the hearing is complete, the hearing officer will objectively evaluate all relevant evidence collected during the investigation, including both inculpatory and exculpatory evidence, together with testimony and non-testimony evidence received at the hearing, and ensure that any credibility determinations made are not based on a person’s status as a Complainant, Respondent, or witness. The hearing officer will take care to exclude from consideration any evidence that was ruled inadmissible at the pre-hearing conference, during the hearing, or by operation of Section XVI.A.6. The hearing officer will resolve disputed facts using a preponderance of the evidence (i.e., “more likely than not”) standard and reach a determination regarding whether the facts that are supported by a preponderance of the evidence constitute one or more violations of the policy as alleged in the Formal Complaint.

8. Discipline and Remedies

In the event the hearing officer determines that the Respondent is responsible for violating this policy, the hearing officer will, prior to issuing a written decision, consult with
an appropriate College official with disciplinary authority over the Respondent and such official will determine any discipline to be imposed. The hearing officer will also, prior to issuing a written decision, consult with the Title IX Coordinator who will determine whether and to what extent ongoing support measures or other remedies will be provided to the Complainant.

9. Written Decision

After reaching a determination and consulting with the appropriate College official and Title IX Coordinator as required by Section XVI.A.8, the hearing officer will prepare a written decision that will include:

• Identification of the allegations potentially constituting Sexual Harassment made in the Formal Complaint;

• A description of the procedural steps taken by the College upon receipt of the Formal Complaint, through issuance of the written decision, including notification to the parties, interviews with the parties and witnesses, site visits, methods used to gather non-testimonial evidence, and the date, location, and people who were present at or presented testimony at the hearing.

• Articulate findings of fact, made under a preponderance of the evidence standard, that support the determination;

• A statement of, and rationale for, each allegation that constitutes a separate potential incident of Sexual Harassment, including a determination regarding responsibility for each separate potential incident;

• The discipline determined by the appropriate College official as referenced in Section XVI.A.8 and any ongoing support measures or other remedies as determined by the Title IX Coordinator; and

• A description of the College’s process and grounds for appeal, as specified in Section XVIII.

The hearing officer’s written determination will be transmitted to the parties. Transmittal of the written determination to the parties concludes the hearing process, subject to any right of appeal as specified in Section XVIII.

Although the length of each adjudication by hearing will vary depending on the totality of the circumstances, the College strives to issue the hearing officer’s written determination within fourteen (14) days of the conclusion of the hearing.

B. Administrative Adjudication (Optional)

In lieu of the hearing process, the parties may consent to have a Formal Complaint resolved by administrative adjudication as a form of informal resolution. Administrative
adjudication is voluntary and must be consented to in writing by both parties and approved by the Title IX Coordinator as specified in Section XV.

If administrative adjudication is selected, the Title IX Coordinator will appoint an administrative officer. The Title IX Coordinator will see that the administrative adjudicator is provided a copy of the investigation report and a copy of all the evidence transmitted to the parties by the investigator as specified in Section XIV.D.

The administrative officer will promptly send written notice to the parties notifying the parties of the administrative officer’s appointment; setting a deadline for the parties to submit any written response to the investigation report; and setting a date and time for each party to meet with the administrative officer separately. The administrative officer’s meetings with the parties will not be held any earlier than ten (10) days from the date of transmittal of the written notice specified in this paragraph.

A party’s written response to the investigation report must include:

- To the extent the party disagrees with the investigation report, any argument or commentary regarding such disagreement;

- Any argument that a particular piece or class of evidence should be categorically excluded from consideration at the hearing based on privilege, relevancy, undue prejudice, the prohibition on the use of sexual history specified in Section XXI, or for any other reason;

- Argument regarding whether any of the allegations in the Formal Complaint are supported by a preponderance of the evidence; and

- Argument regarding whether any of the allegations in the Formal Complaint constitute Sexual Harassment.

After reviewing the parties’ written responses, the administrative officer will meet separately with each party to provide the party with an opportunity make any oral argument or commentary the party wishes to make and for the administrative officer to ask questions concerning the party’s written response, the investigative report, and/or the evidence collected during the investigation.

After meeting with each party, the administrative officer will objectively reevaluate all relevant evidence, including both inculpatory and exculpatory evidence and ensure that any credibility determinations made are not based on a person’s status as a Complainant, Respondent, or witness. The administrative officer will take care to exclude from consideration any evidence that the administrative officer determines should be ruled inadmissible based on the objections and arguments raised by the parties in their respective written responses to the investigation report. The administrative officer will resolve disputed facts using a preponderance of the evidence (i.e., “more likely than not”) standard and reach a determination regarding whether the facts that are supported by a
preponderance of the evidence constitute one or more violations of the policy as alleged in the Formal Complaint.

Thereafter, the administrative officer will consult with any College official and the Title IX Coordinator, in the manner specified in Section XVI.A.8 and will prepare and transmit a written decision in the manner as specified in Section XVI.A.9 which shall serve as a resolution for purposes of informal resolution.

Transmittal of the administrative officer’s written determination concludes the administrative adjudication, subject to any right of appeal as specified in Section XVIII.

Although the length of each administrative adjudication will vary depending on the totality of the circumstances, the College strives to issue the administrative officer’s written determination within twenty-one (21) days of the transmittal of the initiating written notice specified in this Section XVI.B.

XVII. Dismissal During Investigation or Adjudication

The College may dismiss a Formal Complaint at any point during the investigation or adjudication process if the Title IX Coordinator determines that any one or more of the following is true:

- The Complainant provides the Title IX Coordinator written notice that the Complainant wishes to withdraw the Formal Complaint or any discrete allegations therein (in which case those discrete allegations may be dismissed);
- The Respondent is no longer enrolled or employed by the College, as the case may be; or
- Specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the Formal Complaint, or any discrete allegations therein (in which case those discrete allegations may be dismissed).

In the event the Title IX Coordinator determines that a Formal Complaint should be dismissed pursuant to this Section XVII the Title IX Coordinator will provide written notice of dismissal to the parties and advise them of their right to appeal as specified in Section XVIII. The Title IX Coordinator may refer the subject matter of the Formal Complaint to other College offices, as appropriate. A dismissal pursuant to this Section XVII is presumptively a final determination as it pertains to this policy, unless otherwise specified in writing by the Title IX Coordinator in the written notice of dismissal.

XVIII. Appeal

Either party may appeal the determination of an adjudication, or a dismissal of a Formal Complaint, on one or more of the following grounds:
• A procedural irregularity affected the outcome;
• There is new evidence that was not reasonably available at the time the determination or dismissal was made, that could have affected the outcome;
• The Title IX Coordinator, investigator, hearing officer, or administrative officer, as the case may be, had a conflict of interest or bias for or against complainants or respondents generally, or against the individual Complainant or Respondent, that affected the outcome.

No other grounds for appeal are permitted.

A party must file an appeal within seven (7) days of the date they receive notice of dismissal or determination appealed from or, if the other party appeals, within thee (3) days of the other party appealing, whichever is later. The appeal must be submitted in writing to Dr. Sue Head (shead@cofo.edu), who serves as the appeal officer. The appeal must specifically identify the determination and/or dismissal appealed from, articulate which one or more of the three grounds for appeal are being asserted, explain in detail why the appealing party believes the appeal should be granted, and articulate what specific relief the appealing party seeks.

Promptly upon receipt of an appeal, the appeal officer will conduct an initial evaluation to confirm that the appeal is timely filed and that it invokes at least one of the permitted grounds for appeal. If the appeal officer determines that the appeal is not timely, or that it fails to invoke a permitted ground for appeal, the appeal officer will dismiss the appeal and provide written notice of the same to the parties.

If the appeal officer confirms that the appeal is timely and invokes at least one permitted ground for appeal, the appeal officer will provide written notice to the other party that an appeal has been filed and that the other party may submit a written opposition to the appeal within seven (7) days. The appeal officer shall also promptly obtain from the Title IX Coordinator any records from the investigation and adjudication necessary to resolve the grounds raised in the appeal.

Upon receipt of any opposition, or after the time period for submission of an opposition has passed without one being filed, the appeal officer will promptly decide the appeal and transmit a written decision to the parties that explains the outcome of the appeal and the rationale.

The determination of a Formal Complaint, including any discipline, becomes final when the time for appeal has passed with no party filing an appeal or, if any appeal is filed, at the point when the appeal officer has resolved all appeals, either by dismissal or by transmittal of a written decision.

No further review beyond the appeal is permitted.
Although the length of each appeal will vary depending on the totality of the circumstances, the College strives to issue the appeal officer’s written decision within (21) days of an appeal being filed.

XIX. Advisor of Choice

From the point a Formal Complaint is made, and until an investigation, adjudication, and appeal are complete, the Complainant and Respondent will have the right to be accompanied by an advisor of their choice to all meetings, interviews, and hearings that are part of the investigation, adjudication, and appeal process. The advisor may be, but is not required to be, an attorney.

Except for the questioning of witnesses during the hearing specified in Section XVI.A.5, the advisor will play a passive role and is not permitted to communicate on behalf of a party, insist that communication flow through the advisor, or communicate with the College about the matter without the party being included in the communication. In the event a party’s advisor of choice engages in material violation of the parameters specified in this Section XIX and Section XVI.A.5, the College may preclude the advisor from further participation, in which case the party may select a new advisor of their choice.

In the event a party is not able to secure an advisor to attend the hearing specified in Section XVI.A.5, and requests the College to provide an advisor, the College will provide the party an advisor, without fee or charge, who will conduct questioning on behalf of the party at the hearing. The College will have sole discretion to select the advisor it provides. The advisor the College provides may be, but is not required to be, an attorney.

The College is not required to provide a party with an advisor in any circumstance except where the party does not have an advisor present at the hearing specified in Section XVI.A.5 and requests that the College provide an advisor.

XX. Treatment Records and Other Privileged Information

During the investigation and adjudication processes, the investigator and adjudicator, as the case may be, are not permitted to access, consider, disclose, permit questioning concerning, or otherwise use:

- A party’s records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional or paraprofessional’s capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party; or

- Information or records protected from disclosure by any other legally-recognized privilege, such as the attorney client privilege;

unless the College has obtained the party’s voluntary, written consent to do so for the purposes of the investigation and adjudication process.
Notwithstanding the foregoing, the investigator and/or adjudicator, as the case may be, may consider any such records or information otherwise covered by this Section XX if the party holding the privilege affirmatively discloses the records or information to support their allegation or defense, as the case may be.

XXI. Sexual History

During the investigation and adjudication processes, questioning regarding a Complainant’s sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant’s prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged, or if the questions and evidence concern specific incidents of the Complainant’s prior sexual behavior with respect to the Respondent and are offered to prove consent. Notwithstanding the foregoing, a Complainant who affirmatively uses information otherwise considered irrelevant by this Section XX for the purpose of supporting the Complainant’s allegations, may be deemed to have waived the protections of this Section XX.

XXII. Informal Resolution

At any time after the parties are provided written notice of the Formal Complaint as specified in Section XIII, and before the completion of any appeal specified in Section XVIII, the parties may voluntarily consent, with the Title IX Coordinator's approval, to engage in mediation, facilitated resolution, or other form of dispute resolution the goal of which is to enter into a final resolution resolving the allegations raised in the Formal Complaint by agreement of the parties. Administrative Adjudication as specified in Section XVI.B is a form of informal resolution.

The specific manner of any informal resolution process will be determined by the parties and the Title IX Coordinator, in consultation together. Prior to commencing the informal resolution process agreed upon, the Title IX Coordinator will transmit a written notice to the parties that:

- Describes the parameters and requirements of the informal resolution process to be utilized;
- Identifies the individual responsible for facilitating the informal resolution (who may be the Title IX Coordinator, another College official, or a suitable third-party);
- Explains the effect of participating in informal resolution and/or reaching a final resolution will have on a party’s ability to resume the investigation and adjudication of the allegations at issue in the Formal Complaint; and
- Explains any other consequence resulting from participation in the informal resolution process, including a description of records that will be generated, maintained, and/or shared.
After receiving the written notice specified in this paragraph, each party must voluntarily provide written consent to the Title IX Coordinator, before the informal resolution may commence.

During the pendency of the informal resolution process, the investigation and adjudication processes that would otherwise occur are stayed and all related deadlines are suspended.

If the parties reach a resolution through the informal resolution process, and the Title IX Coordinator agrees that the resolution is not clearly unreasonable, the Title IX Coordinator will reduce the terms of the agreed resolution to writing and present the resolution to the parties for their written signature. Once both parties and the Title IX Coordinator sign the resolution, the resolution is final, and the allegations addressed by the resolution are considered resolved and will not be subject to further investigation, adjudication, remediation, or discipline by the College, except as otherwise provided in the resolution itself, absent a showing that a party induced the resolution by fraud, misrepresentation, or other misconduct or where required to avoid a manifest injustice to either party or to the College. Notwithstanding the forgoing if the form of informal resolution is Administrative Adjudication as specified in Section XVI.B, there shall not be an agreed resolution requiring the parties' signatures; instead, the determination issued by the administrative officer shall serve as the resolution and conclude the informal resolution process, subject only to any right of appeal. With the exception of a resolution resulting from the Administrative Adjudication process specified in Section XVI.B, all other forms of informal resolution pursuant to this Section XXII are not subject to appeal.

A party may withdraw their consent to participate in informal resolution at any time before a resolution has been finalized.

Absent extension by the Title IX Coordinator, any informal resolution process must be completed within twenty-one (21) days. If an informal resolution process does not result in a resolution within twenty-one (21), and absent an extension, abeyance, or other contrary ruling by the Title IX Coordinator, the informal resolution process will be deemed terminated, and the Formal Complaint will be resolved pursuant to the investigation and adjudication procedures. The Title IX Coordinator may adjust any time periods or deadlines in the investigation and/or adjudication process that were suspended due to the informal resolution.

Other language in this Section XXII notwithstanding, informal resolution will not be permitted if the Respondent is a non-student employee accused of committing Sexual Harassment against a student.

**XXIII. Presumption of Non-Responsibility**

As required by U.S. Department of Education’s regulations implementing Title IX, from the time a report or Formal Complaint is made, as the case may be, the College will adopt a presumption that the Respondent is not responsible for the alleged misconduct until a determination regarding responsibility is made final.
XXIV. Conflicts of Interest, Bias, and Procedural Complaints

The Title IX Coordinator, investigator, hearing officer, administrative officer, appeals officer, and informal resolution facilitator will be free of any material conflicts of interest or material bias. Any party who believes one or more of these College officials has a material conflict of interest or material bias must raise the concern promptly so that the College may evaluate the concern and find a substitute, if appropriate. The failure of a party to timely raise a concern of a conflict of interest or bias may result in a waiver of the issue for purposes of any appeal specified in Section XVIII or otherwise.

