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WELCOME

At Drury University, our goal is to provide you with an educational college environment that encourages and supports the academic mission of the University. We are confident that the many individuals and experiences you encounter will make living in our campus community an exciting and enjoyable part of your college years.

College life comes with many benefits and freedoms. As with other liberties, these freedoms come with responsibilities. Drury University students, employees and citizens are responsible for respecting the rights of other individuals and the Drury community, to encourage practices that create and support a learning environment and to do their part to promote a safe and secure community.

We encourage you to become involved in your community. Drury University is committed to your involvement, with the knowledge that students who participate in positive activities will ultimately get more out of their collegiate experience. In doing so, you will contribute positively to the larger environment in which you live.

The students on campus represent a wide array of backgrounds, cultures, life-styles and attitudes. Campus life provides students a rich and unique opportunity to learn more about themselves and others. We invite you to seek out our professional staff members or experienced students to assist you in making your collegiate experience at Drury University a successful one. Our exceptional educational programs, community materials and safety procedures are directed and implemented by a talented group of student affairs professionals who are dedicated to student success.

The Community Standards Handbook has been created to enable you to get the most from your collegiate experience at Drury University. It contains policies that affect you as a member of the Drury community.

In addition, we are always available for students to share their successes or challenges with us. Our goal is to provide assistance to students as they adjust to the expectations of college.

Please contact us with questions, comments and ideas; we look forward to meeting you!

Dr. Tijuana Julian
Executive Vice President of Student Affairs and Dean of Students
FAMILY EDUCATION RIGHTS AND PRIVACY ACT
Drury University strictly adheres to the Family Education Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment. FERPA is a Federal law protecting the privacy of student education records. The law applies to all schools receiving funds under an applicable program of the U.S. Department of Education.

FERPA gives parents/guardians certain rights with respect to their children’s education records. Prior to the student’s 18th birthday or prior to enrollment in a college or university, the right to the privacy of the student’s records essentially belongs to the parents. When a student enters college, the right to privacy is transferred to the student, and the content of educational records, which may include both academic records and disciplinary records, can be disclosed only with the student’s consent. However, if a student remains financially dependent upon the parent(s) and is claimed as dependent on the parent(s)/guardian(s) federal and state tax returns, the parent/guardian has the right to inspect records as well.

All new students are provided with the formal opportunity to submit an online form allowing them to designate the names of individuals to whom information may be released from college records. This release is operable for the time of the student’s enrollment or until such time as the student revokes access; confirming the willingness of the student to share the information even if the student’s dependent status changes.

Parents/guardians, students and the University are involved as a team working toward completion of educational goals and students are encouraged to grant their parent(s)/guardian(s) access to educational records. FERPA allowances should be made prior to the student’s arrival on campus as a family decision. Drury families are strongly encouraged to discuss the concept of student privacy.

Parents/guardians or eligible students have the right to inspect and review the student’s education records maintained by Drury University. Drury is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. A fee may be charged for copies.

Parents/guardians or eligible students have the right to request Drury correct records they believe to be inaccurate or misleading. If Drury decides not to amend the record, the parent or eligible student then has the right to a formal hearing with the Drury University Student Judicial Board. After the hearing, if Drury decides not to amend the record, the parent/guardian or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, Drury must have written permission from the parent/guardian or eligible student in order to release any information from a student’s education record. However, FERPA allows Drury to disclose those records, without consent, to the following parties or under the following conditions:
- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate officials in connection with financial aid to a student
- Accrediting organizations or organizations conducting certain studies for or on behalf of the school
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific state law
Although Drury does not traditionally release student information to third parties, Drury may disclose, without consent, directory information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Parents/guardians and students are allowed to request the school not disclose directory information about them by submitting a request in writing to the Registrar's Office.

If you have any questions in regard to the confidentiality of educational records, please contact:

<table>
<thead>
<tr>
<th>Tijuana Julian, D.M.A.</th>
<th>Cindy Jones, M.B.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Vice President of Student Affairs and Dean of Students</td>
<td>University Registrar</td>
</tr>
<tr>
<td>417-873-7215</td>
<td>417-873-7330</td>
</tr>
<tr>
<td><a href="mailto:tjulian@drury.edu">tjulian@drury.edu</a></td>
<td><a href="mailto:cjones@drury.edu">cjones@drury.edu</a></td>
</tr>
</tbody>
</table>

Drury University is required to notify parents and eligible students annually of their rights under FERPA. The means of notification is left to the discretion of Drury University. Drury University provides FERPA information as listed in this handbook and online at [http://www.drury.edu/communitystandards](http://www.drury.edu/communitystandards).

**DRUG-FREE SCHOOLS AND COMMUNITIES ACT OF 1989**

Drury University is a safe, education-oriented and community-minded campus. We maintain an academic and social environment conducive to intellectual and personal development of students and promote the safety and welfare of all members of our campus community. Drury University prohibits the abuse of alcohol and illegal drug use of its students, employees, and community members. Drury University will cooperate with authorities in the enforcement of all applicable law.

In accordance with the Federal Drug-Free Schools and Communities Act of 1989, Drury University is required to establish a drug and alcohol prevention policy for its students and employees. A biennial review of this program will be done to determine its effectiveness, to implement changes to the policy if they are needed, and to ensure the University's disciplinary sanctions and outcomes are consistently enforced.

**NON-DISCRIMINATION STATEMENT**

Approved by the Board of Trustees on 05/16/2014. Updated on 09/01/2016.

Drury University is an open and welcoming community from a rich variety of cultures, races and socio-economic backgrounds. The mission and goals of the University dedicate the institution to being a community which “affirms the equality and worth of all peoples” and appreciates the “diversity of human culture, language, history and experience.”

Drury University does not discriminate on the basis of disability, race, color, religion, gender, age, sexual orientation national or ethnic origin, or veteran status in its programs and activities.

Under Title IX of the U.S. Education Act Amendment of 1972, certain exemptions may be granted for groups such as intercollegiate and intramural athletics, social fraternities, and sororities.

The following individuals have been designated to coordinate inquiries regarding non-discrimination policies, to comply with federal and state laws prohibiting discrimination, and to receive complaints of discrimination and harassment:

<table>
<thead>
<tr>
<th>Marilyn Harris, M.S.</th>
<th>Tijuana Julian, D.M.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Human Resources</td>
<td>Executive Vice President of Student Affairs &amp; Dean of Students</td>
</tr>
<tr>
<td>Burnham Hall, 107</td>
<td>Findlay Student Center, 201</td>
</tr>
<tr>
<td>(417) 873-6987</td>
<td>(417) 873-7330</td>
</tr>
<tr>
<td><a href="mailto:mharris016@drury.edu">mharris016@drury.edu</a></td>
<td><a href="mailto:cjones@drury.edu">cjones@drury.edu</a></td>
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**STUDENT COMPLAINT GUIDELINES**

It is the philosophy of Drury University to be responsive to student concerns. If students feel that they have been treated in an inappropriate or unfair manner, they should file a formal written complaint with the appropriate officer of the University:

- Dr. Timothy Cloyd – University President
- Dr. Beth Harville – Executive Vice President and Provost
- Dr. Tijuana Julian – Executive Vice President for Student Affairs and Dean of Students
- Mr. David Hinson – Executive Vice President, Chief of Staff, Chief Information Officer, Chief Operating Officer

Students are encouraged to contact any of the above officers if they are unsure which officer is most appropriate.
STATEMENT OF AUTHORITY
The Community Standards Handbook contains the expectations of students from the University. Because members of the Drury University Community represent the University regardless of their physical location, these Community Standards apply to all faculty, staff, students, clubs and organizations, and any related behavior taking place on campus, off campus, or at University-sponsored events including ASB, Ignite, organizational travel and conferences, or any event associated with Drury University. In addition, public postings on social media sites, apps, chats, etc. may lead to violations of the Community Standards. The University does not regularly search this information, but may take action if and when such information is brought to the attention of any University officials. There is no time limit for the reporting or addressing policy violations, but the University strives to resolve potential violations in a responsible and timely manner.

UPDATES TO POLICIES
Drury University may change any policies listed in this handbook with limited or no prior notice. The most up-to-date version of this handbook will be posted to www.drury.edu/communitystandards.

HONOR CODE
All students, faculty, and staff of Drury University are expected to know and abide by the Drury University Honor Code. This code applies to all members of the Drury Community regardless of location, as they are representatives of the University and the Drury Experience.

“As a member of the Drury University community, I vow to treat others with respect. I will not violate others’ rights to learn and thrive in a safe, respectful environment, and by extension, I will not bully or intimidate others. Honesty will guide my every action. I will not condone any behavior compromising the Drury Honor Code.”

STATEMENT ON SPIRITUAL LIFE AT DRURY UNIVERSITY
Drury University is proud to offer an environment that is supportive of spiritual life for our students, both in formal programming and opportunities for student-led activities. This environment is informed by our Spiritual Heritage, our denominational associations, the resources available to student-led worship communities, and our commitment to expression and civil discourse of spiritual life.

SPIRITUAL HERITAGE OF DRURY UNIVERSITY
Drury University is a church-related liberal arts university founded in 1873 by New England Congregationalists. The founders were distinguished not only by their non-sectarian, ecumenical approach to the faith, which allowed them to welcome students, faculty, and staff from many denominations, but also by their belief in social justice as a central implication of Christian witness. Samuel Drury, who pledged the initial $25,000 gift to found the college, was an abolitionist, committed to ending slavery. Stone Chapel, the most iconic structure on Drury’s campus today, was funded with a gift from Mrs. Valerie Stone, the widow of a Massachusetts industrialist. Mrs. Stone was committed to the higher education of women in the late 19th century at a time when few women were allowed to attend college. Not only were many of Drury’s first students women, but so were several of the founding faculty members. In 1909, the Drury School of Religion was formed through an organization of pastors from the Christian Church (Disciples of Christ). Their efforts to fund a “Bible chair” became the catalyst for the establishment of the Philosophy and Religion Department. A 1957 merger with the Congregationalists led to the creation of the United Church of Christ. Since that time, Drury has been in covenant with the United Church of Christ and with the Christian Church (Disciples of Christ). These denominations share a partnership as well with church-wide common gatherings every four years. Both are noted for their social justice commitments and recognized for their affirmation that faith and reason can work together for a proper understanding of God’s will.