XXV. Objections Generally

Parties are expected to raise any objections, concerns, or complaints about the investigation, adjudication, and appeals process in a prompt and timely manner so that the College may evaluate the matter and address it, if appropriate. The failure of a party to timely raise an objection, concern, or complaint may result in a waiver of the issue for purposes of any appeal specified in Section XVIII or otherwise.

XXVI. Relationship With Criminal Process

This policy sets forth the College's processes for responding to reports and Formal Complaints of Sexual Harassment. The College's processes are separate, distinct, and independent of any criminal processes. While the College may temporarily delay its processes under this policy to avoid interfering with law enforcement efforts if requested by law enforcement, the College will otherwise apply this policy and its processes without regard to the status or outcome of any criminal process.

XXVII. Recordings

Wherever this policy specifies that an audio or video recording will be made, the recording will be made only by the College and is considered property of the College, subject to any right of access that a party may have under this policy, FERPA, and other applicable federal, state, or local laws. Only the College is permitted to make audio or video recordings under this policy. The surreptitious recording of any meeting, interview, hearing, or other interaction contemplated under this policy is strictly prohibited. Any party who wishes to transcribe a hearing by use of a transcriptionist must seek pre-approval from the hearing officer.

XXVIII. Vendors, Contractors and Third Parties

The College does business with various vendors, contractors, and other third-parties who are not students or employees of the College. Notwithstanding any rights that a given vendor, contractor, or third-party Respondent may have under this policy, the College retains its right to limit any vendor, contractor, or third-party’s access to campus for any reason. And the College retains all rights it enjoys by contract or law to terminate its relationship with any vendor, contractor, or third-party irrespective of any process or outcome under this policy.
XXIX. Bad Faith Complaints and False Information

It is a violation of this policy for any person to submit a report or Formal Complaint that the person knows, at the time the report or Formal Complaint is submitted, to be false or frivolous. It is also a violation of this policy for any person to knowingly make a materially false statement during the course of an investigation, adjudication, or appeal under this policy. Violations of this Section XXIX are not subject to the investigation and adjudication processes in this policy; instead, they will be addressed under the Code of Student Conduct in the case of students and other College policies and standards, as applicable, for other persons.

XXX. Retaliation

It is a violation of this policy to engage in Retaliation. Reports and Formal Complaints of retaliation may be made in the manner specified in Sections IV and X. Any report or Formal Complaint of Retaliation will be processed under this policy in the same manner as a report or Formal Complaint of Sexual Harassment, as the case may be. The College retains discretion to consolidate a Formal Complaint of Retaliation with a Formal Complaint of Sexual Harassment for investigation and/or adjudication purposes if the two Formal Complaints share a common nexus.

XXXI. Confidentiality

The College will keep confidential the identity of any individual who has made a report or Formal Complaint of Sexual Harassment or Retaliation including any Complainant, the identity of any individual who has been reported to be a perpetrator of Sexual Harassment or Retaliation including any Respondent, and the identity of any witness. The College will also maintain the confidentiality of its various records generated in response to reports and Formal Complaints, including, but not limited to, information concerning Supportive Measures, notices, investigation materials, adjudication records, and appeal records. Notwithstanding the foregoing, the College may reveal the identity of any person or the contents of any record if permitted by FERPA, if necessary to carry out the College’s obligations under Title IX and its implementing regulations including the conduct of any investigation, adjudication, or appeal under this policy or any subsequent judicial proceeding, or as otherwise required by law. Further, notwithstanding the College’s general obligation to maintain confidentiality as specified herein, the parties to a report or Formal Complaint will be given access to investigation and adjudication materials in the circumstances specified in this policy.

While the College will maintain confidentiality specified in this Section XXXI, the College will not limit the ability of the parties to discuss the allegations at issue in a particular case. Parties are advised, however, that the manner in which they communicate about, or discuss a particular case, may constitute Sexual Harassment or Retaliation in certain circumstances and be subject to discipline pursuant to the processes specified in this policy.

XXXII. Other Violations of this Policy
Alleged violations of this policy, other than violations of the prohibitions on Sexual Harassment and Retaliation, will be subject to review under the Student Code of Conduct for students, the Faculty Handbook for faculty, or other College policies and standards for employees.

XXXIII. Signatures and Form of Consent

For purposes of this policy, either a physical signature or digital signature will be sufficient to satisfy any obligation that a document be signed. Where this policy provides that written consent must be provided, consent in either physical or electronic form, containing a physical or digital signature, as the case may be, will suffice.

XXXIV. Deadlines, Time, Notices, and Method of Transmittal

Where this policy specifies a period of days by which some act must be performed, the following method of calculation applies:

- Exclude the day of the event that triggers the period;
- Count every day, including intermediate Saturdays, Sundays, and legal holidays recognized by the federal government;
- Include the last day of the period until 5:00 p.m. central time, but if the last day is a Saturday, Sunday, or legal holiday recognized by the federal government, the period continues to run until 5:00 p.m. central time on the next day that is not a Saturday, Sunday, or legal holiday recognized by the federal government.

All deadlines and other time periods specified in this policy are subject to modification by the College where, in the College's sole discretion, good cause exists. Good cause may include, but is not limited to, the unavailability of parties or witnesses; the complexities of a given case; extended holidays or closures; sickness of the investigator, adjudicator, or the parties; the need to consult with the College's legal counsel; unforeseen weather events; and the like.

Any party who wishes to seek an extension of any deadline or other time period may do so by filing a request with the investigator, hearing officer, administrative officer, appeal officer, or Title IX Coordinator, as the case may be, depending on the phase of the process. Such request must state the extension sought and explain what good cause exists for the requested extension. The College officer resolving the request for extension may, but is not required to, give the other party an opportunity to object. Whether to grant such a requested extension will be in the sole discretion of the College.

The parties will be provided written notice of the modification of any deadline or time period specified in this policy, along with the reasons for the modification.
Where this policy refers to notice being given to parties “simultaneously,” notice will be deemed simultaneous if it is provided in relative proximity on the same day. It is not necessary that notice be provided at exactly the same hour and minute.

Unless otherwise specified in this policy, the default method of transmission for all notices, reports, responses, and other forms of communication specified in this policy will be email using College email addresses.

A party is deemed to have received notice upon transmittal of an email to their College email address. In the event notice is provided by mail, a party will be deemed to have received notice three (3) days after the notice in question is postmarked.

Any notice inviting or requiring a party or witness to attend a meeting, interview, or hearing will be provided with sufficient time for the party to prepare for the meeting, interview, or hearing as the case may be, and will include relevant details such as the date, time, location, purpose, and participants. Unless a specific number of days is specified elsewhere in this policy, the sufficient time to be provided will be determined in the sole discretion of the College, considering all the facts and circumstances, including, but not limited to, the nature of the meeting, interview, or hearing; the nature and complexity of the allegations at issue; the schedules of relevant College officials; approaching holidays or closures; and the number and length of extensions already granted.

XXXV. Other Forms of Discrimination

This policy applies only to Sexual Harassment. Complaints of other forms of sex discrimination are governed by the College’s Non-Discrimination Policy.

XXXVI. Outside Appointments, Dual Appointments, and Delegations

The College retains discretion to retain and appoint suitably qualified persons who are not College employees to fulfill any function of the College under this policy, including, but not limited to, Title IX Coordinator, investigator, hearing officer, administrative officer, informal resolution officer, and appeals officer.

The College also retains discretion to appoint two or more persons to jointly fulfill the role of investigator, hearing officer, administrative officer, informal resolution officer, and/or appeals officer.

The functions assigned to a given College official under this policy, including but not limited to the functions assigned to the Title IX Coordinator, investigator, hearing officer, administrative officer, informal resolution officer, and appeals officer, may, in the College’s discretion, be delegated by such College official to any suitably qualified individual and such delegation may be recalled by the College at any time.

XXXVII. Training
The College will ensure that College officials acting under this policy, including but not limited to the Title IX Coordinator, investigators, hearing officers, administrative officers, informal resolution facilitators, College provided advisors, and appeals officers receive training in compliance with 34 C.F.R. § 106.45(b)(1)(iii) and any other applicable federal or state law.

XXXVIII. Recordkeeping

The College will retain those records specified in 34 C.F.R. § 106.45(b)(10) for a period of seven years after which point in time they may be destroyed, or continue to be retained, in the College’s sole discretion. The records specified in 34 C.F.R. § 106.45(b)(10) will be made available for inspection, and/or published, to the extent required by 34 C.F.R. § 106.45(b)(10) and consistent with any other applicable federal or state law, including FERPA.

XXXIX. Definitions

Words used in this policy will have those meanings defined herein and if not defined herein will be construed according to their plain and ordinary meaning.

XL. Religious Liberty

The College qualifies as an educational institution controlled by a religious organization as specified in 34 C.F.R. § 106.12. No provision of this policy, or of Title IX of the Education Amendments of 1972 or its implementing regulations, shall be applied in such a way as to conflict with the College’s Christian beliefs, including but not limited to those beliefs articulated in the College’s Letter of June 9, 2017 to the Acting Assistant Secretary for the U.S. Department of Education, Office for Civil Rights.

XLI. Discretion in Application

The College retains discretion to interpret and apply this policy in a manner that is not clearly unreasonable, even if the College’s interpretation or application differs from the interpretation of the parties.

Despite the College’s reasonable efforts to anticipate all eventualities in drafting this policy, it is possible unanticipated or extraordinary circumstances may not be specifically or reasonably addressed by the express policy language, in which case the College retains discretion to respond to the unanticipated or extraordinary circumstance in a way that is not clearly unreasonable.

The provisions of this policy and the Hearing Procedures referenced in Section XVI.A.5 are not contractual in nature, whether in their own right, or as part of any other express or implied contract. Accordingly, the College retains discretion to revise this policy and the Hearing Procedures at any time, and for any reason. The College may apply policy revisions to an active case provided that doing so is not clearly unreasonable.
SEXUAL HARASSMENT HEARING PROCEDURES

I. Purpose and Nature of These Procedures

These procedures supplement the College’s Sexual Harassment Policy and specify how the College will conduct hearings regarding Formal Complaints of Sexual Harassment. To the extent there is a conflict between these procedures and the College’s Sexual Harassment Policy, the Sexual Harassment Policy shall control.

II. The Hearing Officer

The hearing officer oversees the hearing process, rules on questions of relevance and admissibility, resolves all procedural disputes, and renders a determination of responsibility for the allegations in the Formal Complaint at the conclusion of the hearing process and in the manner specified in the policy. The hearing officer has discretion to interpret, apply, and modify these procedures in any manner that is not clearly unreasonable and is consistent with the policy.

III. Pre-Hearing Review of Investigation Report and Evidence

Prior to commencement of the hearing, the hearing officer will review the investigation report and a copy of all evidence transmitted to the parties by the investigator as specified in Section XVI.A.1 of the policy. This review of materials is provisional and intended to provide background and orientation to the hearing officer in planning and conducting the hearing. The hearing officer must exclude from consideration in deliberation any evidence developed during the investigation that is deemed inadmissible at the hearing, including specifically, but not limited to, the statements of any party or witness who refuses to submit to questioning by a party advisor as specified in Section XVI.A.6 of the policy.

IV. Convening the Hearing

Immediately prior to convening the hearing, the hearing officer will ensure that an audio recording of the hearing is being made by the College and that the hearing room is cleared of all individuals who are not permitted to be present during the hearing as specified in Section XVI.A.5 of the policy. The hearing officer will then convene the hearing and clearly state for the record the date, time, and location of the hearing; the names of the Complainant and Respondent; the parties present at the hearing; any accommodations that have been provided at the request of a party or in the College’s discretion; whether all or a portion of the hearing is being conducted virtually as specified in Section XVI.A.5 of the policy; and any other introductory matters that the hearing officer deems appropriate.

V. Statement of the Investigator

After convening the hearing, the hearing officer will call the investigator to give an overview of the investigation process. Thereafter, the investigator will be subject to questioning by the hearing officer, followed by questioning from each party’s advisor commencing first with questioning from the advisor for the Complainant followed by questioning from the advisor for the Respondent.
VI. Statements of the Parties

After questioning of the investigator is complete, the hearing officer will invite the Complainant to provide a statement to the hearing officer regarding the events in question and identify and comment on any non-testimonial evidence the Complainant believes is relevant. After the Complainant has made a statement, or waived the right to make a statement, the Complainant will be subject to questioning by the hearing officer, followed by questioning from the advisor for the Respondent.

After questioning of the Complainant is complete, the hearing officer will invite the Respondent to provide a statement to the hearing officer regarding the events in question and to identify and comment on any non-testimonial evidence the Complainant believes is relevant. After the Respondent has made a statement, or waived the right to make a statement, the Respondent will be subject to questioning by the hearing officer, followed by questioning from the advisor for the Complainant.

VII. Testimony of Witnesses

After questioning of the parties is complete, witnesses will be called to testify in the order determined by the hearing officer. Unlike the parties, witnesses will not be invited to make a statement but, instead, will be subject to questioning from the hearing officer followed by questioning from each party’s advisor commencing first with questioning from the advisor for the Complainant followed by questioning from the advisor for the Respondent.

VIII. Investigation Materials

After the questioning of witnesses is complete, the hearing officer will identify any portion of the evidence developed during the investigation that the hearing officer has determined should be excluded from the hearing record based on rulings made at the pre-hearing conference, during the hearing itself, due to the refusal of a party or witness to submit to questioning by a party advisor, or for any other reason. The hearing officer will then provide the parties a final opportunity to raise any additional objections to inclusion of any other portions of the investigation record into evidence and resolve any such objections. All evidence from the investigation and hearing not specifically excluded by the hearing officer shall be deemed admitted into the hearing record and may be considered by the hearing officer as part of the deliberation.

IX. Closing Argument

After the questioning of the witnesses is complete, the hearing officer will invite the Complainant to make a closing argument. After the Complainant has made a closing argument, or waived the right to make a closing argument, the hearing officer will invite the Respondent to make a closing argument.

X. Deliberation

After closing arguments are complete, the hearing officer will conclude the hearing and deliberate and render a determination as specified in Section XVI.A.7 of the policy.
XI. Access to and Use of Investigation Evidence

During the hearing, the parties and their advisors shall have access to the investigation report and a copy of all evidence transmitted to the parties by the investigator as specified in Section XVI.A.5 of the policy. Such evidence may be utilized in the questioning of witnesses where relevant. Non-testimonial evidence utilized during the hearing shall be marked and referred to in such a manner as to make it clearly identifiable by audio (i.e., such as sequential marking of “exhibits”).

XII. Rulings on Evidence

Throughout the hearing, the hearing officer will independently and contemporaneously screen all questions for relevance and resolve any contemporaneous evidentiary objections raised by the parties. If the hearing officer does not exclude a question, it is presumed the hearing officer has deemed the question relevant and admissible. Although formal rules of evidence do not apply, the hearing officer may, in the hearing officer’s discretion, utilize evidentiary principles similar to those specified in the Federal Rules of Evidence to the extent such evidentiary principles are not contrary to the policy.

XIII. Timing and Continuances

The hearing officer will have discretion to set the overall length of the hearing and may set time limits for statements of the parties, questioning of parties and witnesses, and closing arguments. A hearing will not exceed seven (7) hours in length absent extraordinary circumstances. Once a hearing is commenced, it will be continued only for good cause as determined by the hearing officer.

XIV. Role of Advisors

As specified in Section XIX of the policy, advisors to the parties must play a passive role in the hearing with the sole exception that advisors are permitted to question parties and witnesses as specified in Section XVI.A.5 of the policy. Advisors are not permitted to speak for their advisee, make objections, present arguments, or engage in any other active role.

XV. Disruptions

All parties, advisors, and other persons present at a hearing are required to act professionally, maintain decorum, and abide by the policy, these procedures, and any other rules specified by the hearing officer. Any party, advisor, or other person who materially disrupts the proceeding or violates applicable policies, procedures, and rules, may be barred from further participation and/or have their participation limited, as the case may be, by the hearing officer.

XVI. Questioning

Wherever these procedures contemplate questioning of a party or witnesses, the hearing officer has discretion to permit more than one round of questioning. In addition to ruling on questions of relevancy, the hearing officer may limit cumulative and redundant questioning.
XVII. Discretion in Application

The College retains discretion to interpret and apply these procedures in a manner that is not clearly unreasonable, even if the College's interpretation or application differs from the interpretation of the parties.

Despite the College's reasonable efforts to anticipate all eventualities in these procedures, it is possible unanticipated or extraordinary circumstances may not be specifically or reasonably addressed by the express language of these procedures, in which case the College retains discretion to respond to the unanticipated or extraordinary circumstance in a way that is not clearly unreasonable.
Use of College Technology

This policy sets forth College of the Ozarks’ (hereinafter referred to as the College) policies for the provision of Technology to employees and students for educational and College business purposes. While employees and students are encouraged to use Technology, they must do so following this Policy. When using Technology, employees and students are required to conduct themselves in the same professional, lawful, and ethical manner as they do elsewhere on campus.

Technology

For purposes of this policy, “Technology” is defined as College-owned or provided hardware, software, services, networks, systems, devices, electronic media, applications, accounts, privileges, access, internet, email, social media, websites, voicemail, phones, wearable technology, or other technological inventions employed by or on behalf of the College.

General Use

Employee and student use of Technology is subject to the following:

1. Permitted Use. Employees and students are encouraged to use Technology to enhance their work and educational performance. Technology used throughout the College requires approval by the CIO and must conform to the policies and standards set by the College. Reasonable and limited personal use during non-working time within or outside business hours is permitted at the discretion of management. Additionally, enrolled students in good-standing may utilize the student network for personal use so long as that use adheres to these policies.

2. Ownership. Content stored or utilized within the College’s Technology is limited to that which is owned or licensed by the College or is used by permission of the owner or copyright holder.

3. Monitoring. Communications and content created, transmitted, received, viewed, or stored utilizing College Technology is subject to review and monitoring by the College at any time and without notice, in accordance with applicable state and federal laws, to ensure compliance with this or other College policies, business use, legal requests, or any other reason the College deems necessary. Content includes deleted information or information intended to be private or personal.

4. Account Management. Employee accounts will be created, disabled, or deleted by the IT department at the request of the related VP. Student accounts are handled similarly but based on the student’s enrollment status within Jenzabar or as overridden by request of the VP over student accounts.

5. Unauthorized Access. Do not access or intercept communications or content of others without permission or utilize another’s account or password to access Technology or information. Activity logged within a user’s account will be attributed to that user. Therefore, users should ensure their credentials are kept secure and notify the IT department of any breach.

6. Security. Keep passwords, hardware tokens, or other security measures secure and do not share with others. Secure or confidential information should not be sent via unencrypted email or posted online without securing its access. Employees and students must use the security protections and controls provided by the College. Use of unauthorized encryption, VPNs, or other mechanisms to hide content from the College or mask user activity is prohibited.

7. Software Installations. All software downloads, upgrades, and installations onto College Technology must be completed by IT personnel or by means provided by IT for such purposes. Employees and students are prohibited from introducing or using software designed to damage, destroy, monitor, or corrupt Technology with viruses, malware, or similar programs.

8. Loss or Damage. Employees and students may be held responsible for the misuse by others of confidential information the employee or student discloses or allows to be disclosed to third parties. Promptly report to the IT department any damage to or loss of Technology or personal devices containing College content.

9. Third-Party Services. The storage or use of College information on third-party platforms without prior approval of the CIO is prohibited. Specifically, the use of Google Apps, Google Drive, Dropbox, Box, peer-to-peer technology, or any similar services is prohibited. Use of College information on personal accounts of any service is also prohibited. College information should always reside on College approved systems and services.

Purchasing and Refresh Cycles

1. Purchasing. The CIO, in consultation with the VP for Vocational Programs, sets all College Technology standards. Purchasing of Technology across campus requires approval and processing by the IT department, even when funded outside the IT budget, whether for business or educational purposes. Except for student devices connecting to the student network, only items purchased or acquired through the IT department will be allowed within the College’s Technology and supported by the IT department.

2. Mac and Apple Devices. The College’s Technology is optimized for an IBM/PC environment, standardized on the Microsoft Windows operating system. The expansion of Mac computers on campus is by exception and requires approval by the CIO and the VP over the area of request. As Mac’s age out on campus, they are replaced with IBM/PC compatible computers. Students purchasing personal Macs or Apple devices and connecting to the student network are allowed but may not be fully compatible with the College’s Technology.
3. Personal Items. The use of personally owned hardware, software, applications, and devices (such as computers, tablets, phones, and wearable technology) for College business purposes is prohibited without prior approval of the CIO. All employees and students are allowed to use personally owned devices to access College systems and information via official College-provided mechanisms and portals such as https://apps.hardworku.cofo.edu, https://office.com, and https://campusweb.cofo.edu, or the student network for students.

4. Replacement. College Technology such as computers and printers are refreshed approximately every five years, provided it still meets the needs of its intended use. The IT department at its discretion refreshes technology, depending upon available funding.

E-mail
1. Standards. E-mail should adhere to the same standards of conduct as any other form of communication. Avoid distasteful, inflammatory, harassing, or otherwise unacceptable comments. Individuals may not use e-mail to infringe the copyright or other intellectual property rights of third parties.
2. Fraud. Creating an email or another form of electronic communication with the intent of hiding your identity or impersonating another individual or entity is prohibited.
3. Offensive Content. The College screens its systems for offensive content but is unable to ensure its complete elimination before reaching users.
4. Phishing Attacks. Do not open e-mail from unknown senders and be cautious when clicking links or attachments in an e-mail message.
5. Unsolicited E-Mail. Distribution of unsolicited e-mail is prohibited. The use of College Technology for non-business-related communications to any distribution list, such as the “staff,” “faculty,” or “student” lists is prohibited.

6. Insecure Communication. Emails are an insecure method of communication and should be carefully used when sending secure, confidential, or sensitive material. When possible, send files via secure links instead of attachments.

Internet
1. Content Filtering. Use of the Internet is encouraged where such use is suitable for business or educational purposes. The College uses technology to filter out content inconsistent with the values, standards, and mission of the College.
2. Downloading. File downloading from the Internet should be done with caution and should never include executables or other installation files without prior authorization of the IT department. Most viruses, spyware, ransomware and other hacker tools are spread via these types of files.
3. Copyright Content. Personal music files, movies or similar multimedia content is prohibited on the College's Technology and are subject to deletion without notification.
4. Inappropriate Content. The display or downloading of sexually-explicit images, messages or cartoons or any document that contains ethnic slurs, racial epithets or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs is not permitted at any time.
5. Monitoring. The College has the right and capability to monitor and track Internet browsing by a user on its system and may review such activity without prior notice.
6. Quality of Service. Internet content is categorized and prioritized, ensuring mission-critical functions get the necessary bandwidth while reducing lower-priority traffic.

Social Media – Corporate
This section applies to social media accounts managed by the College and administered by an authorized College representative.

1. Registration. Any social media account designed to represent any area of the College or intended to be used by any group of College employees, or students must be pre-approved by and registered with the VP over the area in question.
2. Administration. An authorized College employee must administer any social media account representing the College. This person is responsible for monitoring content and removing anything that would reflect poorly on the College, including but not limited to, items that may be considered obscene, vulgar, defamatory, threatening, discriminatory, harassing, abusive, hateful or embarrassing to another person or entity.
3. Content. All content posted to a College social media account must be compatible with the College's Vision and Mission Statements. It must also adhere to current College policies regarding use of College Technology; student or employee codes of conduct; copyright, logo, and trademark legal requirements (including those of the College); and protection of confidential information relating to the College, its employees, or students.
4. Ownership. Any social media account and contacts, including "followers" or "friends," that are acquired through accounts (including, but not limited to email addresses, blogs, Twitter, Facebook, YouTube, or other social media networks) created on behalf of the College are the property of the College.
5. Liability. Each person at the College is personally responsible and may be legally liable, for the content he or she publishes online.
6. Media. All media inquiries about the College, including its activities, employees, students, partners, clients, and donors should be referred to the Public Relations Department.
Social Media – Personal

This section applies to social media accounts managed by entities other than the College, administered by College students or employees.

1. Authorization. You are not authorized to speak on behalf of the College without written permission from the President or designee.

2. Registration. College email addresses may not be used to register for social media, blogs, websites, applications, or other online tools intended for personal use.

3. Confidentiality. You may not share information that is confidential and proprietary about the College. This includes, but is not limited to, strategy, students, enrollments, finances, employees, and any other information that has not been publicly released by the College.

4. Logo. The College's logo and trademarks may not be used without explicit permission in writing from the VP for Cultural Affairs and Dean of Character Education.

5. Identification and Disclaimers. When referencing the College directly or indirectly, include your proper name, and when appropriate, state your role or title within the College. Include clear disclaimers that any views expressed are the owner's alone, and do not necessarily represent the views of the College.

6. Content. Speak respectfully about the College and its current and potential employees, students, partners, clients, and donors. Write knowledgeably, accurately, and with appropriate professionalism. Refrain from publishing anything that could reflect negatively on the College's reputation or otherwise embarrass the organization, including posts about drug or alcohol abuse, profanity, off-color or sexual humor, and other inappropriate conduct. Do not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not otherwise be acceptable in the College's workplace. Please also show respect for topics that may be considered objectionable or inflammatory.

Content in violation of this policy can be detrimental to the reputation and goals of the College, which takes such violations seriously. Employees or students violating this policy may be subject to disciplinary action, up to and including dismissal.

College Websites

This section applies to websites managed by the College and administered by an authorized College representative.

1. Registration. Any website designed to represent any area of the College and is available to an external audience requires pre-approval by the CIO and a VP over the area represented by the website.

2. Administration. The College Webmaster must administer any website representing the College. This person is responsible for ensuring content is compatible with the College's Vision and Mission statements and adheres to College policies. The Webmaster is also responsible for incorporating appropriate design elements, launching content into production, and removing items that reflect poorly on the College.

3. Content. All content submitted for a College website must be compatible with the College's Vision and Mission Statements and approved by the VP over the area in question, or their designee, before submission. The content should adhere to College policies; copyright, logo, and trademark legal requirements (including those of the College); and exclude confidential information not intended for public consumption.

4. Proofing. It is the responsibility of the content creator and approver to ensure content is grammatically correct and complete (no in-process content); numerical information and quotes are current and accurate; pictures include current or recent employees and students and reflects professionalism in demeanor and dress.

5. Annual Review. All website content must be reviewed at least annually by the originator/content owner with needed changes processed under the same procedure as new content submissions.

6. Exceptions. The following content bypasses the normal Webmaster review step and is posted straight to the website:
   a. Press releases posted by the Public Relations department
   b. Athletic headlines, sports schedules, and team rosters posted by the Sports Information Director

Prohibited Use of College Technology

1. Uses that violate College policy or any state or federal law;
2. Unauthorized or personal use that degrades the performance of Technology or subjects the College to increased cost or liability;
3. Knowingly, intentionally, or maliciously bypassing or circumventing, or directly or indirectly causing the bypass or circumvention of, any software, system, or device intended to protect and secure College information;
4. Uses that interfere with the proper functioning of the Technology;
5. Uses that infringe intellectual property rights, including copyright violations;
6. Use for personal profit;
7. Recreational use such as computer games within labs or offices;
8. Relocation or removal of computer equipment, software, or peripherals without authorization;
9. Violation of College policy by creating, transmitting, printing, or storing any information containing defamatory, unlawful, offensive, harassing, threatening, discriminating, inappropriate, or obscene content.

Student Access

This section applies to College students connecting personally-owned devices (computers, laptops, tablets, phones, gaming consoles, Smart TVs or similar technology) to the student network provided by the College. The student network consists of wired and wireless connectivity to connect to the Internet.
1. Register your device on the College network following the online registration form presented upon connection to the student network or via CampusWeb under “Student Resources” using a link called “Device Registration”;
2. Seek prior approval from the IT department before connecting devices other than computers, laptops, tablets, phones, gaming consoles, or Smart TVs;
3. Do not use wireless access points, routers, or similar devices producing radio frequency designed to connect additional devices;
4. Do not use peer to peer services or applications on the student network;
5. Do not install cameras or other surveillance hardware anywhere on campus;
6. Do not host websites, server applications, distributed computing, file servers, resource shares, revenue-generating applications, or other public-facing activities;
7. Do not share employee or student email addresses with third-parties or any other information owned or protected by the College;
8. Seek prior approval of the IT department before sending mass emails to large groups of employees or students;
9. Install College-provided anti-virus software on computers connecting to the student network. Send an email to helpdesk@cofo.edu for instructions;
10. Do not bypass security, monitoring, filtering, or other technologies implemented by the College, or use VPNs or other innovations intended to hide identities or activities in violation of these policies;
11. Do not use network surveillance tools, penetration testing, fingerprinting, or other activities meant to disrupt or collect reconnaissance information about the student network, or any College Technology.