DENOMINATIONAL ASSOCIATION
The Drury Academic Catalogue describes the University’s church relationships:

Drury University is affiliated with both the United Church of Christ and the Christian Church (Disciples of Christ) and endorses the meaning these ties involve. At the same time, it fully respects the right of individual choice in matters of religion and conscience. In keeping with its tradition, chapel services, on a voluntary participation basis, are conducted under the direction of the college chaplain. Drury students are encouraged to participate in the life of the church or churches of their choice. Drury provides a chaplain who represents the Christian heritage of the university. The chaplain is responsible for worship, coordinates religious groups on
campus, counsels with students, institutes programs of student service and serves as a resource to focus the attention upon religious and ethical commitments in programs, goals and life.

IDENTITY STATEMENT OF THE CHRISTIAN CHURCH (DISCIPLES OF CHRIST): The identity statement of the Christian Church (Disciples of Christ) affirms: “We are Disciples of Christ, a movement for wholeness in a fragmented world. As part of the one body of Christ we welcome all to the Lord’s Table as God has welcomed us.” This statement, adopted in 2001, affirms the historic commitment of the Disciples of Christ to Christian unity. More information at https://disciples.org/

MISSIONS STATEMENT OF THE UNITED CHURCH OF CHRIST: United in Spirit and inspired by God’s grace, we welcome all, love all, and seek justice for all. The United Church of Christ refers to itself as the church of “firsts” for their progressive stances on issues on ordination, civil rights and social justice. With its Congregationalist polity, particular UCC congregations range widely in their beliefs, yet they cooperate in associations and are particularly well known for having established nationally prominent liberal arts colleges around the country including Drury. More information at http://www.ucc.org/.

RESOURCES FOR STUDENTS
Consistent with its commitment to experiential learning, spiritual activities on campus, like other campus activities, should be student-led, with the appropriate guidance, mentorship and support of concerned faculty, staff, alumni, and appropriate representatives of the faith community. In support of this commitment to student leadership, a number of resources are available to students interested in spiritual life on campus.

- **STUDENT ACTIVITIES OFFICE:** Student religious groups, like any student group, can work with the Student Activities Office, and register groups as official campus groups. http://www.drury.edu/get-involved/student-activities-office
- **CHAPLAIN’S OFFICE:** In addition to providing personal guidance for individual students, University Chaplain Peter Browning organizes spiritual events throughout the academic year, including weekly non-compulsory ecumenical Chapel services, and a Baccalaureate service in conjunction with the May Commencement Ceremony. https://www.drury.edu/chaplain/
- **DEPARTMENT OF HISTORY, PHILOSOPHY AND RELIGION:** Drury University offers traditional day students an opportunity to pursue a major or minor in Religion. https://www.drury.edu/history-philosophy-and-religion/history-philosophy-religion-faculty Students in the College of Continuing Professional Studies (CCPS) may pursue an Associate of Science in Pre-ministerial studies. https://www.drury.edu/evening-and-online/about-the-ccps-associate-of-science-in-pre-ministerial-studies
- **DRURY SCHOOL OF RELIGION BOARD:** Originally established as the governing board for the Drury School of the Bible in 1909, DSOR continues to support campus spiritual life, and Drury’s connections with the Christian Church (Disciples of Christ) and United Church of Christ. It is composed of alumni and non-alumni laity and clergy, with student representation. DSOR also supports an annual Religion Lecture Series which is open to students and the greater community.

COMMITMENT TO EXPRESSION AND CIVIL DISCOURSE OF RELIGION AND SPIRITUALITY
Consistent with our Spiritual Heritage and founding, Drury University welcomes all faith traditions, and as an institution of higher learning seeks to provide opportunities for our students to engage in active expression and discourse on a variety of topics, including religion and spirituality. Productive discourse often involves exchanges of ideas between differing points of view, and such discourse should always remain civil and respectful in nature to allow for that exchange. Public conduct or statements that demean, harass, or denigrate others for their religious and spiritual beliefs is contrary to this commitment.
ACADEMIC INTEGRITY POLICY

ACADEMIC MISCONDUCT
Members of the Drury community are committed to maintain high ethical standards. Academic misconduct undermines the educational goals of the University and is a serious offense. Members of the Drury community are required to act honestly and with integrity in their academic pursuits. Examples of academic misconduct include, but are not limited to, the following:

- Copying from another student’s exam and/or work of any nature
- Allowing one student to copy from another’s exam
- Using unauthorized aids (such as formulas, a computer, calculator or other unauthorized materials and/or devices) for an in-class exam, take-home exam or other work
- Obtaining and/or using unauthorized material, such as a copy of an exam before it is given
- Giving or receiving answers by use of signals during an exam
- Having someone else take your exam
- Altering answers on a scored test and submitting it for a re-grade
- Destroying, damaging or stealing another student’s work

PLAGIARISM
Plagiarism is a particular kind of academic misconduct in that one person takes another person’s ideas, words or images and falsely presents them as his or her own. If a student submits any work that is not entirely his or her own, the student is plagiarizing. Examples of plagiarism include, but are not limited to, the following:

- Directly quoting the words of others, published or not, without properly using quotation marks or indented format to identify
- Using sources without proper citations.
- Paraphrasing materials or ideas of others without properly crediting the sources.
- Submitting purchased (or otherwise acquired) papers as your own work.
- Submitting for a grade a paper or project that has already received a grade in another course.

Students who are in any doubt about the proper forms of citation and attribution of authorities and sources are expected to discuss the matter in advance with the faculty members for whom they are preparing assignments. Lack of intent does not excuse academic misconduct. The authority and responsibility for making decisions regarding academic dishonesty and its penalties lie with the faculty member in the course involved, the department head, the Office of Academic Affairs, the academic affairs committee and the President of the University.

ACADEMIC MISCONDUCT PROCESS
The initial judgment regarding both guilt and penalty will be made by the faculty member in the course. That judgment should be clearly communicated to the student. Faculty members shall notify the department head and the Office of Academic Affairs of instances of academic dishonesty. A student who thinks they have been unfairly judged by a faculty member in questions of academic dishonesty may appeal that judgment by contacting the Office of Academic Affairs.

The faculty member is encouraged to keep in mind the seriousness of academic dishonesty and its relationship to the entire academic community and its intentions. The faculty member will make the initial judgment regarding the appropriate penalty for academic dishonesty within the following guidelines: requiring that the assignments in which the offense occurred be redone; failure on the assignment in which the offense occurred; lowering of course grade; failure in the course; and other actions as the faculty member deems appropriate to a particular case.

All instances of academic dishonesty shall be reported to the Office of Academic Affairs. Faculty members should have and retain evidence to support their charges of academic dishonesty and be prepared to present that evidence should a review or an appeal occur.

REVIEW
An offense as documented by the faculty member(s) in question and as reported to the provost may be considered grounds for dismissal from the university. The provost may request the academic affairs committee to convene to review the evidence and make a recommendation regarding dismissal. The provost will make the final decision regarding dismissal; that decision may be appealed to the President of the University.

APPEALS
Due process and the rights of students will be observed throughout this procedure. Records of academic dishonesty as reported by the faculty will be kept in the Office of Academic Affairs. These records will be destroyed upon the graduation of the student.
TECHNOLOGY RESOURCES USAGE POLICY

POLICIES AND REGULATIONS REGARDING THE USE OF UNIVERSITY COMPUTERS

Drury University is a safe, education-oriented and community-minded campus that maintains an academic and social environment conducive to intellectual and personal development of students and promotes the safety and welfare of all members of the campus community. Drury University prohibits the abuse of technology resources by its students, employees and citizens. Drury University will cooperate with authorities in the enforcement of all applicable laws.

The abuse of technology resources by Drury students, university employees or Drury citizens is prohibited on university owned or controlled property, in conjunction with university-sponsored or -supervised activities, or at any activity or event that an observer would associate with Drury students, university employees or Drury citizens. This policy has been established to protect the integrity of the educational experience, encourage positive behavior and enhance the community commitment of Drury students, university employees or Drury citizens.

RESPONSIBILITY

The use of all computer accounts and resources is the personal responsibility of each account holder. Use of Academic Computing resources must be consistent with institutional policies governing how to conduct one’s self as a member of the community, including policies regarding cheating, plagiarism, harassment and theft. It is the computer user’s responsibility to comply with all general campus and computing policies.

Academic Computing services and resources are made available to support the academic programs and activities of Drury University. Use of these services and resources is a privilege that is not to be abused and may be taken away without prior consent when required by law or when there is a substantiated reason to believe that violations of law or policy have occurred. In time-sensitive cases, access may be restricted to meet critical operational needs.

Each computer user is responsible for the storage of personal files created on Drury computing facilities. Hard disks will be routinely cleared of files. Under no circumstances will Drury University be held responsible for any files stored on or deleted from its hard disks. Each computer user is responsible for taking reasonable care for the security of their campus account and password. Every user should change their password frequently and should never give their password to another person.

UNACCEPTABLE USE OF TECHNOLOGY RESOURCES

- Using computer resources for any purpose unrelated to the mission of the university
- Using computer facilities for cheating; including unauthorized copying, installation, sending or receiving of programs, assignments or files
- Sending unsolicited, annoying or obscene messages or mail to another computer or computer user
- Utilizing a false identity in obtaining or utilizing an e-mail account
- Displaying adult Web sites (specifically those self-identified as such) or other obscene materials in public labs in view of other users. Such conduct is considered sexual harassment, i.e., an action “that has the purpose or effect of unreasonably interfering with an individual’s academic or work performance, or creating an intimidating, hostile or offensive academic or work environment” (from the university’s Sexual Harassment Policy Statement)
- Examining, or attempting to examine, another computer user’s files or mail without explicit permission by the owner of those files or mail
- Interrupting, hindering or otherwise interfering with the normal operation of the computer labs and network
- Posting copyrighted text or images on a Web page without the owner’s permission

INTELLECTUAL PROPERTY

All communications and information accessible via the Internet should be assumed to be copyrighted and should be accessed and re-distributed using regular copyright rules. When sources found on the Internet are cited, the name, date and location of the information must be included. Anyone discovered to be hindering normal operations or making inappropriate use of computing resources will be contacted, and appropriate action will be taken. Upon report of a violation, the user may be denied access to Drury computing facilities. All pertinent information on the alleged violation will be given to the appropriate vice president who will oversee the judicial review process.

The university and its staff shall treat all electronically stored information as confidential, but may examine or disclose information when authorized by the owner of the information, when approved by appropriate vice president, or required by local, state or federal law including, but not limited to, laws regarding harassment, libel and defamation of character.