**Enforcement of Use Policy**

Violation of any of these principles and guidelines may result in a warning, denial of access to College Technology, disciplinary action, termination, and if appropriate, legal action.

**Curfew Policy**

The gates to the campus close each night at 1:00 a.m. and reopen at 5:00 a.m. After curfew, students are to be in their respective residence halls. Exceptions are listed below:

1. Students who are at their campus workstation. Students should go directly to and from their assigned job.
2. Students who are preparing to leave on a College sponsored trip.
3. Students requesting to leave after curfew for emergencies must contact Security to sign out.

Students returning to campus after 1:00 a.m. will need to contact the College Switchboard at 417.690.3000 to request re-entry back on campus. Upon entering the gates, the student must drive to his/her respective parking lot(s) and then go directly to his/her residence hall.

Campus security is on duty 24 hours a day.

**Appearance Policy**

The campus environment at College of the Ozarks differs from most any college in America. The work ethic is woven into the fabric of this institution—where real-life work experiences and academic experiences are co-mingled. Valuable student work experiences are created in an atmosphere where visitors are deliberately sought and serviced in a variety of on-the-job settings. Therefore, as a part of the total education experience, students must learn to meet higher expectations of appearance—similar to what may be expected by many employers of the College's graduates.

**General Appearance Expectations**

Students attending College of the Ozarks have the responsibility to dress cleanly, tastefully, neatly, and modestly for any occasion. It is expected that men and women dress modestly and tastefully in a Christian environment. The unique quality of the Work Education Program may cause some variation in dress, but the student has the responsibility of dressing appropriately on campus and in the community. These expectations are designed to ensure that student appearance, both on and off campus, reflects the culture and values of the institution.

It is the student's responsibility to stay within the general appearance policies established by this institution. Appearance violations should be reported to the Dean of Students, who will determine whether or not a student's appearance meets the school's expectations. Violations may result in disciplinary action; students who repeatedly violate the general appearance policies can be subject to disciplinary dismissal. The following guidelines should be helpful in meeting the expectations of the College:

**Hairstyles and Dress**

Any hairstyle or fashion that the College views as a distraction in the College community is unacceptable. Hairstyles and fashion should avoid fads that call undue attention to appearance. Grunge, emo, or goth styles of dress, or hair dyed an unnatural color for either gender are not allowed. Tattoos should be covered at all times. Students are expected to present themselves in a modest fashion at all times. If a student is unclear about an issue of appearance, the student should consult his/her residence director or the Dean of Students.
Women

Women shall not have more than two piercings per lobe of the ear; body piercings and gauges are not tolerated. Shaved heads or hair that is an unnatural color is not allowed. Students are expected to present themselves in a modest fashion at all times. Students may not wear halter tops, tube tops, midriffs, see through or extremely tight fitting clothing. Furthermore, students may not display any portion of their undergarments. For example, any straps on shirts/tops should be at least three inches wide. Shorts, skirts, dresses, etc. should be of appropriate length.

For example, shorts should have an inseam of at least 5 inches. Skirts and dresses should be four inches from the top of the knee or longer.

Men

Earrings, gauges, and other body piercing for men are not allowed. Men's hair should be kept clean and neat. Hair should be kept off the top of the ear and should not reach the collar. Mohawks or similar hairstyles are not allowed. All facial hair should be neatly trimmed or well shaven. Sideburns should be well kept and reach lengths no longer than the midpoint of the ear. Makeup, nail polish, or other similar forms of cosmetics are not allowed.

Casual Attire

A clean and well-cared-for appearance should be maintained and extreme styles or appearance by men or women is inappropriate. The attire for the dining hall, classroom, library are as follows:

- Men may wear slacks, blue jeans (not torn or with holes), shorts, shirts with arms (not undershirts, tank tops or shirts with arm holes cut out) and shoes. No rolled up sleeves, cut out or sleeveless T-shirts are allowed.
- Women may wear dresses, slacks, skirts, blue jeans (not torn or with holes), shorts, blouses, neat T-shirts, shirts and shoes. No rolled up sleeves, cut out or sleeveless T-shirts are allowed.
- Clothing is inappropriate when it is revealing or form fitting, and clothes should not be torn or have holes in them.
- Clothing should be worn so that underwear is not revealed on any occasion.
- Hats are not to be worn in chapel, the dining hall, library, or class-rooms.
- Additionally, clothing for women is inappropriate when it is back-less, or see-through. Clothing that is low in the neckline or reveals the midriff (in any position) is immodest and unacceptable.
- Shorts and skirts should be of modest length and any slits in skirts should be of modest length as well.
- Shoes must be worn in all indoor and outdoor areas open to the public.
- Language or logos on clothing such as T-shirts that are objection-able, obscene, offensive, or has an inappropriate double innuendo are not permitted on campus or during college-sponsored functions.
- It is inappropriate for students to go to any meal in sleepwear.

Business Attire

There are certain occasions when business attire is required, including chapel, convocations, graduation events, and other special occasions deemed necessary by the Dean of Students. Sunday worship is a time when the College community worships collectively. As part of our worship, we should offer our best to God including how we dress for worship. As a result, business dress is as follows:

- Men must wear a dress polo shirt or a button up dress shirt with a collar, slacks, and closed-toed dress shoes. All shirts must be tucked in with ties strongly encouraged.
- Women must wear dresses or blouses and skirts/slacks and dress shoes.
- No jeans, shorts, cargo pants, sweatshirts (hooded or nonhooded), or "T" shirts are allowed in chapel. Flip flops are also prohibited and are not considered acceptable shoes for Chapel.
- Students required to work immediately before or after Chapel may wear their work attire to Chapel.

Work Attire

Work assignments for many students are in public areas. Such work stations may have dress expectations or requirements that exceed regular campus wear. Check with your work supervisor when reporting for work assignment.

The College reserves the right to determine what is acceptable in student appearance. The Dean of Students seeks to counsel with individual students who may need to alter their appearance to meet the expectations of the College. All appeals for infractions of the dress and appearance rules shall end in the Dean of Students office. Disciplinary actions for students who violate the appearance standards may range from a warning to suspension depending upon the frequency and severity of the infractions.
STUDENT SERVICES

Expanding on the educational purpose of College of the Ozarks, the objectives of the student development program are as follows:

1. To provide an orientation program for all newly-enrolled students.
2. To provide a variety of opportunities for students which meet the interest of a varied population and give opportunity for interaction with others in a variety of ways.
3. To provide a variety of social events for students which meet the interest of a varied population and give opportunity for interaction with others in a variety of ways.
4. To provide an adequate, safe, attractive housing environment which allows all students a quiet, pleasant living experience conducive to study, privacy, sleep, and social needs.
5. To provide adequate medical facilities to meet the needs of the students.
6. To provide adequate security and safety for students, employees, and the property of College of the Ozarks.
7. To provide counseling services to meet the mental health needs of students and to encourage the student to be self-reliant.
8. To provide advising and career development services and to aid the student in academic and career decisions.
9. To provide aid and counseling in securing institutional, state, and federal financial aid.
10. To provide spiritual counseling and advising.

Calendar

The master calendar of the College is kept in the Dean of Administration office. Committees or individuals scheduling social events or requesting the use of any facility or outdoor area on campus are required to fill out a facility permit. The facility permit is to be completed online and can be found under Resources on Campusweb. Facility Permits must be filed at least seven days before the event. The weekly activity calendar is printed on Friday for the upcoming week.

Campus Security

The Campus Security Department provides for the security and safety of students, employees, and property of the College. The Department is manned by staff officers and additional student officers. Campus Security serves the student body by teaching respect for the laws, rules, and regulations that must govern all our lives. This is done in part by enforcing all vehicular regulations through instruction and the issuing of tickets for violations of campus regulations. Campus Security provides fire watch 24 hours a day.

Security Surveillance Policy

College of the Ozarks (hereinafter referred to as the College) reserves the right to install, monitor, log, and record security cameras and other surveillance technology on College property, outside or inside structures, excluding restrooms, shower rooms, and dressing rooms. To promote the safety and security of students, employees, and visitors, the College may conduct surveillance of any portion of its premises at any time without notice. All video or other surveillance content captured by the College is considered confidential and the property of the College.

The College’s IT department secures video and other surveillance content within its IT infrastructure. Access to video streams or other surveillance content requires approval by the VP for Vocational Programs.

Only College employees authorized by the VP for Vocational Programs may request a review of specific video or other surveillance content. These requests are approved and logged by the Campus Security Department and executed with the assistance of the IT department.

Exporting of video or other surveillance content for internal use requires approval by the VP for Vocational Programs. External or third-party review of video or other surveillance content requires the approval of the College President or designee.

Campus Opening and Closing

To increase security, the campus opens at 5:00 a.m. each morning and closes at 1:00 a.m. each night. After 1:00 a.m., student vehicles will be allowed onto campus and students will be able to drive directly to their designated parking lot. These hours may be extended during special events or holidays.

Vehicle Registration

The regulations regarding registration, fees, and insurance apply to all students who bring a vehicle on campus. Students bringing their motor vehicles to the campus must register them in the Dean of Students office. All vehicles (including bicycles and mopeds) are governed by Missouri State Laws while operating on campus.

All motorized vehicles must be registered the first week of each fall term or the first week of the term the student is newly enrolled. The student is expected to update their vehicle information each time he/she registers or at any time the student attains a new vehicle. Vehicle registration will cost $25.00 each year. Each fall term will represent the beginning of a new registration period and students are expected to re-register accordingly.

Student vehicle stickers identify the student owner and the approved area for parking. If a change to your student status allows you to park in a different area, you must obtain the corresponding new sticker before parking in the
new area. The sticker must be properly attached to the front windshield (lower corner of the driver's side) and clearly visible.

The minimum insurance requirement of the state in which the vehicle is registered will be adequate unless that state has no requirement, then the vehicle must be insured for the Missouri state minimum. The insurance must remain in force while the vehicle is registered. Students who have not yet acquired insurance must place their vehicle in the Freshman Lot. Contact Security to place the vehicle in the lot and to avoid disciplinary action.

If an unregistered vehicle is brought on campus during a semester, it must be registered within one week, and all rules and regulations apply. If the temporary-use vehicle is replacing a registered vehicle, the student should go to the Dean of Students office to update his or her records accordingly and get a new vehicle sticker. If special circumstances exist that fall outside of these guidelines, contact Security or the Dean of Students Office for a temporary permit for the vehicle.

Classification

For parking purposes, student classification is determined by the number of hours recorded on the student’s official College of the Ozarks transcript (and in the case of freshmen, by the number of semesters attended). Once earned hours are recorded on the student’s C of O transcript, then the student is eligible to request a classification change.

**Freshmen Status:** Students living on campus who have completed less than two semesters as a full-time student, regardless of the number of hours completed. Freshmen students will be issued a green sticker.

**Sophomore Status:** Students living on campus with between 31-60 semester hours. Sophomore students will be issued a yellow sticker.

**Junior and Senior Status:** Students living on campus who have 61 or more semester hours. Junior and senior students will be issued a silver sticker.

**Commuter Students:** Students who do not live in the residence halls on campus are considered commuter students, regardless of the number of semester hours enrolled. Children of faculty and staff who are commuting students at C of O must register their vehicles and observe regulations governing commuting students. Commuter students will be issued a purple sticker.

**Faculty and Staff:** Employees of the College will be issued a white hangtag, which is issued to the employee and cannot be transferred to a student.

**Weekend Parking Hours/Summer Parking Hours**

- **Weekend Parking Hours:** Noon on Friday to 1:00 a.m. Monday morning.
- **Summer and Break Parking Hours:** Students can park in any student lot. Freshmen and Sophomores are not confined to their lots. Summer hours begin the last day of finals and end on the Sunday before classes begin. Certain holidays and designated school breaks may warrant weekend parking.

**Parking Regulations for Student Vehicles**

**Student Parking Lots**

The parking lots listed below are considered student lots in which students may park their vehicles according to their sticker classification.

- **Ashcroft Parking Lot**
- **Barrett Parking Lot**
- **Chapel Parking Lot** (East row away from building)
  
  *Students may not park in the chapel lot on Sunday during chapel service from 10:00 a.m.-12:00 p.m.*
- **College Center Parking Lot** (Uphill half away from building)
- **East Fieldhouse Parking Lot**
- **Freshman Parking Lot**
- **Kelce Parking Lot**
- **Rose Mann Parking Lot**
- **Sophomore Parking Lot**
- **Technology/Warehouse Parking Lot**
- **Upper Plaster Parking Lot**
- **Youngman Residence Hall Row**

**Parking Guide by Class Standing**

As indicated by their sticker classification (freshman, sophomore, etc.), students may park in the lots as listed below.

**Freshman Resident Students**

Freshman Parking Lot - The Freshman Parking Lot is located north of the track. Freshman students are required to keep their vehicles in the freshman lot from 1:00 am Monday morning until noon on Friday. The freshmen lot is closed and locked from 1:00 a.m. Sunday night until Noon on Friday during the academic semester. When this lot is locked there is no access without the Dean of Students approval.

Freshmen may park in any student parking lot only during weekend, break, and summer parking hours.

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Sophomore Resident Students
Sophomore Parking Lot - The Sophomore Parking Lot is located north of the track. Sophomore students are required to park their vehicles in the sophomore lot.
Sophomores may park in any student parking lot only during weekend, break, and summer parking hours.

Junior and Senior Resident Students
Junior and senior resident students may park anytime in any student parking lot.

Commuting Students
Commuting students may park daily from 5:00 a.m.-1:00 a.m. in any student parking lot.
Commuting students on school sponsored trips may leave their vehicle overnight in the following lots:
Upper Plaster
East Fieldhouse
Kelce Lot

Faculty/Staff Parking
Employees with a white hangtag may park in any regular parking space in any parking lot. Children of faculty and staff who are commuting students at C of O must register their vehicles and observe regulations governing commuting students.
The parking lots listed below are considered Faculty/Staff and/or Visitor parking lots in which students may not park their vehicles.
Administration, Berger, and Gittinger Parking Lots: Students may park in these lots for no longer than ten (10) minutes during business hours.
Alumni Center Parking Lot: Faculty/Staff/Visitor parking during normal business operating hours. Resident students arriving on campus after the front gates are locked may park on the west end of the parking lot, behind the building. These vehicles must be moved by 9:00 a.m. that morning.
College Center Parking Lot: No student parking is permitted on the north side of the grass island (building side).
Construction Parking Lot
Day Care Center Parking Lot
Edwards Mill/Landscaping Lot
Fieldhouse West/Garrison Activities Center Lot
Jones/Memorial Parking Lot: Faculty/Staff parking except for the ten (10) minute loading zone spaces at the west end of Memorial.
Keeter Center Parking Lot: Designated for customers eating and/or staying at the Keeter Center. Students may park in the Keeter Center parking lot only when dining or lodging in the Keeter Center as a paying customer.
Patriotic Place Parking
Pfeiffer Parking Lot
Plaster Lower Parking Lot
Print Shop/Post Office Parking Lot: Students may only park in the designated ten (10) minute parking spaces to conduct business.
Ralph Foster Museum Lot
Youngman Agricultural Parking Lot: Front side of building is designated for Faculty/Staff.

Maroon Hangtag (Special Use Parking)
Maroon hangtags are issued to members of the College community who are not faculty, staff, administration, or students. These individuals include trustees, guests staying on campus for an extended period of time, and long-term contractors working on the campus who are not college employees. Individuals with a maroon hangtag may park in any regular parking space in any parking lot. These hangtags must be renewed each semester.

Additional Parking Regulations
Motorcycle Parking
Parked for Student Motorcycles: Freshmen resident students will park in the designated motorcycle area in the Freshman Lot, sophomores in designated parking in the Sophomore Lot. All other student motorcycles will be limited to the designated area marked for motorcycles, located in the East Fieldhouse lot. This includes weekends, holidays, and breaks. Motorcycles and mopeds must attach an official College sticker to the rear fender or fork in a position that is clearly visible.
Fire Lanes and Loading Zones: No parking in marked fire lanes. For spaces that are marked loading and unloading, there is a ten (10) minute time limit. Loading zones for Ashcroft and Mabee residence halls are located in front of the residence halls next to the sidewalks. There is no student parking at the rear of Ashcroft/Mabee.

Special Regulations and Exceptions
1. When holidays or vacations occur during a school term (i.e. Good Friday), all resident students may have their vehicles on campus until campus closing prior to the next day that classes will be held. Regulations for periods between academic terms will be the same as vacation time during school term.
2. Students must contact Security if they need to leave a vehicle parked in a lot other than their assigned parking lots overnight during the week due to mechanical problems.
3. Students with medical problems may apply for permission to park in restricted areas. This must be approved by the campus hospital administrator and the Dean of Students.
4. Students who are guests in the campus home of faculty or staff members will be allowed to park their vehicles at that home during the hours their vehicles are allowed to come on or leave campus.
5. Students should take their vehicles to the Freshman or Sophomore parking lots when working on or conducting repairs on the vehicle.
6. Each junior and senior may have only one vehicle registered to park on campus due to limited parking available.
7. Students are not to operate their vehicles on campus from campus closing until opening the next morning.
8. Sophomore students may contact the Dean of Students for permission to have their cars on campus before 5:00 p.m. Monday through Thursday or before Noon Friday for loading and unloading. Freshman students may contact the Dean of Students for permission to remove their vehicle from the lot for an emergency.
9. Rollerblading, skating, and skateboarding may be done only on the Old Entrance Road.
10. The use, possession, or storage of hover boards (self-balancing scooters, battery-operated scooters, hands-free Segways and other similar equipment) is prohibited on campus, including residence/dining halls.
11. The College of the Ozarks prohibits the operation, possession, or storage of all unmanned aircraft systems (UAS), including drones and model aircraft on College property(s). College faculty, staff, and/or students must receive administrative approval prior to operating any College owned UAS.
12. Noisemaking with vehicles should be kept to a minimum while on campus. This includes, but is not limited to, playing stereos at excessive volumes with windows raised or lowered, unnecessary honking, and mufflers on vehicles that are louder than the factory level.
13. There are occasions when certain parking lots have to be cleared and reserved for special events. When these events occur, seventy-two (72) hours advance notice is given, and students are expected to relocate their vehicles to the reassigned parking lots. Violators will be ticketed.
14. Concrete markers and/or painted lines are used to designate parking areas in the parking lots. Do not park past the end of the rows of markers in the center of the lot, as this area must be kept open as a driving lane. Each vehicle is to have a white line on each side of the vehicle.
15. Vehicles and bikes abandoned for a period of sixty days will become the property of College of the Ozarks and may be removed at the discretion of the College. Bikes must be registered and kept on a bike rack.
16. In extreme cases, or if students receive multiple parking or non-registration violations, a Vehicle Restraint Device (boot) may be applied. When a boot is applied to a vehicle, the owner must report to Security in order to get the boot removed. Drivers must not try to remove the boot or drive the vehicle with the boot attached to the vehicle. This can damage the vehicle and/or the boot and additional action may be taken.
17. School of the Ozarks students generally will park on the south side of the grass island of the Good Center Parking Lot (away from the building). When parking is not available in the Good Center Lot, S of O students will be allowed to park in any lot designated for commuters.

Penalties for Violation of Student Vehicle Regulations

Students may receive tickets for failure to register or properly display decals or sticker, improper parking, and for moving violations. Students have one week at the beginning of each term or once the vehicle is brought to campus to register their vehicle before being held responsible for a ticket for failure to register. Students are responsible for all other tickets they receive prior to registering the vehicle. A student may receive one ticket each week that the vehicle is not registered. Penalties for violations are as follows:

- **a.** $10.00 for first ticket, plus $10.00 for each additional violation noted on the ticket.*
- **b.** $15.00 for the second ticket, plus $10.00 for each additional violation noted on the ticket.
- **c.** $25.00 for the third ticket and each ticket following the third plus $10.00 for each additional violation noted on the ticket(s).*
- **d.** All moving violations are $25.00.*
- **e.** A fourth ticket in one semester, of any combination of violations, will result in penalties ranging from the banning of the student’s vehicle and driving privileges on campus for a period of six weeks up to one year, to disciplinary probation. Students receiving any additional tickets while their vehicle is banned will result in additional sanctions which may include suspension from the College.
- **f.** Two moving violations will result in the same penalties as four nonmoving tickets.
- **g.** Any reckless driving violation may result in the penalties ranging from the banning of your vehicle and driving privileges on campus for a period of time up to one year, to disciplinary probation or suspension from the College in extreme incidents.

*Tickets may be appealed to the traffic court. If the Court accepts the explanation and excuses all violations, no penalty would be given and the ticket would not count toward the more severe penalty. The final penalty in each category above would be issued by the Dean of Students and only he could entertain an appeal of this penalty.
College Owned Motor Vehicle Policy

College of the Ozarks has many vehicles that are used by members of the College community for various purposes on and off campus. In order to operate a College-owned motor vehicle, an individual must possess a current driver’s license from the state of residency, and must submit a copy of the license annually for motor vehicle records review. Depending upon the vehicle, special training, testing, or certification may be required before an individual is allowed to operate the vehicle. Certain vehicles are designated as campus-only and must remain on campus.

Anytime a College-owned vehicle is operated off-campus, the driver and all passengers are to wear seat belts. There is no smoking in any College-owned vehicle on or off campus. Drivers may not use cell phones or other electronic devices while driving a College vehicle. The personal use of College vehicles is prohibited without prior permission from the administration.

15-Passenger Van Policy

Fifteen-passenger vans require a special policy because the weight distribution of passengers and the high center of gravity which makes these vehicles more difficult to control. These vans require greater distances for stopping and can be more susceptible to rollover than the average vehicle. The purpose of this policy is to help reduce such factors in order to eliminate unnecessary injuries.

In order to help distribute weight properly, the driver is encouraged to place individuals in seats that will help keep the vehicle safe. Additionally, when pulling a trailer with a 15 passenger van, the back seat will be removed to help with weight distribution and limiting the total capacity to 11 passengers in the van.

This van policy applies to all College employees, students, or other individuals operating or riding in a 15-passenger van. Drivers must be at least 21 years of age and pass a van safety driving test before being cleared to drive a 15-passenger van. Additionally, each year drivers of 15-passenger vans will be required to watch 15-passenger van safety video.

Career Services

The Career Center engages with students and equips them with the skill sets that will empower them to discover their vocation and calling. The Career Center supports students in using their knowledge and skills to go about securing meaningful and successful careers.

The Career Center provides a wide variety of services, including but not limited to:

- Cover letter preparation
- Resume preparation
- Interview skills
- Networking
- Guidance on choosing majors
- Career counseling
- Career fairs

The Career Center is in the Berger Building, second floor.

Dean of Students Office

The Dean of Students office is located in the Administration Building. This office coordinates many student programs including Character Camp, convocations, and campus-wide activities. Services provided by the Dean of Students office include residence life, student identification cards, vehicle registration, and convocation and chapel credit. Additionally, student needs such as personal counseling, conduct issues, and physical needs can be addressed or referred to other areas when necessary. The Dean of Students office seeks to be a resource for all students.

Dining Hall

The Pearl Rogers Dining Hall is located on the second floor of the Good College Center and serves as the primary location for students to eat meals on campus. Students living in the residence halls pay room and board which provides both lodging and meals. Students are required to use their identification cards in order to verify that they are a current student. Students are allowed to eat as much as they choose while in the dining hall, but are not allowed to take any food with them when leaving the dining hall. Students who live off-campus may purchase multi-meal board plans at the dining hall that will allow students to eat in the dining hall when on campus. On weekdays during the academic year, campus announcements and prayer are given at noon by faculty and staff. All individuals eating in the dining hall are required to remove hats upon entering. Students are expected to carry their trays and all plates, glasses, and other items for cleaning to the dish room.

The College will make reasonable accommodation for student food allergies in the Pearl Rogers Dining Hall. Students should first visit the McDonald/Armstrong Clinic to have food allergies documented. Approved accommodation requests may then be directed to the General Manager of the dining hall.
Financial Aid

Students at College of the Ozarks receive funds from a variety of federal, state, institutional and private sources in order to pay for their college expenses. In order to receive financial aid, and avoid problems with your continued registration at the College, please note the following items:

- You must submit the Free Application for Federal Student Aid (FAFSA) annually between October 1 and January 16.
- Failure to submit the FAFSA as noted above may cause loss of your registration at the College.
- Failure to submit the FAFSA as noted above may result in loss of eligibility for the Summer Work Program.
- Failure to submit requested documentation to the financial aid office to secure funding for your education may result in loss of registration at the College.

Cost of Education and Expenses

College of the Ozarks is dedicated to providing a Christian education to students who are without sufficient financial means but are willing to work for their education. The costs associated with attending College of the Ozarks include the following components and how each is or may be paid.

Cost of Education (COE) – all full time students work on campus to pay a portion of the COE with the balance paid by scholarships through the College.

Room and Board – work during the Summer Work Program and/or scholarships combined with family resources.

Books and Supplies – scholarships and/or family resources.

Fees – limited scholarships and/or family resources.

Personal/Transportation expenses – family resources.

More information regarding the above costs is available online or going to www.cofo.edu>Admissions>Costs.

Scholarships

In addition to the COE scholarships mentioned above, the College provides scholarships to students to assist with room and board, books and fees. The C of O General Scholarship Application is the single point application to be considered for the variety of scholarships available. Additional scholarships are available through the Alumni office and some academic departments at the College.

More information, and the C of O General Scholarship Application is available online or going to www.cofo.edu>Admissions>Financial Aid>Scholarships.

Responsibilities of Financial Aid Recipients

Satisfactory Academic Progress Policy

Students receiving Federal Student Aid (Federal Work College, Federal Work Study, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant) may enroll in courses that will fulfill their educational goals. These courses should follow published degree requirements.

Students are required to meet minimum academic requirements in order to receive student aid. For students who withdraw from the College during a semester, student aid must be recalculated to determine final aid eligibility. More information on these requirements is found online or going to www.cofo.edu>Admissions>Financial Aid>Policies.

Fire Department

Point Lookout Fire Department (PLFD) is a voluntary service organization responsible for handling fire and medical emergencies on the campus. The firefighters are trained on up-to-date fire-fighting and life saving techniques, as well as the use and operation of the department's emergency equipment. College of the Ozarks' fire department has a long record of service and dedication to the campus and surrounding community.

Health Services

The College Health Program seeks to maintain a state of optimum health and well-being of each student, to provide as much physical and emotional health care as possible to the student body, and to instill good personal habits by preventative health education.

Outpatient Clinic Hours

Fall and Spring Semesters: Monday-Friday 7 a.m. to 8 p.m.; Saturday-Sunday 8 a.m. to 4 p.m. Visitors and guests must check in upon arrival at the desk.

Summer: Monday-Friday 7:30 to 4:30; closed on Saturday and Sunday.

Students who have paid the Health/Technology/Services (HTS) fee for the term in which they are registered are entitled to care from the campus health care facility during that term. A nurse and/or a physician assistant are available to see or be called on for advice. Out-patient care is provided for these students during clinic hours. Any student who becomes ill or gets injured may report to the campus health care facility for treatment. If the student reports during
the time the physician assistant is available, he/she may be seen by the P.A. (Appointments are encouraged.) Student visits to the campus health care facility will be at no charge. Any medication or supplies required will be charged to the student's work account.

Some of the over-the-counter, cold, fever, etc. medications are available during operation hours. Loan items available are: heating pads, crutches, ice bags, braces, and splints. Students should limit the visits to the hospital for treatment and dispensary service to hours not in class except in an acute emergency illness, or when designated by the campus nurse or physician assistant.

If a student requires treatment deemed necessary by the nurse or physician assistant beyond what is available at the campus health care facility, arrangements can be made for patient to go to Cox Medical Center Branson Emergency Room. Any student needing to go to Cox Branson must report to the clinic as soon as possible and be referred to Cox Branson, or follow up the next business day if illness is after regular hours.

A. If the illness or injury was campus work-related, the health care facility will certify to Cox Occupational Health Clinic or another physician's office that the college would be responsible for the bill.
B. If the illness or injury was not work-related, the student would be responsible for providing their insurance information to Cox or any other medical facility, and be responsible for their balance.

If the student reports to the campus clinic and fits into category (B), as stated above, and does not have health insurance, the outstanding balance of their Cox bill will be on their student account and is to be paid at the cashier's office. These charges CANNOT be paid with work hours.

Payment for Medical Services
All students have accident insurance; the premium is billed automatically as a part of the health services of the HTS fee.

Accident Medical Expense Benefit
A. The Accident Plan is a secondary plan after your primary medical insurance has paid. The first expense must be incurred within 60 days of the date of the accident, and only expenses incurred within 52 weeks from the date of the accident are eligible. ER visits must be within the first 72 hours after the accident.
B. Accidental Death and Dismemberment Benefits: Aggregate limit of liability is $5,000

Claim Procedure
In the event of an injury, it is the student's responsibility to:

1. Report at once to the McDonald Clinic on campus for treatment or referral. If the injury is severe and you are not in the area, or if it is after clinic hours, report to the nearest hospital or physician.
2. You should then secure an accident claim form from McDonald clinic on campus, fill in the necessary information, and attach all medical bills. You should also attach the explanation of benefits from your primary insurance plan, sign the form, and mail it in to the address at the top of the form.
3. If you have any questions regarding the student accident insurance, contact the nurse at the McDonald Clinic at extension 3399.