EMAIL POLICY STATEMENT AND DEFINITION

The official account/address for e-mail communication at Drury University shall be the “@drury.edu” account/address assigned by the university to each member of the community. All official e-mail communication from employees of the
university to other members of the university community is sent from and directed to official Drury e-mail accounts. No assurance is given when using non-Drury e-mail accounts. Neither the university nor its personnel make any assurance of delivery or receipt when attempts are made to communicate through a non-Drury e-mail address.

It is the user's responsibility to keep his/her Drury e-mail account useable. Unattended e-mail accounts accumulate messages and the "inbox" may rapidly fill at which time incoming e-mail messages are typically lost. Drury is not responsible for failed delivery when a user's Drury e-mail "inbox" becomes full. Users are responsible for eliminating enough old messages to keep the "inbox" active. Old messages can be archived in a way that preserves them without consuming space in the "inbox."

The e-mail system at Drury exists to provide a convenient (not necessarily confidential) way of communicating between students, faculty, colleagues and friends. Drury computer users are expected to use common courtesy in the use of e-mail. This policy establishes protocol for using Drury e-mail accounts, but it does not preclude any member of the Drury community from having a non-Drury e-mail account or from corresponding with another member of the Drury community at a non-Drury e-mail account.

**UNACCEPTABLE USE OF EMAIL**
- Re-posting (forwarding) personal communication, intended to be confidential, without the author's prior consent
- "Chain letters," "broadcasting" messages to lists or individuals and other types of use that would cause congestion of the networks or otherwise interfere with the work of others are not allowed
- Anonymous and/or fraudulent posting of e-mail messages

**PRIVACY**
Electronic mail (e-mail) is a form of public communication and cannot be guaranteed to be private. Messages can be intercepted while in transit through the system. Be discreet. The systems and network administrators have access to all files stored on the university servers. In the course of routine system maintenance, trouble-shooting and mail delivery problem resolution, staff may inadvertently see the content of e-mail messages. However, these individuals are prohibited from accessing personal files except as otherwise stated in this handbook.

**SOCIAL MEDIA POLICY**
Social media are influential communication vehicles that have a considerable impact on institutional and professional reputations. Drury University recognizes that the open nature of social media, which is often used for both professional and personal purposes, can blur the line between a personal voice and an organization's voice. To help employees and students navigate through this ambiguity, the University has crafted the following guidelines for professional and personal use of social media to help clarify how best to enhance and protect personal, professional, and institutional reputations. These guidelines apply to University faculty, staff, and students.

Social media are defined as communication tools designed to spread information through social interaction. Examples include, but are not limited to, Facebook, Twitter, LinkedIn, YouTube, Wiki-page, Instagram, Snapchat, and comments submitted online to stories in the news media. Social media participants should read, understand, and obey the terms of service of any social media platform employed.

Drury employees and students should follow the same behavioral standards online as they would in real life. The same laws, professional expectations, and institutional policies and guidelines for interacting with students, parents, alumni, donors, media, prospective students, employees, and other University constituents apply in cyberspace the same way they would apply in the real world. These guidelines are meant to supplement—not replace—the University's other policies. Individuals are responsible and liable for anything they post to social media sites. Any conduct that would be grounds for disciplinary action if performed at work or in an academic setting will be grounds for disciplinary action if performed using social media.

The following links are to the State of Missouri statutes on harassment:


http://www.moga.mo.gov/mostatutes/stathtml/16000007751.HTML


Content posted by students that is illegal, obscene, defamatory, threatening, infringing of intellectual property rights, invasive of privacy, profane, libelous, threatening, harassing, abusive, hateful, disparaging, embarrassing, or otherwise injurious or objectionable to any person or entity is unacceptable, and will be addressed through the student conduct administration process.

Be mindful of and act in accordance with the copyright and intellectual property rights of others and of the University. All policies, procedures, and guidelines regarding Drury University trademarks, logos, names, and symbols apply to social networking sites. The University does not permit explicit or implied institutional endorsements of any product, cause, or
political party or candidate through the use of its name, trademarks, logos, or images. Do not use the Drury logo, athletic logo or any other Drury marks or images on a personal online site.

**GENERAL GUIDELINES FOR POSTS ON BEHALF OF DRURY:**

- If one has been authorized by a supervisor to create an official social media site for Drury, please contact the Drury Office of Marketing and Communication to register a social media site and to obtain approval to use an official Drury logo and to coordinate with the other Drury sites and content. Confidential or proprietary University information should not be shared publicly on social media channels.
- Drury University does not pre-screen posted content, but does have the right to remove, in its sole discretion any content that it considers to violate University policies. The University does not endorse or take responsibility for content posted by third parties.
- Think twice and exercise discretion when posting content. Post meaningful, respectful comments. Do not post spam, remarks that are off-topic or offensive, or content that could negatively impact Drury University’s reputation or interfere with its core mission. Content that is illegal, obscene, defamatory, threatening, infringing of intellectual property rights, invasive of privacy, profane, libelous, threatening, harassing, abusive, hateful, disparaging, embarrassing, or otherwise injurious or objectionable to any person or entity is unacceptable and will be removed. One’s reputation and Drury’s reputation are best served when one remains above reproach.
- Just as one has a duty to report harassment or other inappropriate workplace conduct, one also has a duty to report any conduct that violates the rules set forth in these guidelines.
- Please reply to posts in a timely manner.
- Be transparent and state that one works at Drury. If one is writing about Drury, use one’s real name, identify that one works for Drury, and be clear about the role. If one has a vested interest in what is being discussed, be the first to say so.
- Think before posting. Will a response stimulate positive discussion and provide useful information? If one has any questions about whether it’s appropriate to post or write about certain kinds of material, ask a supervisor or contact the Office of Marketing and Communications.
- Uphold the University’s mission and remember that social media represents an educational institution, so please check spelling, grammar and style.

**PERSONAL SITE GUIDELINES**

In personal posts, one may identify oneself as a Drury staff or faculty member, but please make it clear that personal views are shared, not representing Drury. It is a common practice to include a statement, usually in the “About me” section of a blog or Facebook page, that says, “The views expressed on this [blog, website, etc.] are mine alone and do not necessarily reflect the views of Drury University.”

- Even with that disclaimer, if one identifies oneself as an employee at Drury, one’s comments will be associated with the University. Please use discretion when posting content and remember that one can be perceived as a spokesperson of the University.
- Be respectful of other people’s opinions.
- Never pretend to be someone else when posting anything about Drury.
- Be mindful of the legal implications of what is posted. One may be held personally liable, by any offended party, for what one posts on a personal site and the site of others. Drury University does not monitor personal websites but will, when made aware, address issues that violate established University policies. One is solely responsible for material posted on a personal site.
- Be smart about protecting oneself, one’s privacy, and Drury’s confidential information. What one publishes is widely accessible and will be around for a long time, so consider the content carefully. Google has a long memory.
- Use of social media should not interfere with work commitments.

NOTE: Please refer media inquiries, via social or traditional media, to the Associate Director of Marketing and Communications or to the Executive Director of Marketing and Communications.
CODE OF STUDENT CONDUCT

PHILOSOPHY OF THE CODE OF STUDENT CONDUCT
Drury University seeks to encourage serious moral thinking by its students and to provide an atmosphere of freedom in which moral autonomy can be developed. Part of the goal of a college education is grow one’s awareness and appreciation of the ideals of human life, in one’s ability to consider the long run consequences of one’s acts, and in the degree to which one can assume responsibility for their own actions and way of living.

Students are the driving force at Drury University. Through the Student Conduct Process, the goal is to help students realize how their decisions and behavior impact the global community, as well as assist them with future decision-making to lead them to personal and professional success. The Student Affairs Division staff strive to educate the Drury community by encouraging responsible conduct and implementing disciplinary action when situations occur that violate the Community Standards of Drury University.

PHILOSOPHY ON SANCTIONS & OUTCOMES
Sanctions and outcomes provide a means for the rectification and correction of any damages resulting from inappropriate behavior, protect the excellence of the educational and social environment, assist the involved individual in making better decisions and create opportunities for personal growth. Although minimum sanctions are listed for each of the policy violations below, Hearing Officers retain the right to modify the listed outcomes for students who are found responsible for violating university policies with the approval of the Director of Student Conduct or Dean of Students based on the circumstances of the incident.

ALCOHOL
The unlawful possession, use or distribution of alcohol by Drury University students, employees, or community members is prohibited on University-owned or -controlled property, in conjunction with University-sponsored or -supervised activities, or at any activity or event an observer would associate with Drury students, employees, or community members.

INDIVIDUAL REGULATIONS
1. **APPROVED ALCOHOL**- Any alcoholic beverage with an Alcohol content (ABV) above 15% (30 proof) is prohibited on campus. This prohibition extends to any alcoholic energy drink (i.e. Four Loco, Joose, Tilt, etc.) regardless of ABV.
2. **Bystander/Presence of Misuse**- Students are expected to actively intervene, report, or remove themselves from situations in which alcohol is being misused. This misuse of alcohol is defined as any violation of University policy, and/or all local, state, or federal laws.
3. **Glass Bottles**- Alcohol in glass bottles may only be consumed in a resident’s room or shared living space and done so in accordance with all other alcohol policies. Empty glass bottles must be disposed of immediately in an appropriate recycling receptacle.
4. **Intoxication**- The consumption of alcohol shall not infringe upon the privacy or peace of other individuals. Any conduct occurring when a person is under the influence of alcohol that violates the rights of others, or leads to disorderly and/or dangerous behavior is prohibited.
5. **Mass Consumption/Drinking Games**- No student shall engage in, permit, or encourage the participation in any competition, game, or activity promoting the excessive consumption of alcohol, often as the result of a penalty or in response to a particular cue or prompt.
6. **Minor in Possession**- Students (and/or guests) under the age of 21 shall not purchase, consume, or be in possession of alcoholic beverages. Under current Missouri law, “possession” has been expanded to include alcohol in one’s system or merely appearing intoxicated, otherwise referred to as “possession by consumption”.
7. **Paraphernalia**- Items used for the mass consumption of alcohol are strictly prohibited. Examples include, but are not limited to: beer bongs, kegs, pony kegs, beer pong tables, funnels, etc.
8. **Providing to a Minor**- Students are expressly prohibited from purchasing, serving, selling, or otherwise acquiring alcohol with the intent to give to a minor (under 21 years of age). This includes making alcohol directly or indirectly available for consumption through failure to monitor or prevent any students or guests under the legal drinking age from consuming in an area where alcohol is normally allowed.
9. **Prohibited Locations**- Possession of an open container in public areas is prohibited. Additionally, students possessing or consuming alcohol must follow the below guidelines for legal consumption.
10. **Student Travel**- Students of Drury University are expected to abide by alcohol policies of the universities, as well as the local laws and regulations governing alcohol of their destination.