Workers' Compensation
If illness or injury is work-related, the student must report immediately to the campus clinic if the injury occurs during operating hours or as soon as it opens the next day and inform the staff to assure coverage by workers' compensation. The injury must be reported to the student's work supervisor. All students must report to McDonald Clinic first, unless it is after clinic hours, then the worker must follow the instructions on the work-related injury flow chart posted in your department and on the campus web.

If the injury is deemed too severe and the ambulance would be called, the patient will need to be transported to Cox Branson ER. The campus nurse will certify to the local hospital or the physician that the College's workers' compensation insurance will be responsible for the bill.

Sick Excuses
Students who are unable to attend classes because of sickness are expected to go to the clinic on campus to see the campus nurse or P.A. Excuses for class will not be given from the clinic unless the student is staying in the campus clinic as a patient, or the campus nurse or physicians assistant has sent them to another medical facility off campus. Students will be responsible for telling their professors that they are ill. Each individual professor will decide to excuse the student from class or not.

Work excuses will be provided for a student who reports to the campus clinic ill before or during work hours. Due to the illness or administration of medication, students may be required to stay in the clinic for the day in order to be excused from their work stations.

Notification of Parents
In emergencies requiring immediate surgery when parents cannot be consulted in advance, the President of the College will assume responsibility for authorization of treatment if needed.

All communication from the parents and guardians concerning the health of students should be addressed to the McDonald Health Services administrator, and/or medical director for the College. Due to HIPPA regulations, students must sign a medical release form for information to be given out.
Special Cases

The Dean of Students is authorized to require any student to withdraw from school at any time if he/she has an ailment that:
1. Interferes with his/her attendance or progress in class.
2. Might possibly constitute a hazard to him/her and/or other students.
3. Disturbs him/her so that he/she does not fit satisfactorily into the social pattern of the student body.

The College does not assume responsibility for:
1. Expenses due to medical conditions existing before enrollment in the college.
2. Expenses incurred for illness or injury resulting from the student’s misconduct or irresponsible behavior.
3. Expenses incurred while the student was not actually enrolled.
4. Expenses incurred for injuries in accidents off campus; however, the student's accident policy would be enforced at that time.

A student unable to participate in the required Physical Education program must furnish a letter from his personal physician or the school physician stating the reason. This letter in itself does not excuse the student from the P.E. program. The letter is subject to review by the Medical Director, Dean of College, and the Department of Physical Education from whom a final decision is received.

Laundry

Coin-operated washers and dryers are available in each residence hall for students living in the residence hall. Individuals not living in the residence halls cannot do their laundry in the housing washer and dryers. Additionally, there is a laundry service on campus where students may get laundry done. Students may pay for this service or work extra hours to offset the charges.

Mail Operations

The federal post office for Point Lookout, Missouri, is located on the campus of College of the Ozarks. As a federal post office it is managed and operated with standard federal postal regulations. Customers may send mail, purchase stamps and money orders, order passports, and other services provided by all post offices. Students receiving mail through the United States Postal Service must be addressed to their individual Post Office Box Number. Students may rent a P.O. Box by going to the post office during regular business hours or going to https://poboxes.usps.com/pobox-online/search/landingPage.do any time and complete the signup on this website.

Personal mail that is sent to the College's business address (P.O. Box 17) or that is sent to a street name on the college campus will be returned. The post office does not recognize any of the local street names on campus for delivery purposes.

All campus mail sent between departments on campus, as well as incoming and outgoing business mail is distributed in the Mail Operations department, located on the lower floor of the post office.

All Non-Postal service deliveries are handled through the warehouse using UPS, FedEx, and various trucking companies. If you want to receive a package using any of these methods, simply state that this is a shipping address only and send it to:

College of the Ozarks
Attn: Name of student and residence hall where the student lives
1 Industrial Place
Point Lookout, MO 65726

Residence Hall Living

The goal of the Residential Life program is to create an environment in the residence hall conducive to the academic, physical, and personal development of each resident. Hall living provides a unique experience for learning cooperative living skills, as well as individual responsibility.

Student Residential Policy

All unmarried students are required to live on campus. After the first year at the College, students may be considered for off-campus status if:
- they live with parents/legal guardians and demonstrate a significant financial need (living within forty miles of the College);
- they are married (living within forty miles of the College);
- they are a Veteran of the armed services (living within forty miles of the College).

Exceptions to the first-year policy are considered for Veterans of the armed services.

Students are reminded there is a maximum number of commuting positions available. Priority is given to students who are student teaching or completing nursing preceptorships outside the forty-mile distance.

Room Assignments and Consolidation

The College provides opportunities for students to express their preferences about rooms and roommates. However, the College assigns student rooms and roommates and reserves the right to consolidate room assignments as is necessary to make the best possible use of our facilities. All students must check in and out properly whenever
moving in and out of the residence halls. Students failing to follow the check in or out procedures may lose their room deposit and/or be fined.

**Room Changes**

All room assignments are made through the residence directors. During the semester, room changes may be made only when authorized by the residence director or the Dean of Students. Towards the end of each semester, students complete an online housing intent survey, which allows them to request a new room and/or roommate for the next semester. All changes must be approved by the residence directors.

**Guests**

No one under age 18 or of the opposite sex is allowed in the living areas of the residence hall except during Open House and move in day for new students. Overnight guests must be at least 18 years of age and of the same sex and may only stay overnight on Friday and Saturday nights. Overnight guests must be registered with the residence director no later than Thursday at 5pm of the same week he or she plans to stay. Failure to register will result in a $50.00 fee to be paid by the resident. Overnight guests are not allowed during the week unless special permission has been granted by the residence director. The student hosting the guest is responsible for the actions of the guest while on campus.

**Lobbies and Lounges**

Lounges are provided in each residence hall for relaxing, socializing, and entertaining members of the opposite sex. The areas off limits for the opposite sex are rooms, hallways, stairways, and landings. Failure to comply with this regulation will result in immediate disciplinary action as determined by the Dean of Students.

**Room Checks**

Room checks will be conducted by the housing staff each week to ensure residents are meeting the expectations and maintaining a safe and healthy standard of living. Residents are expected to keep their rooms clean and neat, trash removed from room, and bathroom clean (for students living in a suite). Students who fail 3 times within a given term (fall, spring, or summer) will be considered in violation of the College's Residence Hall Policy. This major violation includes, but is not limited to administrative reprimand, disciplinary probation, disciplinary suspension, or disciplinary dismissal. Students need to talk with their resident assistant or residence director to understand the full expectations regarding room cleanliness.

**Room Safety**

Periodically, additional safety inspections will be made of residential halls, including student rooms, to identify fire hazards and violations. Room inspections are designed to point out hazards that have been overlooked. Students will be expected to make the necessary corrections if any hazardous conditions are found to exist in his/her room. These guidelines and regulations are in place for your safety and the safety of your neighbors. Fire safety is everyone's responsibility. Please do your part to help make your residence hall community a safe place to live.

**Bunk Bed Ladders and Rails**

Bunk bed rails are not installed on bunk beds in the residence halls, but will be made available upon a student’s request, at the student’s option. Ladders are provided for all bunk beds in residence halls and are required to be used by the student when accessing and exiting the top bunk. Failure to properly use the ladder to access and exit the top bunk or the failure to request and properly use bed rails could result in injuries, including death, and any person who fails to properly use the ladder or to request and properly use a bed rail for a bunk bed assumes the risk of injury, including death, that may result from such failure. The College is not responsible for any misuse of or failure to use the ladder, any failure of the student to request bed rails, or any misuse of or failure to use the bed rails. If a student is aware that any part of the bunk bed, ladder or any provided bed rail appears damaged or faulty, a report should be made immediately to the residence director or Dean of Students.

**Room Search and Entry**

We respect the privacy of students in the residence hall; however, our College officials reserve the right to enter student rooms for the purpose of inspecting the premises when an authorized person has reasonable belief, including but not limited to the following:

1. That college policy is being violated.
2. That an occupant may be physically endangered or harmed.
3. That college or personal property is being damaged.
4. Rooms may be entered for emergencies, when routine maintenance or service is needed, request for a specific repair is necessary, and for regular inspections for cleanliness.
5. The Dean of Students and/or residence director may enter a student’s room before men’s or women’s open house to see that rooms are in proper working order and meet college policy.

If practical, the residence director or assistants will not enter a student’s room unless occupied or another authorized person is present. If there is reasonable belief that college policy is being violated, a room search may be necessary. Authorization must be received from the Dean of Students or his representative. Two authorized persons will be present during the search. A room search will not be conducted without making every attempt to see that the occupants are present.
Exits

All pathways to room doors and windows must be kept clear. An item hanging to enclose or decorate a sleeping space is not permitted. Room doors must open at least 90 degrees. Hallways and stairs must be kept clear at all times. No bicycle parking or other items are permitted in the hallways or stairwells.

Fire Evacuation

If you see a fire or smell smoke, pull the fire alarm station handle. Whenever you hear the building fire alarm, you must leave the building! The residence hall staff will assist in clearing the building. Everyone is required to leave the building, and those not leaving may be subject to disciplinary sanctions. As you leave the room, follow these procedures:

1. Take a towel to cover your mouth and nose in case of smoke.
2. Close your door behind you.
3. Exit as quickly as possible using the closest stairwell. Go to the designated location for your residence hall and stay at least 150 feet away from the building until given permission to return to the residence hall.
4. Alert a staff member where you saw the fire.

Remember that in the event of a fire, your worst enemies are smoke, heat and gases. They are capable of killing in a very short time. If you are caught in smoke, use your towel to make breathing less difficult, get down on the floor and crawl out. Before opening any door in your evacuation route, smell for smoke and check the door to see if it is hot. If so, stay in your room and call 911.

If you do get trapped:
1. Remain calm and think before you act.
2. If there is smoke, crawl away from it.
3. Put closed doors between you and smoke.
4. Slightly open your window.
5. Signal from the window. If there is a phone, call “0”. Tell them where you are, even if the Fire Department is on the scene.
6. Remain calm. Rescue may be moments away.

Note: Evacuation drills occur periodically throughout the semester to ensure the proper function of the alarm system and the performance of residents and staff. Each fire alarm should be treated as a legitimate threat, and each resident must evacuate the building. The residence hall staff will assist in clearing the building.

Deliberately setting off the fire alarm is in direct violation of county ordinances and may result in immediate dismissal from the College. If an alarm is set off but the violator is not apprehended, the residence hall will be fined $50.00. Tampering with fire alarm systems, alarm pull stations, smoke detectors, fire extinguishers, and safety equipment is prohibited.

Tornado Warning

If you hear the tornado siren sound or if you become aware of a tornado warning through media sources, move immediately to the lowest level in your building and stay away from exterior doors and windows. This may be a basement or first floor interior hallway, restroom, etc.

Do not wait for staff to tell you to go downstairs. Stay calm and wait for instructions. You can leave the lowest level once the tornado warning has been lifted and the all clear signal has been given. Immediately report any injury or damage to the residence hall staff.

Medical Emergencies

In the event of a medical emergency, dial “0” or notify residence hall staff immediately.

Electrical Safety Policy

Be sure that any electrical appliance or equipment, including cords and power strips, are UL-certified to help prevent power outages and fire hazards. Use all appliances and equipment according to the manufacturer’s instructions. Exercise care in not using too many appliances at the same time; overloaded circuits may result in loss of power in the room and increase the risk of fire hazards. Microwave ovens, hair dryers, and similar appliances should not be used on any circuit which habitually trips your room’s circuit breakers.

Use extension cords of 12, 14, or 16 gauge wire and power strips with an integrated (built-in) circuit-breaker to prevent potential fire hazards and damage to the building’s electrical system. It is also recommended that power strips have a surge protection device, to help prevent damage to students’ personal property from fluctuations in the flow of electricity.

Do not alter prongs of polarized plugs to make them fit an outlet. Do not overload electrical outlets. If a wall socket or extension cord is warm to the touch, it is overloaded. Do not “daisy chain” (string together) cords, connectors, and plugs.

Do not run appliance or extension cords under carpeting, rugs or furniture, where they can be walked on or pinched. Heat can build up and start a fire. In addition, cords can be frayed and expose wires, which can also result in a fire. Never cover lamps with clothing, paper, drapes, or other things that can burn.
Appliances and Furnishings

Fire safety within the resident hall is of upmost importance. There are six approved appliances that students may utilize in their room. Please review the following approved appliances:

- Refrigerator
- Microwave
- Toaster
- Coffee Pot
- Crock-Pot
- Blender

Furnishings and decorations must in no way physically block the exit from a room, hallway, or building.

Holiday decorations: Live Christmas trees and other highly combustible decorations are not allowed due to fire safety concerns. Seasonal Christmas lights are allowed from November 15-January 15, but cannot be left up throughout the remainder of the year. Seasonal lights must have a UL rating. The lights cannot be attached to a metal surface such as a door frame, bed frame and mattress springs, and cannot be used in restrooms. Caution should be used when hanging lights to ensure they are not too close to other objects that might catch on fire, and make sure there are not too many lights plugged into a room outlet.

Explosives, Fireworks, Flammable Liquids/Materials and Weapons

Students are prohibited from possessing, using, and/or storing firearms, fireworks, explosives, flammable liquids/materials, and weapons (as defined by Missouri Revised Statutes, Chapter 571) in the residence halls and on the College campus. This prohibition also applies to students possessing a concealed carry permit. Materials that are not allowed include, but are not limited to, in addition to those listed above, gasoline, kerosene, camping or cooking fuels, lighter fluid, ether, paint, propane cylinders, propane torches, and other materials specifically referenced in the Missouri Statutes.

Theft and Property Loss

Students should always keep doors locked when they are not in the room. The College does not assume responsibility for theft or damage to personal property. Never leave large sums of money in the room. Valuable personal items should be taken home during break periods. Possibly some items might be covered by a parent’s homeowner policy or students may need to have renters insurance. The College is not responsible for a student’s personal items that may be stolen or destroyed. Everyone (whether a resident of the building or not) is expected to abide by the community standards.

Quiet Hours

Radios, televisions, stereos, and conversation should not disturb other hall residents. Students work at all hours of the day and night, so students need to be respectful of others who work late or have to work early.

Pets

Students may keep fish and other aquarium based animals in their rooms. Aquariums are to be ten gallons or less in size. No other pets are allowed in the residence halls.

Babysitting

Babysitting in the residence halls is not allowed.

Living Requirements

Students are required to spend four nights a week (Monday-Thursday) in residence halls.

CAMPUS CLUBS AND ORGANIZATIONS

The College encourages all students to engage in the campus community. Clubs and organizations provide an excellent opportunity for students to get involved while enhancing their college experience. There are a variety of healthy outlets for students to pursue supplementing their academic studies and further equipping their Christ-like leadership skills.

The Students’ Union

The Students’ Union (“The U.”) seeks to serve the campus community by acting as an outlet for voiced student concerns, informing students of various campus events, encouraging student-fan participation at C of O varsity athletic events, and facilitating activities outside of the classroom to inspire campus-wide community while upholding the College’s mission, vision, and goals. The U. is a work station comprised of five student director positions. Students may apply during the regular posted work station application period. Qualified candidates will be interviewed and selected by the Student Activities Director and the Dean of Students. In addition to the five student directors, sixteen student-body elected leadership council members will assist in fulfilling the charge of this organization.
Leadership Development Track

The Leadership Development Track (LDT) is a four-year program which is focused on integrating learning opportunities at C of O and capitalizing on student development. Value-based leadership is taught while incorporating the five goals of the College, and guides students toward personal responsibility and excellence, which will build leadership character. Since it is a four-year program, it is progressive in nature, allowing students to participate according to their maturity; freshmen explore, sophomores learn, juniors lead, and seniors teach.

The College of the Ozarks Academy of Lifestyle Leadership (CALL), which is an LDT sponsored event for sophomores, is an extracurricular program designed to give instruction on leadership principles and the opportunity to apply them on campus and in the community. The ultimate goal of the program is to stimulate and cultivate personal, Christ-like character and encourage natural leadership abilities, while providing opportunities for each member to practice those skills.

Student Publications

Outlook is the official student newspaper of College of the Ozarks, printed weekly by the College Press. A student editor and design editor, appointed by the workstation supervisor, are responsible for the management of the paper. The editors develop the paper by writing, proofreading, and completing the layout. The majority of the writing comes from 5-6 additional staff writers.

Phoenix is the campus yearbook. With student responsibility for the photography, layout, and writing, Phoenix attempts to produce a historical portrait of the attitudes and the activities of each year. Special sections of the book cover academics, athletics, work areas, campus organizations, and student portraits. The Phoenix office is located on the second floor of the Jamison Building.

Theatre

Opportunities for creative experiences are abundant in the College’s theatre program. Students can pursue their interests and improve their skills as performers, designers, and technicians. The theatre department produces four main stage productions a year, including a major musical production every spring semester. Students may also participate in a number of student directed scenes and choreography projects through-out the year. Auditions for productions are open to all College students who are in good standing.

Intercollegiate Sports

College of the Ozarks competes in varsity competition in men’s basketball, baseball, golf and cross country, and in women’s basketball, cross country, golf, track, and volleyball. The school is a member of the National Association of Intercollegiate Athletics (NAIA). Any student who is interested in participation in an intercollegiate sport should contact the coach of that particular sport. C of O students are admitted free to all home games by showing their I.D. cards.

Music Activities

The Music department at College of the Ozarks provides students with an opportunity to earn credit while participating in many wonderful performance opportunities.

Chorale: The chorale is an auditioned choral ensemble of mixed voices for students who have a desire to study and perform classical, sacred, and secular repertoire from the Renaissance to the present. The ensemble performs on and off campus, tours to area schools and churches, and sometimes travels abroad.

Chapel Choir: The members of the Chapel Choir serve as worship leaders for the College chapel services each Sunday. The choir is a non-auditioned, mixed vocal ensemble drawn from all areas of the student body, which possesses many levels of musical talent. The primary focus of the Chapel Choir is in music as ministry. Together they strive to achieve higher personal, musical, and spiritual standards with each passing week. The ensemble performs primarily on campus; however, the choir does tour occasionally.

Concert Band: The Concert Band is an auditioned ensemble for students who have a desire to study and perform standard concert band literature. The ensemble performs on and off campus.

Handbell Choir: The Handbell Choir is an ensemble which teaches the techniques of bell ringing. Some experience in reading music is expected. The Handbell Choir is often called upon to provide music for area churches, civic organizations, as well as participating in many festivals and clinics.

Jazz Band: The Jazz Band is for students who have a desire to study a wide variety of music from jazz, pop, and rock, to music originally composed for traditional big band instrumentation. The group performs concerts on campus, as well as travelling off campus for area performances and competitions.

Pep Band: If students want to show their spirit, this is the group to join. The C of O Pep Band performs at home basketball games and continues to participate in the NAIA tournament each year.

Students do not have to be a music major or minor to enroll in an ensemble. We want to encourage you to continue your musical growth by participating in the activities offered by the music department. If you have any questions about any aspect of the music program, contact the music department.
Club Requirements and Expectations

Campus Clubs
The College recognizes that clubs can contribute vitally to the social, moral, and intellectual growth of their individual members. On that basis, the College grants the right of existence to such clubs. This right will be upheld if the clubs, individually and as a system, continue to justify their existence by making a positive contribution to the life of their members and thereby to the College itself.

Requirements for Recognition
All student clubs must apply for recognition by the College. A list containing the names of advisors and members, the officers, requirements for membership, a copy of the club's constitution and bylaws, and a statement of purpose and function should accompany the petition, to the Director of Student Activities.

A club achieving recognition by the College must keep an up-to-date list of officers, members, advisors, and annual reports on file in the Students' Union office. Annual reports will be reviewed by the Students' Union at the conclusion of each semester. Any failure to meet expectations will be reported to the Director of Student Activities. Campus clubs that are found not to be in compliance may be subject to probation or termination of current status.

Campus Club Advisors
Each club should select at least one advisor who is a member of the College faculty or staff. The name of the person chosen should be submitted to the Director of Student Activities for approval before the person is asked to serve. The advisor will have all the privileges of membership except voting and should be consulted on all organizational matters. The advisor will serve as a liaison between the club and the College and interpret actions of each to the other.

On and Off-Campus Events
Students who are representing College of the Ozarks at any sanctioned event must be in good standing with the College. Students are expected to behave in accordance with College of the Ozarks' dress, appearance, and conduct expectations.

Applications for off campus trips are available on Campusweb under Resources. The form must be submitted at least 10 days before the departure date. Applications must be approved by the department head or organization advisor before being presented to the Dean of Students. All trips must have the approval of the Dean of the College, Dean of Work, Dean of Administration, and Dean of Students.

Filing a Complaint with Transnational Association of Christian Colleges and Schools (TRACS)
An individual may make an inquiry to TRACS regarding complaint procedures, or about issues and concerns that could be considered complaints, by visiting www.tracs.com and downloading the packet containing the Policies and Procedures for Complaints Against Member Institutions, the TRACS Complaint Information Sheet, and the TRACS Complaint Processing Form. TRACS response and its obligations to meet the specific timetables outlined in these procedures will begin only after the complainant submits all documents required in the TRACS Complaint Information Sheet.

A formal complaint is one that is:
- a. Submitted in writing using the TRACS Complaint Processing Form (including all required supporting documentation);
- b. Signed; and
- c. Sent to the attention of the President of TRACS by the complainant(s). Complaints which are not in writing, anonymous, or sent electronically or through facsimile transmission will not be considered.
ACADEMIC

Academic Policies and Practices
General academic policies and practices are outlined in the College catalog. Questions related to these should be directed either to a student's academic advisor or to the Dean of the College. Specific questions or criticisms about individual faculty members or their classroom policies and practices should be directed first to the faculty member involved, then to the appropriate Division Chair and finally to the Dean of the College.

Registration
Class schedules for new freshman students are set by the Registrar. Students are placed in appropriate entry-level courses in their major along with general education courses required of all students. Students requiring remedial math or English will be placed in those classes if space is available. Generally, courses are blocked into morning or afternoon segments to accommodate the required work program. Transfer students may begin registering after the current students have completed registration for the semester. The process for incoming transfer students may be in person, by fax or mail, or by e-mail, depending on the student's situation and location.

Current students go through a pre-registration process. After meeting with an advisor and when the student's registration time period has opened (by cumulative number of hours completed), the student can select courses on Campusweb. At the close of the pre-registration period the various administrative offices will post holds, if applicable, on the account of students. Holds include BU-Business office (money due for fees, room and board, etc.), DW-Dean of Work Education hold, DS-Dean of Students hold, DC-Dean of College hold (overloads/underloads), etc. Students will have approximately one week to have all holds removed. Students who still have holds at that time will lose their pre-registration schedule and will be required to pay $100 reinstatement fee; or will be unable to attend the following semester.

Prior to the start of and during the first week of the semester a student may add or drop courses (with some exceptions). After the first week no classes may be added to the student's schedule. With the approval of the advisor, Dean of the College and the payment of a fee, students may drop classes until the Friday after midterm.

Change of Status Policy
Students who wish to change their current student enrollment status (from part-time to full-time, commuting to the residence hall, or residence hall to commuting) must apply for a change of status. The change of status request form is available on Campusweb in student resources. The College has a limited number of full-time commuting positions available; once that number, dependent on enrollment, has been reached, the College may not consider further requests.

The application must be made well in advance of the semester that the desired change would go into effect. Applications must be submitted by February 15 for the Fall semester and September 15 for the Spring semester. Applications submitted after these dates are not guaranteed consideration.

Criteria for changing status from resident to commuting
Currently enrolled resident students at College of the Ozarks may be considered for commuting student status if they meet one of the following criteria:

- the student must be a documented veteran,
- live with parents/legal guardians,
- or be married

Students may be considered for off-campus status if they are student teaching or doing nursing preceptorship. Students who do not meet at least one of these conditions must live in the residence hall. Commuting distance should not exceed forty miles (exceptions considered for student teaching/nursing preceptorship).

Application for change of status process
Students may apply for a change of status online at Campusweb by clicking the student tab and selecting Change of Status request under Student Resources. Students will be notified of acceptance or denial via e-mail at their student.cofo.edu e-mail address.

Applications for change of status are subject to approval by the Dean of Admissions, Dean of the College, Dean of Students, and Dean of Work Education. Students should be in good standing in academics, student life, and the Work Education Program.

Students should be aware that upon application for change of status, they are declaring their intent to vacate their residence hall rooms for the following semester, and reinstatement of residence hall status may not be possible.

Change of status during the semester
Students who elect to seek off-campus status that would go into effect during a semester, and are approved, will be charged for the full amount of room and board for that semester.

For students who move into the residence hall after the semester begins, room and board charges are prorated based on move-in date.

Students who elect to seek part-time status during the semester, and are approved, must work the full 280 hours for the semester.

Married students are not permitted to live in campus residence halls.
Withdrawal from College

A student wishing to withdraw from college either during the semester or between semesters should follow the withdrawal policy and procedure on the Campusweb or C of O website. The procedure needs to be followed in order for the student to leave the College in good standing. Charges/refunds (see “Costs and Financial Aid”) will be determined at the date of the withdrawal; all responsibility of the College for the student is terminated at the time the student is dropped from the College roster. The College reserves the right to dismiss students who fail to do satisfactory work, or who do not cooperate with official College policies.

Students withdrawing during the semester and after the final drop date will receive marks of failure in all courses for which they are enrolled. Under special circumstances, a student may request to withdraw from college after the official drop date and receive a WP/WF in all classes with approval from the Dean of the College. In addition to completing the Registrar’s withdrawal procedure, residence hall students must check out of the residence hall with a residence director or resident hall assistant. Failure to follow these procedures may result in loss of deposit or additional charges.

Grade Appeal

A student who believes an error has been made in the recording of a grade or that a grade is unjust must first contact the instructor. If the situation is not resolved the student may appeal to the Division Chairperson and to the Dean of the College. For appeal of a work grade, the student should follow the procedure set forth in the Work Program.

Grade Probation

1. A student will be placed on grade probation after the semester in which the cumulative GPA drops below 2.00 or semester GPA is below 1.00.
2. A student on probation must take 16 or fewer semester hours and take IDS 021 - Learning Strategies.
3. A student with a semester GPA of 1.00 or less will be suspended from the College unless he/she meets cumulative GPA requirements.
4. A student who is suspended for academic reasons is eligible to reapply for readmission after one semester; however, readmission is not guaranteed. Such students will compete better in the readmission process if they attend college elsewhere on a full-time basis and demonstrate ability to be successful in college level work.
5. A student may appeal a suspension to the Dean of the College. The appeal must be in writing and set out the basis of the appeal.
6. The Dean of the College may choose to extend probationary status if satisfactory progress toward raising the cumulative grade point average is evidenced.
7. Any student who goes on grade probation will also be placed on financial aid probation.
8. A student on probation may not participate in auditioned theatre roles, student government, intercollegiate athletics, extracurricular college trips, auditioned ensembles, and other programs and scholarships that have grade point requirements. It is strongly advised that students on probation terminate any off-campus employment. Many beginning college students do not realize how much time and effort a rigorous academic program demands; therefore, College of the Ozarks strongly encourages its students not to accept off-campus employment until they have proven that such employment will not jeopardize their academic program performance.
Commencement Exercises

All graduating students are expected to attend Commencement ceremonies unless excused by the Dean of the College. Students are expected to abide by business dress guidelines as noted in the handbook, including men to wear a button up dress shirt with tie, slacks, and appropriate closed-toed dress shoes. Shirts must be tucked in. Women may wear a dress or business suit and appropriate dress shoes are required. Flip flops are unacceptable. Students must conduct themselves in accordance with College of the Ozarks expectations including but not limited to inappropriate body piercings and keeping tattoos covered at all times. The issuance of diplomas is subject to being in good standing with the College and the satisfactory completion of the Commencement exercises.

VOCATIONAL

Work Education Program: Purpose and Philosophy

The student work program has long been an integral part of the overall program of the College. All full-time students participate in the work program and all part-time, degree-seeking students are required to work at least one semester. The work program serves a three-fold purpose: (1) It provides a way for students to work for a portion of their college expenses; (2) It provides students worthwhile work experiences in which they can develop desirable work practices and, in many cases, gain valuable vocational skills and; (3) It provides many valuable services to the College.

General Provisions of the Work Education Program

All full-time students are required to work on the campus work program as a part of their contribution toward their cost of education. All resident hall and all full-time commuting students (those enrolled for 12 or more credit hours) work 15 hours per week during the fall and spring semesters and two 40-hour weeks (one for each semester) during the weeks classes are not in session.

After students are assigned to a specific department or work area, they report to the supervisor in charge and present their class schedules. Supervisors then assign students specific hours to work each week based on available out-of-class time. Students are required to work the hours they are scheduled unless their supervisors approve a change in schedule.