GUIDELINES FOR LEGAL CONSUMPTION
- **Smith & Wallace Halls**- In rooms occupied by an individual over the legal drinking age (21+), the resident and their guests of legal age may possess and consume alcoholic beverages ONLY in the privacy of their own room with the door closed. Consumption is allowed in the presence of a minor (under 21) roommate. All guests must be of the legal drinking age.
- **Sunderland Hall**- Residents and their guests of legal age (21+) may possess and consume alcoholic beverages ONLY in the privacy of their own residential suite with the door closed. Consumption is allowed in the presence of a minor (under 21) roommate. All guests must be of the legal drinking age.
- **COLLEGE APARTMENTS & HOUSES** - Residents and their guests of legal age (21+) may possess and consume alcoholic beverages ONLY in the privacy of their own apartment/house with all exterior doors closed. Consumption is allowed in the presence of a minor (under 21) roommate. All guests must be of the legal drinking age.

- **FRATERNITY HOUSING** - Residents living fraternity housing may possess and consume approved alcoholic beverages in their fraternity house, including first floor porches. All guests must be over the age of 21 where alcohol is being consumed. Exceptions for this policy may be granted for approved and registered social events.

- **NON-RESIDENTIAL BUILDINGS** - Possession or consumption of alcohol is non-residential buildings is prohibited. Exceptions can be made by obtaining the appropriate permissions in conjunction with Special Functions.

### SANCTIONS & OUTCOMES
**APPROVED ALCOHOL, INTOXICATION, MASS CONSUMPTION/DRINKING GAMES, MINOR IN POSSESSION, PARAPHERNALIA, PROHIBITED LOCATIONS, OR STUDENT TRAVEL - FIRST VIOLATION**
- Fine: a minimum of $50.00
- Community Service: a minimum of 10 hours
- Educational Outcome: Required completion of assigned alcohol education course

**APPROVED ALCOHOL, INTOXICATION, MASS CONSUMPTION/DRINKING GAMES, MINOR IN POSSESSION, PARAPHERNALIA, PROHIBITED LOCATIONS, OR STUDENT TRAVEL - SECOND VIOLATION**
- Fine: a minimum of $100.00
- Community Service: a minimum of 20 hours
- Educational Outcome: Required completion of assigned alcohol education course
- Parental Notification as allowed under FERPA

**APPROVED ALCOHOL, INTOXICATION, MASS CONSUMPTION/DRINKING GAMES, MINOR IN POSSESSION, PARAPHERNALIA, PROHIBITED LOCATIONS, OR STUDENT TRAVEL - THIRD VIOLATION**
- Fine: a minimum of $200.00
- Community Service: a minimum of 40 hours
- Alcohol Dependency Assessment with required treatment plan dependent on outcome
- Disciplinary Probation: loss of social and leadership privileges in campus organizations
- Parental Notification as allowed under FERPA

**Bystander/Presence of Misuse**
- Fine: a minimum of $50.00
- Educational Outcome: completion of assigned alcohol education or bystander intervention course

**Glass Bottles**
- Fine: a minimum of $25.00

**Providing to a Minor**
- Fine: a minimum of $150.00
- Community Service: a minimum of 20 hours
- Possible removal from campus housing: immediate release with no refund issued

### AMNESTY FOR ALCOHOL/OTHER DRUGS (AOD)
No student seeking emergency medical assistance for the misuse of alcohol, the abuse of drugs, or the use of illegal substances will be subject to University sanctions or outcomes that are punitive by nature. This includes Good Samaritan actors who call on the behalf of another individual. Educational sanctions or outcomes may still be given, and a meeting with a university official is still required. However, Drury University considers the health and safety of students to be of the utmost importance. Therefore, the Medical Amnesty policy was established in order to remove barriers some students may have to seeking help or assistance in dangerous or emergency situations.

This policy does not preclude sanctions or outcomes due to any other violations of the Community Standards, and amnesty will not be granted for individuals who are in possession of a controlled substance with the intent to sell or distribute. In addition, students who decline to accept medical assistance upon its arrival do not qualify for medical amnesty.

### Animals
With the exception Service Animals, approved Emotional Support Animals (ESAs), or animals residing in designated pet-friendly housing, pets are not permitted in the residential areas other than fish. This includes temporarily caring for or fostering unapproved animals. Individuals who have approved Emotional Support Animals must be able to care for and control their animal in conjunction with the agreement through Residence Life/Housing. Animals found in violation of this policy will have 72 Hours to be removed.

Approved animals must be cared for by their owner/handler at all times. Animals cannot be left overnight in University Housing, or in the care of another individual on campus other than the owner/handler. If the owner/handler will be absent for an overnight or for an extended period of time, the animal should accompany or be taken to an appropriate animal care facility off campus. Owners/handlers are responsible for the proper disposal of all animal waste, as well as any damage caused by their approved animal.
Animals other than working Service Animals are prohibited in any non-residential building on campus. Access to buildings for service animals is regulated under local, state, and federal laws. Access is allowed to all Drury University events, activities, and locations, with rare and limited exceptions.

SANCTIONS & OUTCOMES

UNAPPROVED ANIMAL
- Fine: A minimum of $150.00; an additional $25/day beyond the 72-Hour grace period for removal of the animal.
- Restitution: Cleaning, repairs, and replacement of damaged property; in addition to costs incurred if the university must forcibly remove the animal from housing.

IMPROPER DISPOSAL OF ANIMAL WASTE/TRASH
- Fine: a minimum of $50.00
- Restitution: Cleaning, repairs, and replacement of damaged property.

ANIMAL ABUSE
Drury University protects the rights of authorized animals and pets on campus. Any evidence of mistreatment, abuse, neglect, extended absence, or abandonment of an animal may result in the immediate removal of the animal by authorized University personnel. University personnel shall not be required to care or feed any animal, and requirement to do so out of interest for the animal shall constitute a violation of this policy.

SANCTIONS & OUTCOMES
- Fine: a minimum of $150.00
- Removal of the animal from University Property, including Emotional Support Animals
- Revoking of Emotional Support Animal approval in applicable cases
- In severe cases: Forfeiture of the animal
- In severe cases: Notification to Springfield Police Department which may result in criminal charges.

ASSAULT
Fighting, inciting fighting, assaults, acts of violence, abuse, threats of violence, language inciting others to violate this policy regardless of intent, and endangering the safety of other persons in any way is strictly prohibited. Assaults are broken into two categories: Simple and Aggravated.
1. SIMPLE ASSAULT- An unlawful physical attack by one person upon another where neither the offender displays or uses a weapon, nor the victim suffers severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.
2. AGGRAVATED ASSAULT- An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Aggravated Assault also includes negligent manslaughter.

SANCTIONS & OUTCOMES
SIMPLE ASSAULT
- Fine: a minimum of $100.00
- Community Service: a minimum of 10 hours
- Counseling Referral
- Issuance of No Contact Order
- Parental Notification as allowed under FERPA

AGGRAVATED ASSAULT
- Fine: a minimum of $200.00
- Community Service: a minimum of 20 hours
- Counseling Referral
- Issuance of No Contact Order
- Parental Notification as allowed under FERPA
- Possible Disciplinary Suspension or Expulsion from the University at the discretion of the Dean of Students

BICYCLES
1. STORAGE- Bicycles must be parked in bike racks or area designated specifically for bicycles to avoid interfering with vehicle traffic, pedestrian traffic and snow removal. Bicycles must not be chained to handicap ramps, light poles, handrails, bus shelters, public seating fixtures, fences, trash receptacles, and trees or parked in spaces provided for motor vehicles. If bicycles are stored inside, they must be cleaned thoroughly and kept in approved areas. Bicycles kept in common areas, hallways, or other unapproved areas are in violation of this policy. Contact the Residence Life Office for information on approved bike storage areas.
2. OPERATION- Bicyclists must adhere to all traffic control devices while operated on public streets and campus roadways. All bicyclists are recommended to wear a helmet and have a full set of reflectors on the bike. Bicyclists on campus must use designated bike paths or public streets and roads (including Drury Lane), and stay off of pedestrian sidewalks. Bicyclists shall yield to pedestrians at all times and maintain a reasonable distance from vehicles, buildings and people.
THEFT PREVENTION
Bike theft is a problem on all college campuses. Registration of one’s bicycle will help in the recovery of a bike if it is stolen. Additional steps to take to protect an investment include:
- always locking one’s bike to a bike rack when not in use
- using a “U” lock to secure it to the rack
- using a cable lock in addition to a U lock if a bike has quick release wheels
- taking the bike seat to one’s room when not in use
- If a student believes a bicycle has been stolen or impounded, contact Drury Security at (417) 873-7400.

IMPOUNDING & RECOVERING BICYCLES
Drury Security is authorized by University policy to impound a bicycle if the bicycle is parked in a manner that creates a safety hazard, is damaging University property, is secured to any item other than a designated bike rack, has been reported as stolen to any law enforcement agency or hampers the access to or use of any college facility
- If a locking device must be removed to impound a bicycle, Drury Security may remove the securing device using whatever reasonable means are necessary. The University is not responsible for any damage to the locking device or for its replacement.
- Bicycles left undisturbed in racks for nine months or at the end of the academic year may be treated as abandoned. Drury Security will attempt to notify the owner prior to impounding.
- Owners may claim impounded bicycles by calling Drury Security at (417) 873-7400. One will be expected to provide one’s name, student/employee ID number, a description of the bicycle and the date it was noticed as missing. Any bicycle not claimed within 60 days will become property of the University and subject to sale at an annual bicycle sale or disposed of at the discretion of Drury Security.

SANCTIONS & OUTCOMES
STORAGE
- Fine: a minimum of $25.00
- Possible impounding of bicycle

OPERATION
- Fine: a minimum of $50.00

COMMERCIAL USE OF BUILDINGS
University rooms and public areas are not to be used as a location for the operation of any business enterprise or the sale of any services or products. Residence halls and apartments may not be used for any commercial purpose including solicitation of business.

SANCTIONS & OUTCOMES
FIRST VIOLATION
- Fine: $25.00

SECOND VIOLATION
- Fine: $50.00
- Possible loss of university privileges/access to certain halls or spaces

THIRD VIOLATION
- Fine: $100.00
- Disciplinary Probation
- Possible loss of university privileges/access to certain halls or spaces

CONDUCT UNBECOMING
Students are expected to conduct themselves both on and off campus according to the Community Standards Handbook and in a manner that reflects positively upon themselves and the University. The University reserves the right to enact appropriate disciplinary measures upon a student, group of students, or student organization whose actions result in a negative public image of the University.

SANCTIONS & OUTCOMES
- Fine: a minimum of $50.00

DRUG POLICY
The unlawful possession, use or distribution of drugs or abuse of controlled substances by Drury University students, employees, or community members is prohibited on University owned or controlled property, in conjunction with University sponsored or supervised activities, or at any activity or event an observer would associate with Drury students, employees, or community members.
1. POSSESSION/CONSUMPTION- The use of illegal drugs or misuse of controlled substances such as prescription medications is prohibited.
2. CONTROLLED SUBSTANCE MISUSE- Students shall not use prescription medication or other controlled substance in a way contrary to the primary medical purpose of the substance, or use of these substances if they were not prescribed to the student by a licensed medical professional.
3. **ODOR** - Individuals having the odor or marijuana, or presence in a room, apartment, vehicle, or in the presence of the odor of marijuana will be considered to be in violation of the drug policy and will be subject to the applicable sanctions and outcomes.

4. **Bystander/Presence of Misuse** - Students are expected to actively intervene, report, or remove themselves from situations in which any drug or controlled substance is being misused or abused. This misuse/abuse is defined as any violation of University policy, and/or all local, state, or federal laws.

5. **Paraphernalia** - Possession or use of drug paraphernalia, including but not limited to pipes, bongs, rolling papers, and blow tubes is prohibited.

6. **Distribution** - The manufacturing, sale, or distribution of any drug or controlled substance will constitute an offense resulting in the immediate dismissal of the student from the institution. This includes possessing amounts of any drug or controlled substance beyond reasonable amounts for personal use. Drury University cooperates with Springfield Policy department to prosecute individuals manufacturing, selling, or distributing drugs and/or controlled substances.

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**STATEMENT ON MEDICAL MARIJUANA**

In November 2018, Missouri voters approved an amendment to the Missouri Constitution (Mo. Const. Art. XIV, §1) permitting state-licensed physicians to recommend marijuana for medical purposes to patients with serious illnesses and medical conditions. However, the distribution, possession, and use of marijuana remains illegal under federal law. As a condition of receiving federal funding in the form of loans and grants, Drury University must comply with regulations set forth under the Drug Free Schools and Communities Act. Part of this Act requires schools to create a drug-free environment. Therefore, although the possession and consumption of Medical Marijuana is allowed under Missouri Constitution, Drury University still prohibits students from possessing or consuming marijuana on campus for any reason in compliance with Federal legislation.

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**SANCTIONS & OUTCOMES**

**Bystander/Presence of Misuse**
- Fine: a minimum of $50.00
- Educational Outcome: completion of an assigned marijuana education or bystander intervention course

**Marijuana - First Violation**
- Fine: a minimum of $100.00
- Educational Outcome: completion of an assigned marijuana education course
- Notification to Springfield Police Department
- Parental Notification as allowed under FERPA

**Marijuana - Second Violation**
- Fine: a minimum of $200.00
- Marijuana Dependency Assessment with required treatment plan dependent on outcome
- Notification to Springfield Police Department
- Parental Notification as allowed under FERPA
- Possible Disciplinary Suspension for a minimum of one semester at the discretion of the Dean of Students

**Controlled Substance Misuse - First Violation**
- Fine: a minimum of $100.00
- Educational Outcome: completion of an assigned substance misuse education course
- Assessment for chemical dependency with required treatment plan dependent on outcome
- Notification to Springfield Police Department
- Parental Notification as allowed under FERPA
- Removal from Campus Housing: immediate release with no refund issued
- In severe cases: Possible Disciplinary Suspension for a minimum of one semester at the discretion of the Dean of Students

**Controlled Substance Misuse - Second Violation**
- Fine: a minimum of $200.00
- Notification to Springfield Police Department
- Parental Notification as allowed under FERPA
- Disciplinary Suspension from the University for a minimum of one year by the Dean of Students

**Paraphernalia - First Violation**
- Fine: a minimum of $50.00
- Educational Outcome: completion of an assigned marijuana education course
- Parental Notification as allowed under FERPA

**Paraphernalia - Second Violation**
- Fine: a minimum of $100.00
- Parental Notification as allowed under FERPA
- Loss of Campus Housing: a minimum of one semester, no refunds issued

**Distribution**
- Disciplinary Expulsion: immediate dismissal from the University by the Dean of Students
- Notification to Springfield Police Department which may result in criminal charges
**ENDANGERMENT**
Students shall not injure or endanger the physical, mental or emotional health of other students. Individuals who engage in activities, encourage others to act in activities, or create opportunities for students to place their health in jeopardy will be subject to disciplinary action under this policy.

**SANCTIONS & OUTCOMES**
- Fine: a minimum of $100.00
- Community Service: a minimum of 10 hours
- Disciplinary Probation
- Possible loss of campus privileges
- Possible Social Probation
- In severe cases: Disciplinary Suspension or expulsion from the University at the discretion of the Dean of Students

**FALSE REPORTING**
The Drury University Honor Code requires students to behave in an honest manner. Knowingly providing false information to University officials or law enforcement regarding an incident, especially hazing, sexual misconduct, or criminal actions is damaging to the reputation of the reporting individual, as well as those who are falsely accused of these violations. Therefore, Drury University reserves the right to discipline students who knowingly create a complaint in bad faith, or created a false report in order to damage, discipline, or retaliate against another.

**SANCTIONS & OUTCOMES**
- Appropriate sanctions and outcomes based on the nature and severity of the falsely reported offense, and the damage done by creating a bad faith complaint.

**FIRE SAFETY**
Tampering, disconnecting, covering, or otherwise interfering with fire alarms or fire safety equipment is a serious offense as these items were designed to save lives. Students tampering with fire safety equipment are risking their lives and property, along with their roommates and neighbors, and therefore is taken very seriously. Fire safety equipment includes extinguishers, smoke detectors, sprinkler heads, fire alarm panels, fire alarm pulls, and any other equipment related to fire prevention or suppression. In addition, individuals found misusing grills or fire pits may be found in violation of this policy.

**SANCTIONS & OUTCOMES**
- Fine: a minimum of $250.00
- Restitution: Responsibility for repairs and replacement of damaged property
- Possible removal from Campus Housing; immediate release with no refund issued

**GAMBLING**
Drury University prohibits playing games of chance or placing bets on the outcomes of contingent events for money or other items of value on university property or at student function as a reflection of Missouri State law.

**SANCTIONS & OUTCOMES**
- Fine: a minimum of $25.00

**GROSS DISRESPECT**
Disruptive activities or disorderly conduct at a campus activity or on University owned or controlled property or at a University sponsored or supervised function which inhibits or interferes with the educational responsibility of the University community or the University’s social and educational activities are prohibited. Violations of this policy include, but are not limited to: using abusive, indecent, profane or vulgar language; indecent disorderly conduct; obstruction or interference of reasonable activities; verbal, physical, written, or electronic acts of intimidation or bullying; and slurs, insults, or intimidating actions referencing religion, disability, gender or gender expression, sexual orientation, race, or ethnicity.

**SANCTIONS & OUTCOMES**

**FIRST VIOLATION**
- Fine: a minimum of $50.00
- Letter of Apology
- Community Service: a minimum of 5 hours

**SECOND VIOLATION**
- Fine: a minimum of $50.00
- Letter of Apology
- Counseling Referral

**GUEST BEHAVIOR**
Drury University students and student organizations are permitted to have guests present on campus. All University policies and procedures are applicable to visitors and guests. Students hosting visitors and guests may also be held...
responsible for the actions of the individuals they are hosting. Drury defines someone as a guest of an individual if they are invited to visit the residence of, or take part in a function or event sponsored by a Drury University community member. Students are responsible for the behavior of their guests, and should escort them at all times.

**SANCTIONS & OUTCOMES**
- Appropriate sanctions and outcomes based on the nature and severity of the offense.

**HARASSMENT**
Behavior that is severe, pervasive or persistent to a degree that a reasonable person similarly situated would be prevented from accessing an educational opportunity or benefit. This behavior includes, but is not limited to, verbal abuse, threats, intimidation, harassment, and coercion. In addition, harassment may be conducted by a variety of mediums, including but not limited to, physical, verbal, graphic, written, or electronic means.

**SANCTIONS & OUTCOMES**

**FIRST VIOLATION**
- Fine: a minimum of $50.00
- Community Service: a minimum of 10 hours
- Letter of Apology
- In severe cases: Issuance of No Contact Order

**SECOND VIOLATION**
- Fine: a minimum of $100.00
- Community Service: a minimum of 20 hours
- Counselling Referral
- Parental Notification
- In severe cases: Issuance of No Contact Order

**THIRD VIOLATION**
- Fine: a minimum of $200.00
- Community Service: a minimum of 40 hours
- Disciplinary Probation
- In severe cases: Possible Disciplinary Suspension at the discretion of the Dean of Students

**HAZING**
Drury University is a safe, education-oriented and community-minded campus that maintains an academic and social environment conducive to intellectual and personal development of students and promotes the safety and welfare of all members of the campus community. Drury University prohibits the use of hazing by its students, employees and citizens. Drury University will cooperate with authorities in the enforcement of all applicable laws. This policy has been established to protect the integrity of the educational experience, encourage positive behavior and enhance the community commitment of Drury students, university employees or Drury citizens.

Hazing is any action taken or situation created, intentionally, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following:
- use of alcohol
- paddling in any form
- creation of excessive fatigue
- physical and psychological shocks
- quests, treasure hunts, scavenger hunts, road trips or any other such activities
- the wearing of public apparel which is conspicuous and not normally in good taste
- engaging in public stunts and buffoonery
- morally degrading or humiliating games and activities
- any other activities which are not consistent with academic achievement, policy and regulations of Drury University, or applicable state and national law.