Attendance Expectations

The College places a high priority on punctuality and regular attendance. The only excusable reasons for failing to report to work are personal illness, valid emergencies, and authorized off campus trips. If students are ill, they are expected to report to the campus hospital for examination and possible treatment. If the hospital personnel determine that a student is too ill to work, they issue a medical excuse and contact the Work Education office. Students who do not follow this procedure are potentially depriving themselves of needed medical attention, and likewise they are not considered to have been excused from work. More students experience difficulty in the work program due to poor attendance than for any other single reason. Regular attendance is critical to success. Students failing to meet their work attendance requirements can expect to face appropriate disciplinary action. Failure to report to work as expected after assignment to a specific department or work area or to otherwise make arrangements with the work supervisor and/or Dean of Work Education will result in appropriate disciplinary action, which may include dismissal from the Work Program.

Making Up Lost Work Hours

Students may get behind on their work hours through no fault of their own due to illness, family emergencies, school trips, etc. All missed work hours must be made up at a time approved by the area work supervisor and/or the Dean of Work Education. Students may make up these missed hours a few at a time during the regular semester by working one or two extra hours each week. It may be necessary for these missed hours to be made up during vacation periods. Students generally are expected to make arrangements to clear their work accounts each semester in order to continue on the work program another semester. Students may not apply balances accrued from previous semesters to cover a shortage in hours without the approval of the Dean of Work Education.

Working Extra for Laundry, Etc.

Many students send their clothes to the campus laundry, and wish to work to pay the costs of this service. Other students need medication occasionally from the campus hospital. Students may, with their supervisor's approval, schedule an additional hour or two per week during the academic year to cover the cost of laundry and medication. Students may also charge up to one gallon of milk each week from the dairy providing they have accrued extra work hours.

Evaluation of Student Work

Near the end of each semester, area work supervisors evaluate the work of each student assigned to them and assign a letter grade. A conference is then held with each student, the evaluation is discussed, and suggestions for improvement in the student's work are made. The student may likewise ask questions about the evaluation, hopefully leading to a better understanding of the evaluation, the student's work performance, and where self-help is needed for improvement. Work performance grades are then filed as part of the student's permanent record in the Registrar's office. The student's academic transcript also shows the work performance grade earned each semester of participation in the Work Education program. These work grades can be of value in later years when reviewed by potential
employers. The College encourages all students to do their best, and seek to earn high work performance grades. Students receiving low work grades (anything below C-) are placed on probation and given one semester to improve or face dismissal from the work program. A grade of "F" may result in immediate dismissal without a probationary period, depending upon the circumstances. A student, who believes an error has been made in the recording of his/her work grade, or that a work grade is unjust, must first contact the work supervisor. If the situation is not resolved, the student may appeal to the Dean of Work Education.

**Work-related Injuries**

Occasionally, students may be injured on their campus jobs. If this happens, the student should inform the supervisor and then go directly to the campus hospital for medical attention or for further transportation to off-campus medical facilities if the injury is beyond campus capabilities. If the injury occurs during a time when the campus hospital is closed, then the student should contact the fire department (x3333) for assistance.

Students must follow this procedure. Students who proceed directly to off-campus medical facilities, without authorization from campus medical personnel may assume the responsibility of paying for such services and normally forfeit any applicable worker’s compensation benefits.

**Work Station Transfers**

When students desire to transfer from their assigned workstation to another, they must fill out a transfer request via Campusweb supplying personal data, previous work experience, work station preference, etc. This information will be used as a basis for reassignment along with work performance records, length of time at the work station, and available openings. Occasionally, area supervisors or the Dean of Work Education may initiate a work assignment change. The final decision in making all work program assignments and reassignments is made by the Dean of Work Education.

All records of students’ financial accounting are kept in Cash Accounts. Questions regarding hours worked and overall work hours status generally will be referred to that office.

**General Work Education Program Policies**

1. Most work areas use time clocks or computer terminals to record student work time. Each student must record his or her own time. A student may be dismissed from the work program for attempting to forge or otherwise enter another student’s time record, or for falsely representing the time actually worked.
2. Students receive work time credit for the actual time worked; there is no “rounding to the nearest quarter hour” procedure.
3. Students are not to be excused from their work stations for personal reasons, such as going to the post office, etc. Those things should be done at times students are not scheduled for class or work.
4. Students generally are not permitted to work extra hours one week in order to cut short their required work time for another week, unless this practice is consistent with the needs of the work area and has the approval, in advance, of the supervisor.
5. Students generally are not permitted to work extra hours during the semester in order to by-pass their required 40-hour vacation work weeks, since this practice would result in shortages of student workers during vacation weeks. All full time students must work two 40-hour weeks per year.
6. Resident students who are not scheduled to work one of their required 40-hour weeks during a particular week of vacation must have special permission to remain on campus. In addition, these students must either pay cash for any meals they eat in the Dining Hall or make special arrangements in advance to work 15 hours to cover the cost of their meals for the week.
7. The last week of the semester (finals week) is a full work week and students are expected to report to work on the schedule established by their area supervisors. Students who have questions regarding the work program which are not addressed in the material above should consult their area supervisor or the Dean of Work Education office.
8. Work program policies are formulated by the Dean of Work Education who is also charged with the enforcement of these policies. If a violation of campus conduct is reported as happening on the job, the Dean of Work Education and the Dean of Students will conduct a hearing for the individual or individuals involved. These two administrators may make a decision as to the guilt or innocence of the individuals and set the penalty. If the Dean of Work Education and the Dean of Students cannot agree on the guilt and/or penalty, they will refer the incident to the Campus Disciplinary Board for action.
The vision for The School of the Ozarks (now College of the Ozarks) was created by the Reverend James Forsythe, a Presbyterian minister who wanted to establish a school that would integrate faith and learning. The Christian faith is an integral part of the life at College of the Ozarks. Students are not required to belong to a particular faith, however all members of the College community are expected to adhere to Christian values and expectations. The Christian faith is stressed and no denominational emphasis is made. The College has students of different denominations and helps them become more faithful members of their respective churches and grow in their faith. Guiding statements of faith include the Apostles’ Creed and the Nicene Creed.

The Apostles’ Creed

The basic creed of Reformed churches, as most familiarly known, is called the Apostles’ Creed. It has received this title because of its great antiquity; it dates from very early times in the Church, a half century or so from the last writings of the New Testament.

I believe in God, the Father Almighty, the Creator of heaven and earth.

And in Jesus Christ, His only Son, our Lord: Who was conceived of the Holy Ghost, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell. The third day He arose again from the dead. He ascended into heaven and sits at the right hand of God the Father Almighty, from whence He shall come to judge the living and the dead.

I believe in the Holy Spirit, the holy *catholic church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting. Amen.

* often see “Christian Church” (catholic means “universal”)

The Nicene Creed

This additional creed is a statement of the orthodox faith in the early Christian Church, in opposition to certain heresies in the third and fourth centuries, namely the truth surrounding the doctrine of the Trinity and of the person of Jesus Christ. This creed delineates the deity and humanity of Christ, as well as the deity of the Holy Spirit proceeding from both God the Father and God the Son.

I believe in one God, the Father Almighty, Maker of heaven and earth, and of all things visible and invisible.

And in one Lord Jesus Christ, the only-begotten Son of God, begotten of the Father before all worlds; God of God, Light of Light, very God of very God; begotten, not made, being of one substance with the Father, by whom all things were made.

Who, for us men for our salvation, came down from heaven, and was incarnate by the Holy Ghost of the virgin Mary, and was made man; and was crucified also for us under Pontius Pilate; He suffered and was buried; and the third day He rose again, according to the Scriptures; and ascended into heaven, and sits on the right hand of the Father; and He shall come again, with glory, to judge the quick and the dead; whose kingdom shall have no end.

And I believe in the Holy Ghost, the Lord and Giver of Life; who proceeds from the Father and the Son; who spoke by the prophets.

And I believe one holy catholic and apostolic Church. I acknowledge one baptism for the remission of sins; and I look for the resurrection of the dead, and the life of the world to come. Amen.

Chapel

As a community of faith, the College of the Ozarks holds weekly chapel services on Sundays at 11:00 a.m. in Williams Memorial Chapel. Chapel services are open to all individuals who would like to worship together in a reverent and traditional manner. These worship services are transdenominational, designed with an emphasis on the Holy Spirit's enabling grace offered to all through Jesus for God's glory.

Chapel Requirements

All full-time students (12 hours or more per semester) with less than 91 academic college hours are required to attend Sunday morning chapel a minimum of five times during each semester. Students may receive credit for a maximum of ten services as part of the overall Chapel and Convocation Program. Students must be on time in order to receive credit. Students who do not attend five services will be in danger of being placed on chapel/convocation probation. Students on probation will need to attend the deficient number of services from the prior semester in addition to the required five services for the current semester in order to get off of probation. Students on chapel/convocation probation will not be allowed to represent the College in any activity while on probation. (For more information on chapel/convocation probation status and how to get off probation see the Chapel/Convocation Probation section in the Cultural section). Students are allowed to attend chapel services during the summer to get ahead for the fall semester. Students cannot carry over extra chapel attendances from a current semester to a future semester.

Chapel/Business Dress

All students attending convocation and chapel programs need to wear appropriate clothing that meet the standards outlined in the College's Appearance Code. Students who do not meet the standards will be asked to go back and change to comply with the appearance for business attire.
Religious Organizations

More information regarding religious organizations at College of the Ozarks can be found in the campus organizations section. Organizations meeting regularly and recognized by the College are:

- Baptist Student Union (BSU)
- Catholic Campus Ministries
- Chi Alpha
- Fellowship of Christian Athletes (FCA)
- Missions Club
- Mu Kappa (Missionary Kids)
PATRIOTIC

Patriotic Emphasis

The patriotic goal of the College encourages an understanding of American heritage, civic responsibility, love of country, and willingness to defend it. The College proudly embraces the patriotic traditions of the United States of America and provides many programs and activities throughout the year that emphasize patriotism. These include:

- Honor America, the College's annual Independence Day celebration;
- September 11 Annual Commemoration;
- Reading of the Constitution on Constitution Day;
- Veterans Day service.

Additionally, the College provides numerous opportunities for students to learn, become involved, and show respect to our nation. These opportunities include:

- Courses in ROTC (Reserve Officers Training Corps) and Military Science (Patriotic Education and Fitness) provide formal academic training about citizenship, and if desired, joining the military.
- Student organizations, such as College Republicans, Young Americans for Freedom (YAF), and Young Americans for Liberty, sponsor events to enhance awareness and encourage participation in the political process.
- Decorum: During the presentation of colors, singing or playing of the Star Spangled Banner, or recitation of the Pledge of Allegiance, all members of the College community, and guests, are expected to stand, be respectful, and attentive.

Patriotic Education Travel

The Patriotic Education Travel Program provides once-in-a-lifetime experiences for students and Veterans. The program pairs students with Veterans as they travel back to the battlefields where they served. This program honors Veterans and helps educate the younger generation, instilling an appreciation for the sacrifices of American service men and women. Outcomes of this unique program include:

- Life-changing experiences for students;
- Life-long relationships with, and respect for, Veterans;
- A dramatically increased love for the United States.

Travel destinations have included:
- England, France, Belgium, the Netherlands, Luxembourg, and Germany
- Pearl Harbor, Okinawa, Hiroshima, Iwo Jima, Tokyo, the Philippines, Solomon Islands, and the Mariana Islands;
- China;
- Germany, Poland, Austria, the Slovak Republic, and the Czech Republic;
- Korea;
- Vietnam;
- Washington, D.C.

Student-applicants submit essays describing their desire to learn from Veterans. The highly competitive process has produced student-Veteran pairings who share experiences and a bond between two very different generations that is cherished by both. College of the Ozarks and its generous donors fund the Patriotic Education Travel Program.

Patriots Park

Patriots Park exists to honor, respect, and memorialize those who served, including many who gave their lives, to defend liberty. Students have opportunities to participate in educational services and programs that College provides here periodically. The park includes:

- Veterans Grove: Which consists of over 130 maple trees that honor Veterans who have traveled with the program;
- The Greatest Generations Plaza;
- The Missouri Vietnam Veterans Memorial;
- The Missouri Gold Star Families Memorial Monument;
- The Korean War Memorial.
CULTURAL

The Cultural Goal of the College is to cultivate an appreciation of the fine arts, an understanding of the world, and adherence to high personal standards.

To accomplish the Cultural Goal of the College, the Dean of Students office, the Christian Ministries department, and various departments throughout the College offer Convocations, Concerts, and Chapel Programs to augment learning in the classroom.

Throughout the year, national, local, and regional guest speakers and groups are invited to campus to provide programs that foster an appreciation of fine arts and broaden students' understanding of the world. Often there are opportunities for question and answer sessions with guest speakers while they are on campus.

The College seeks to create programming and opportunities for students, which develop broad based knowledge and understanding of culture.

Convocation and Chapel Program

College of the Ozarks is a Christian community which seeks to develop citizens of Christ-like character who are well-educated, hard-working and patriotic. In an effort to offer unique learning opportunities and community worship, students participate in extra-curricular convocations and chapel programs. All full-time students (12 hours or more per semester) with less than 91 academic college hours are required to participate in the convocation and chapel program. Each semester, students are required to attend at least 15 programs of the following:

1. Chapel: Students are required to attend at least five services, maximum of 10 services for credit per semester.
2. Convocation Programs: Students are required to attend at least one program each semester in each of the five Mission Emphasis of the College. Academic, Vocational, Christian, Patriotic, and Cultural. A total of five credits are needed to fulfill this part.
3. Students have the choice to attend additional chapel services or convocation programs to complete the required 15 programs needed each semester.

Students are expected to conduct themselves in a manner that represents themselves and the College well. Students who talk, text or other phone use, cause disruptions during convocations, use unauthorized video/audio recording devices, are dressed inappropriately, show up after the program has started, or leave early will not receive credit and may be dismissed from the convocation. Most convocation programs are one hour or less in length, but some are longer. Regardless of length, students need to stay the entire time in order to receive convocation credit. All convocations and chapel programs will require business attire.

Chapel/Convocation Probation

Students who do not attend the required number of services will be in danger of being placed on chapel/convocation probation. Students will be placed on probation when they have three deficiencies and will need to attend the deficient number of services from the prior semester, in addition to the current semester requirements, in order to get off probation. Students attempting to obtain credit for convocations other than the appropriate manner will be subject to chapel/convocation probation and/or additional disciplinary sanctions. Students on chapel/convocation probation will not be allowed to represent the College in any activity while on probation.