Missouri law classifies hazing as a Class A misdemeanor, unless the act creates a substantial risk to the life of the student or prospective member, in which case it is a Class D Felony. As of January 1, 2017, under state law, consent is not a defense. Read the Missouri statute regarding hazing: [http://www.moga.mo.gov/mostatutes/stathtml/57800003651.html](http://www.moga.mo.gov/mostatutes/stathtml/57800003651.html)

**REPORTING HAZING**
All Drury University employees have a duty to report hazing to a university administrator or staff member when they receive a report, witness, or otherwise obtain information about alleged incidents. Exemptions are made for professional staff members operating in a capacity that requires confidentiality. Students are encouraged to report hazing to one of the following individuals who have been designated to receive reports:
Drury University professionals take great care to protect the identity of students making hazing reports. However, students may also report incidents anonymously at www.drury.edu/informationreport. Employees may not fulfill their reporting obligation with this anonymous mechanism.

**AMNESTY**

Due to the strong relationship between hazing and other policies violations, individuals who are reporting amnesty will be granted amnesty for most other violations of University policy in order to encourage students to report without fear of being penalized for policy violations. Amnesty cannot be granted for any conduct that has harmed or has the potential to harm the mental, physical, or emotional state of others including, but not limited to, sexual misconduct and assault.

**HAZING CATEGORIES**

Drury University uses the following classifications in discussing and sanctioning incidents of hazing:

**SUBTLE HAZING** - Behaviors that emphasize or accentuate a power imbalance between students or groups in a negative manner. Examples include: deception; assigning demerits; silence periods with implied repercussions; deprivation of privileges; requiring students to perform duties not assigned to other students; social isolation; random tests of information; name calling; or the expectation of certain items to always be in a student’s possession.

**HARASSMENT HAZING** - Behaviors that confuse, frustrate, and/or cause undue stress to some members. Examples include: verbal abuse; threats or implied threats; line-ups; asking students to wear humiliating attire; stunt or skit events with degrading, crude or humiliating acts; personal servitude for existing students and sleep deprivation.

**VIOLENT HAZING** - Behaviors that have the potential to cause physical and/or emotional harm. Examples include: force or coerced alcohol, drug or food consumption; beating, paddling or other physical acts; branding; force or coerced ingestion of substances; water intoxication; expecting illegal activity; abductions; and kidnapping.

**SANCTIONS & OUTCOMES**

**SUBTLE HAZING**
- Fine: a minimum of $100.00
- Community Service: a minimum of 20 hours
- Counseling Referral
- Education: Required participation in Bystander Intervention Training
- Social Probation
- Removal from Campus Housing: immediate release with no refund of housing costs
- Parental Notification as allowed under FERPA

**HARASSMENT HAZING**
- Fine: a minimum of $200.00
- Community Service: a minimum of 40 hours
- Disciplinary Suspension: a minimum of one semester separation

**VIOLENT HAZING**
- Fine: a minimum of $500.00
- Disciplinary Suspension: a minimum of one academic year separation, and up to disciplinary expulsion from Drury University at the discretion of the Dean of Students

**HONESTY**

Students at Drury University are expected to conduct themselves in a manner congruent with the Honor Code. To this purpose, students are prohibited from knowingly acting in a dishonest manner, including furnishing false information to the University, University official, faculty member or office; fraud; forgery; or failure to honor University agreements.

**SANCTIONS & OUTCOMES**
- Fine: a minimum of $50.00
- Apology Letter
- Possible Loss of Campus Privileges

**HOVER BOARDS**

“Hover Boards” and other Hands-free motorized scooters are prohibited on any University owned or controlled property.
SANCTIONS & OUTCOMES
- Fine: a minimum of $50.00
- Confiscation of the “hover board” or motorized scooter

OUTSIDE GAMES & ACTIVITIES
Out of concern for the safety of students, student property, and University property, activities and games requiring large amounts of space, thrown items, water, or other activities disruptive to the community are prohibited within Drury University buildings and spaces not designed for active purposes. These activities include: rollerblading/skating; biking; skateboarding; swimming pools; outside games involving poles, stakes, rods, water or paint; or throwing of objects in trafficked areas.

SANCTIONS & OUTCOMES
FIRST VIOLATION
- Written warning
SECOND VIOLATION
- Fine: a minimum of $25.00
- Possible confiscation of item until removed from campus
THIRD VIOLATION
- Fine: a minimum of $50.00
- Community Service: a minimum of 10 hours
- Possible confiscation of item until removed from campus

RESPONSE & COOPERATION
Students are required to respond promptly to any summons, identify themselves and cooperate when asked to do so by University officials. Examples of failure to cooperate include, but are not limited to the following:
1. IDENTIFICATION- Failure to provide a valid university ID, or other valid identification upon request of any University employee or law enforcement officers, including student staff members who are requesting as a function of their jobs.
2. BYSTANDER- Failure to make a reasonable, positive effort to remove oneself from an environment where Community Standards violations are occurring.
3. NON-COOPERATION- Hindering the reporting or conduct process by direct or indirect measures, such as failing to appear for scheduled meetings; giving false testimony or fake information at a campus disciplinary or other administrative proceeding; belligerence toward or disrespect for University employees or law enforcement members enforcing policy; or any other method of interference with the conduct process.

SANCTIONS & OUTCOMES
- Fine: a minimum of $50.00
- Disciplinary Probation
- Other sanctions and outcomes as appropriately related to the conduct charges of the incident in question
- In severe cases: Disciplinary Suspension: Possible separation from the University at the discretion of the Dean of Students

RETRIBUTION
Employees and students can make good faith reports and complaints about discrimination and harassment without fear of reprisal. As such, Drury University takes attempts to retaliate against individuals seriously. Retaliation by any person against an individual or group of individuals filing a complaint, making a report, or participating in an investigation is prohibited and will result in disciplinary action.

SANCTIONS & OUTCOMES
- Fine: a minimum of $100.00
- Issuance of No Contact Order
- Counseling Referral
- Disciplinary Probation
- In severe cases: Possible Disciplinary Suspension at the discretion of the Dean of Students

STUDENT TRAVEL
Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. The University shall not be liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with University rules and regulations, the direction of University employees, or applicable state, federal, or international laws. While traveling, participants must follow University policies as stated in the Community Standards Handbook, including the Student Conduct Handbook, as well as applicable laws of their destination location.

SANCTIONS & OUTCOMES
- Appropriate sanctions and outcomes based on the nature and severity of the offense.
THEFT
Unlawfully taking possession of another’s personal property without permission or consent, the attempted stealing/taking of another’s belongings, including burglary, or other activities resulting in, or attempting to result in, the unlawful possession of the property of another individual is strictly prohibited. This includes items owned by Drury University, and can include taking or using items without the knowledge and permission of the appropriate University faculty or staff member, removing items from dining facilities, offices, other areas or vending machines. Assisting in, or being a bystander of theft is also prohibited and may result in charges of theft. Drury University is not responsible for missing or stolen items.

THEFT PREVENTION
Students should take steps to protect their belongings from being stolen. The following steps can assist with the prevention of theft or the recovery of stolen items:
- Keep bedroom, suite, and apartment doors locked at all times.
- Do not loan out your student ID or keys to other individuals.
- When around campus, keep your items with you at all times. Do not leave laptops, cell phones, or other expensive items unattended.
- Do not leave valuables in vehicles, and keep vehicle doors locked when unoccupied.
- Keep receipts and record serial numbers of expensive items such as laptops, cell phones, and televisions.
- Do not allow unknown individuals to enter into residence halls or suites behind you.
- Report suspicious activities and persons to the Safety & Security Office at (417) 873-7400.

SANCTIONS & OUTCOMES
FIRST VIOLATION
- Fine: a minimum of $50.00
- Community Service: a minimum of 10 hours
- Restitution: Responsibility for repairs and replacement of stolen or damaged property
- Disciplinary Probation
- Loss of Privileges: possible loss of campus privileges, and/or removal from specific environments, including removal or relocation from campus housing

SECOND VIOLATION
- Fine: a minimum of $100.00
- Community Service: a minimum of 20 hours
- Restitution: Responsibility for repairs and replacement of stolen or damaged property
- Loss of Privileges: Possible loss of campus privileges, and/or removal from specific environments, including removal or relocation from campus housing
- Disciplinary Suspension: Possible separation from the University at the discretion of the Dean of Students

TOBACCO/ VAPING/ SMOKING
The use of tobacco, vaping or other nicotine products is prohibited on all campus property and inside University-owned or rented vehicles. Smoking and vaping of any substance (including e-cigarettes, vaping pens, Juuls, etc.) is also prohibited under this policy.

SANCTIONS & OUTCOMES
FIRST VIOLATION
- Fine: a minimum of $25.00.
- Restitution: Responsibility for cleaning, repairs and replacement of any damaged property.

SECOND VIOLATION
- Fine: a minimum of $50.00
- Restitution: Responsibility for cleaning, repairs and replacement of any damaged property.
- Completion of a smoking cessation class

THIRD VIOLATION
- Fine: a minimum of $100.00
- Restitution: Responsibility for cleaning, repairs and replacement of any damaged property.
- Community Service: a minimum of 10 Hours

UNAUTHORIZED USE/ACCESS
Students are prohibited from accessing or gaining entry to certain areas on campus for safety, security, and privacy reasons. Drury University community members are expected to respect others’ right to privacy. Students found in restricted areas or attempting to gain access to these areas is prohibited.
1. DOOR PROPPING- For the safety and security of students, any action preventing main doors or hallways from fully opening, closing or locking, even during moving in and out, is prohibited.
2. EMERGENCY DOORS- Using an emergency door during any other time than an emergency is prohibited under Drury University policy, and Fire Code guidelines.
3. ID & KEYS- Students are expected to carry their keys and Drury ID. Giving or lending keys or Drury ID to other individuals is prohibited.
4. **LAUNDRY** - Laundry units provided in the residence halls and apartments may only be used by residential Drury University students. Individuals found allowing any unauthorized individuals to use campus laundry facilities may also be found in violation of this policy.

5. **PROHIBITED INDIVIDUALS** - For the safety and security of students, some individuals may be officially removed and prohibited from being on campus. Anyone found allowing or assisting individuals in gaining entrance or access to an area will be in violation of this policy.

6. **TRESPASSING/UNAUTHORIZED ENTRY** - Students shall not enter, or attempt to enter areas from which they have been prohibited including ledges, roofs, balconies, locked rooms or residences, or other prohibited areas without the approval of a University official. Trespassing may include staying in an area, building, room, or office after it is closed; as well as accessing areas through windows or other points of egress, which are not designated entries and exits. This includes moving into or occupying rooms other than the one assigned by campus housing in the residence halls, campus apartments, and fraternity houses.

**SANCTIONS & OUTCOMES**

**DOOR PROPPING**
- Fine: a minimum of $25.00

**EMERGENCY DOORS**
- Fine: a minimum of $25.00

**ID & KEYS**
- Fine: a minimum of $50.00

**LAUNDRY**
- Fine: a minimum of $50.00

**PROHIBITED INDIVIDUALS**
- Fine: a minimum of $100.00
- Possible loss of guest privileges or access to certain University areas

**TRESPASSING/UNAUTHORIZED ENTRY**
- Fine: a minimum of $150.00
- Possible loss of campus privileges, including access to areas on campus

**VANDALISM**
Students are prohibited from destroying, defacing, damaging, or misusing property belonging to others or the University.

**SANCTIONS & OUTCOMES**

**FIRST VIOLATION**
- Fine: a minimum of $50.00
- Community Service: a minimum of 10 hours
- Restitution: Responsibility for repairs and replacement of stolen or damaged property

**SECOND VIOLATION**
- Fine: a minimum of $100.00
- Community Service: a minimum of 20 hours
- Parental Notification as allowed under FERPA
- Restitution: Responsibility for repairs and replacement of stolen or damaged property

**THIRD VIOLATION**
- Fine: a minimum of $200.00
- Community Service: a minimum of 40 hours
- Parental Notification as allowed under FERPA
- Restitution: Responsibility for repairs and replacement of stolen or damaged property
- Possible Disciplinary Suspension or Expulsion at the discretion of the Dean of Students

**WEAPONS**
Possession of any type of weapon on University property including parking lots and green space is strictly prohibited unless the individual has University approval through association with a public law enforcement agency, or has registered the weapon with the Director of Security and has written permission from the Dean of Students or the President. In the case of firearms, the policy applies regardless if the weapon is loaded and has the capability of being fired. Violations include, but are not limited to the following:
- firearms or items resembling firearms such as paintball, bb, and pellet guns
- knives with blades longer than five and one-half inches
- switchblades or other hand instruments designed to cut or stab
- throwing stars, bow-and-arrows, slingshots, or other self-propelled projectiles

**SANCTIONS & OUTCOMES**
- Fine: a minimum of $100.00
- Community Service: a minimum of 20 hours
- Counseling Referral
- Removal from Campus Housing: immediate release with no refund issued
- Parental Notification as allowed under FERPA
- Notification to Springfield Police Department, which may result in criminal charges
CODE OF RESIDENTIAL STUDENT CONDUCT

PHILOSOPHY OF THE CODE OF RESIDENTIAL STUDENT CONDUCT
Drury University seeks to encourage serious moral thinking by its students and to provide an atmosphere of freedom in which moral autonomy can be developed. Part of the goal of a college education is grow one’s awareness and appreciation of the ideals of human life, in one’s ability to consider the long run consequences of one’s acts, and in the degree to which one can assume responsibility for their own actions and way of living. The following policies address actions and behaviors that are specific to the disruption of the residential community at Drury University, and can hinder the development of a positive, learning-based community experience. Although directly related to students living within the residence halls, both guests and visiting individuals may be found in violation of these policies.

DECORATIONS
In the interest of preventing damage to student and university property and upholding students’ rights to freedom of expression, the University has created the following policies for decorations in the residence halls, apartment, and fraternity houses.

1. **ALCOHOL CONTAINERS** - Items formerly containing alcohol, including the boxes they came in, may not be used as decorations in residential units.
2. **HANGING/WALL-MOUNTING** - Non-removable adhesives, such as stickers, wallpaper, contact paper, self-sticking paper or paint is prohibited on walls, ceilings, doors, cupboards, or other surfaces in units. Students are prohibited from mounting furniture, bracket mounted curtains, shelves, appliances, televisions, or other items to the unit walls.
3. **FURNITURE STORAGE** - All university furniture must remain in the unit unless authorized by the Housing Office. Items may not be placed outside of a unit with the exception of lawn chairs and bicycles. Lawn furniture must be stored during winter months.
4. **EXTERIOR DECORATIONS** - Signs, banners, flags or other items may not be used to decorate the exterior of units. This includes placement in windows as it can interfere with access for emergency personnel. Satellite dishes, exterior lighting or placement of cables outside of a residence unit is prohibited.
5. **HOLIDAY DECORATIONS** - Holiday decorations must be taken down prior to students leaving for break. Holiday lights must be limited to three strands in sequence per outlet, and all lights should be UL approved. Students may only use artificial trees for holiday decorations.
6. **FIRE CODE** - Any decoration running across a hallway must be at least 7ft from the height of the floor at its lowest point. Doors and corridors must remain free from obstruction allowing for students to pass through unhindered. Strings, lights, and cords must not be on the floor or under rugs/carpets. Decorations may not be affixed to emergency lights, exit signs, or fire pull stations.

SANCTIONS & OUTCOMES

**FIRST VIOLATION**
- Written warning

**SECOND VIOLATION**
- Fine: $25.00
- Confiscation of decorations until they can be removed from campus housing

**GUEST POLICY**
Drury University students and student organizations are permitted to have guests present on campus. All University policies and procedures are applicable to visitors and guests. Students hosting visitors and guests may also be held responsible for the actions of the individuals they are hosting. Drury defines someone as a guest of an individual if they are invited to visit the residence of, or take part in a function or event sponsored by a Drury University community member. Students are responsible for the behavior of their guests, and should escort them at all times.

1. **AGE** - Non-student guests under the age of 18 may not stay overnight on campus without the presence and supervision of their legal parent/guardian.
2. **LENGTH OF STAY** - Guests are allowed to stay for a maximum of four nights in a row, and no more than eight nights per calendar month whether with the same or different hosts. Students requesting special exceptions should contact the Housing Office.
3. **NUMBER** - Students are allowed to host up to 2 guests at a time. Rooms/suites/apartments may only be occupied by the number of students equal to a 2:1 ratio for registered occupants at any given time.
4. **REGISTRATION** - Overnight guests in the residence halls must sign-in with the Resident Assistant on-duty before 12:30 A.M. on weeknights and 1:30 A.M. on weekend nights. Students in the apartments are encouraged to register guests with the Office of Residence Life prior to their arrival.

SANCTIONS & OUTCOMES

**FIRST VIOLATION**
- Fine: a minimum of $50.00

**SECOND VIOLATION**
- Fine: a minimum of $100.00
- Possible temporary suspension of guest privileges
THIRD VIOLATION
- Fine: a minimum of $200.00
- Loss of guest privileges for minimum of 1 semester
- Disciplinary Probation

NOISE/QUIET HOURS
Noise must be maintained at appropriate levels so that it does not infringe on the study and/or sleep of others. Campus housing has mandatory quiet hours from 11:00 P.M. until 9:00 A.M. Commonly referred to as “Courtesy Hours”, students should be courteous and respectful of other’s rights to a peaceful environment. Excessive noise regardless of time of day, especially when asked to turn down noise levels repeatedly, constitutes a violation of this policy. In addition, individuals may be held responsible for registered animals violating this policy.

SANCTIONS & OUTCOMES
FIRST VIOLATION
- Fine: a minimum of $25.00
- Apology Letter

SECOND VIOLATION
- Fine: a minimum of $50.00
- Apology Letter

THIRD VIOLATION
- Fine: a minimum fine of $75.00
- Apology Letter
- Possible Housing Relocation: without refund of housing costs

PROHIBITED ITEMS
Out of concern for the safety of students and damage to University property, the following items are prohibited in University owned or controlled buildings:
- Motorized vehicles (except those permitted as a disability accommodation)
- Gasoline, propane, or combustible fuels or oils (ex. Lighter fluid, paint thinner, solvents, lamp oil)
- Scooters, and any combustion engines
- Fireworks
- Gas Grills
- Empty Glass bottles
- Candles with wicks or incense (with or without indication of being burnt)
- Appliances with open heating elements
- Insta-pots, crock pots and pressure cookers
- Space heaters
- Refrigerators over 4.3 cubic feet (per electric code no personal refrigerators are allowed in Smith Hall)
- Furniture not approved by the Housing Office

The items listed below are only allowed in designated kitchen/cooking areas in campus apartments. Residence halls and Greek housing suites do not have a designated cooking area.
- Electric Griddles, including George Foreman Grills
- Toaster Ovens
- Hot Plates/ Crock Pot

SANCTIONS & OUTCOMES
- Fine: a minimum of $50.00
- Confiscation of prohibited property
- Possible removal from campus housing: immediate release with no refund issued

UNSANITARY HOUSING CONDITIONS
Students are expected to keep their campus housing spaces in good condition and clean order. Students should not have excess trash in bedrooms, common spaces, balconies, breezeways, or porches. General uncleanliness that could cause potential damage or unsafe conditions for residents is also prohibited.

SANCTIONS & OUTCOMES
- Fine: a minimum of $50.00
- Restitution: Responsibility for repairs and replacement of damaged property
CODE OF STUDENT ORGANIZATION CONDUCT

PHILOSOPHY OF THE CODE OF STUDENT ORGANIZATION CONDUCT
Drury University seeks to encourage serious moral thinking by its students and to provide an atmosphere of freedom in which moral autonomy can be developed. Student groups, teams, and organizations on campus enjoy the ability to convene and provide opportunities for involvement and belonging to Drury University community members, and as such hold a responsibility to their members and the Drury University community as a whole. Student Organizations should be positive and engaged reflections of the student experience and the University, and must behave accordingly. The following policies have been enacted in order to protect and enhance the student experience.

ALCOHOL
The unlawful possession, use or distribution of alcohol by Drury University students, employees, or community members is prohibited on University-owned or controlled property, in conjunction with University-sponsored or supervised activities, or any activity or event an observer would associate with Drury students, employees, or community members. By their nature student organizations, clubs, and teams are associated with the University and hold responsibility for their activities and participation of their members in those activities in relation to alcohol. Student organizations must follow these guidelines both on and off campus.

1. ALCOHOL AT APPROVED EVENTS- Student organizations are required to follow Drury University’s social event policies. Greek organizations are also required to follow the guidelines set forth in the NIC guidelines on risk management when planning social events involving alcohol. Alcohol must be served and consumed responsibly by organization members and guests.
2. DISTRIBUTION LOCATION- Alcohol must be served from a controlled location, separate from the main area of the event (such as a kitchen, bar space, or adjacent room).
3. MINORS AT EVENTS- In the interest of teaching minors responsible drinking habits, Drury University allows for minors to be present at events where alcohol is being served responsibly. Minors should be able to be quickly identified through wristbands, hand marks, or other discernable identifiers, and must not be served.
4. MISUSE OF ORGANIZATIONAL FUNDS FOR ALCOHOL- Under no circumstances may student organizations use any organizational funds for the purchase of alcohol.

Drury University reserves the rights to serve alcohol of any nature for special events on campus with special permission from the President of the University. Special functions must follow proper protocols to prevent the misuse and abuse of alcohol. Events held at the O’Reilly Family Event Center, an auxiliary enterprise, are subject to guidelines and regulations outlined by specific contracted events.

SANCTIONS & OUTCOMES
Funds Received from Student Government May Not Be Used to Pay for Organizational Misconduct Costs

ALCOHOL AT APPROVED EVENTS
Tier 2 Offense
• Fine: a minimum of $100.00
• Educational Sanction: completion of an alcohol awareness program or course by members in attendance
• Loss of alcohol privileges for social events

DISTRIBUTION LOCATION
Tier 1 Offense
• Fine: a minimum of $50.00
• Educational Sanction: Required training for social event management for organizational leadership
• Possible loss of alcohol privileges for social events

MINORS AT EVENTS
Tier 2 Offense
• Fine: a minimum of $100.00
• Educational Sanction: Required training for social event management for organizational leadership
• Loss of alcohol privileges for social events

MISUSE OF ORGANIZATIONAL FUNDS FOR ALCOHOL
Tier 2 Offense
• Fine: a minimum of $250.00
• Educational Sanction: Required training for social event policy management for organizational leadership
• Loss of alcohol privileges for social events

HAZING
Drury University is a safe, education-oriented and community-minded campus that maintains an academic and social environment conducive to intellectual and personal development of students and promotes the safety and welfare of all members of the campus community. Drury University prohibits the use of hazing by its students, employees and citizens. Drury University will cooperate with authorities in the enforcement of all applicable laws. Student organizations, clubs, and teams have a responsibility to intervene and prevent any form of hazing from occurring.

Hazing is any action taken or situation created, intentionally, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following:
FUNDS RECEIVED FROM STUDENT GOVERNMENT MAY NOT BE USED TO PAY FOR ORGANIZATIONAL SANCTIONS

Missouri law classifies hazing as a Class A misdemeanor, unless the act creates a substantial risk to the life of the student or prospective member, in which case it is a Class D Felony. As of January 1, 2017, under state law, consent is not a defense. Read the Missouri statute regarding hazing: http://www.moga.mo.gov/mostatutes/stathtml/57800003651.html

REPORTING HAZING

All Drury University employees have a duty to report hazing to a university administrator or staff member when they receive a report, witness, or otherwise obtain information about alleged incidents. Exemptions are made for professional staff members operating in a capacity that requires confidentiality. Students are encouraged to report hazing to one of the following individuals who have been designated to receive reports:

Tijuana Julian, D.M.A.
Executive Vice President of Student Affairs & Dean of Students
Findlay Student Center, 201
p (417) 873-7215
tjulian@drury.edu

Corey Bray, M.S.
Vice President and Director of Athletics
O’Reilly Family Event Center, 106
p (417) 873-7294
cbray003@drury.edu

Paul A. Hinkle, M.Ed.
Director of Student Conduct
Findlay Student Center, 120
p (417) 873-6894
studentconduct@drury.edu

Rob Neiss, M.S.
Director of Greek Life & Student Activities
Findlay Student Center, 124
p (417) 873-3061
getinvolved@drury.edu

Drury University professionals take great care to protect the identity of students making hazing reports. However, students may also report incidents anonymously at www.drury.edu/informationreport. Employees may not fulfill their reporting obligation with this anonymous mechanism.

AMNESTY

Due to the strong relationship between hazing and other policies violations, individuals who are reporting hazing will be granted amnesty for most other violations of University policy in order to encourage students to report without fear of being penalized for policy violations. Amnesty cannot be granted for any conduct that has harmed or has the potential to harm the mental, physical, or emotional state of others including, but not limited to, sexual misconduct and assault.

HAZING CATEGORIES

Drury University uses the following classifications in discussing and sanctioning incidents of hazing:

SUBTLE HAZING- Behaviors that emphasize or accentuate a power imbalance between students or groups in a negative manner. Examples include: deception; assigning demerits; silence periods with implied repercussions; deprivation of privileges; requiring students to perform duties not assigned to other students; social isolation; random tests of information; name calling; or the expectation of certain items to always be in a student’s possession.

HAZARDOUS HAZING- Behaviors that confuse, frustrate, and/or cause undue stress to some members. Examples include: verbal abuse; threats or implied threats; line-ups; asking students to wear humiliating attire; stunt or skit events with degrading, crude or humiliating acts; personal servitude for existing students and sleep deprivation.

VIOLENT HAZING- Behaviors that have the potential to cause physical and/or emotional harm. Examples include: force or coerced alcohol, drug or food consumption; beating, paddling or other physical acts; branding; force or coerced ingestion of substances; water intoxication; expecting illegal activity; abductions; and kidnapping.

SANCTIONS & OUTCOMES

FUNDS RECEIVED FROM STUDENT GOVERNMENT MAY NOT BE USED TO PAY FOR ORGANIZATIONAL MISCONDUCT COSTS

Tier 3 Offense

- Educational Outcome: requirement to complete a multi-session anti-hazing program. All costs associated with the program are the responsibility of the organization, club, or team. A minimum level of attendance will be set ahead of time and must be satisfied to complete this sanction
- Social & Campus Probation: organizations, clubs, or teams will be prohibited from organizing socially or holding any campus events for a minimum of one semester.
• Withdrawal of Recognition: when a student organization, club, or team has been found in violation of Violent Hazing, or multiple incidents of subtle or harassment the University may withdraw recognition of that group for a specified amount of time.

SOCIAL EVENTS POLICY
Drury University allows organizations the freedom to plan, organize and implement regular social events. Student organizations and members accept the responsibility for the events. The sponsoring organization is responsible for managing the event with concern for the health & safety of all attendees at the event. The University defines a social event as any event where one of the following are true: the event is hosted or sponsored by an organization (regardless of registration status); half or more of the attendees are from one organization; or a reasonable observer would associate the event with a particular organization.

1. **ALCOHOL ADVERTISING**- Advertisements (including social media posts) may not advertise the presence of alcohol. If alcohol is served, student organizations must provide snacks and non-alcoholic beverages.

2. **SOBER SQUAD**- Organizations sponsoring an event with alcohol must have members serving in the capacity of Sober Squad. There must be 1 sober squad member for each 25 people present with a minimum of 2 sober squad members for each registered event. Individuals who are serving on sober squad must be clearly distinguishable by clothing and must remain alcohol-free prior to and during the event. Sober Squad members must complete the required Sober Squad training in the Student Activities Office.

3. **GUEST LIST**- Organizations who host events with alcohol present must create a guest list of invited individuals to be filed with the Student Activities Office. Guests lists must be filed before 12:00pm on the business day of the event. No changes or edits are allowed once the guest list is submitted without prior authorization from the Student Activities Office. The guest list must contain names and birthdays of all invited guests. Guests are required to show ID.

4. **GUEST RATIO**- Registered events must maintain a 2:1 guest ratio (2 guests per active member).

5. **REGISTRATION**- Events are required to be registered if alcohol is to be present, regardless of whether the event is hosted on or off campus. However, it is strongly encouraged for Student Organizations to register all events with the Student Activities Office. The organization is responsible for completing the online Social Registration Form on the Student Activities Office website at least 1 week prior to the event.

6. **EVENT SECURITY**- All registered events with alcohol present require a minimum of one security monitor to manage the guest list and provide resources in case of emergency. This individual is required to be either an employee of the university or a third-party security vendor. The Student Activity Office reserves the right to require addition security officers and vendors for registered events at their discretion. Organizations are required to have hired event security through the Drury University Security Office 2 weeks prior to their event.

7. **DAMAGES/CLEAN UP**- Student organizations, clubs, and teams are to ensure that no damage to facilities or equipment takes place during the event, and that any facility used is returned to its original condition before 8:00 AM on the following business day. Sponsoring organizations and/or individuals will be held responsible for any damages caused to University equipment or materials during the event.

8. **NOISE VIOLATIONS**- Noise must be maintained at appropriate levels so that it does not infringe on the study and/or sleep of others. Campus housing has mandatory quiet hours from 11:00 P.M. until 9:00 A.M. Approved, registered events may receive an extension until 1:30 A.M. on weekend nights (Friday-Saturday and Saturday-Sunday); however, any noise complaints could still result in the event being shut down. Although not expressly recognized as quiet hours, students should be courteous and respectful of other’s rights, and excessive noise regardless of time of day, especially when asked to turn down noise levels repeatedly, constitutes a violation of this policy.

9. **NIC RISK MANAGEMENT**- Due to their affiliations, Greek Organizations are required to adhere to NIC risk management guidelines when planning and hosting social events. Many Drury University policies reflect NIC guidelines; however, organizations are responsible for knowing and understanding the rules and regulations applying to them through their national affiliation. In the spirit of cooperation with National Greek Organizations, it is a violation of Drury University policy for fraternities and sororities to not comply with these regulations.

Organizations, clubs, and teams may have their event forced to end by Drury Security, University employees, or third-party security vendors if the event fails to follow the above policies and procedures, if the event becomes a safety risk, or if the event becomes a disruption to the University community or surrounding communities. Events requiring to be shut down in this manner will be reported to the Student Conduct Office for possible disciplinary action.

SANCTIONS & OUTCOMES
**FUNDS RECEIVED FROM STUDENT GOVERNMENT MAY NOT BE USED TO PAY FOR ORGANIZATIONAL MISCONDUCT COSTS**

ALCOHOL ADVERTISING
Tier 1 Offense
• Fine: a minimum of $50.00
• Educational Sanction
• In severe cases: Possible loss of social event privileges

SOBER SQUAD
Tier 1 Offense
• Fine: a minimum of $50.00
**EDUCATIONAL SANCTION**
- Mandatory sober squad training for organization leaders
- Possible loss of social event privileges

**GUEST LIST**
- **Tier 1 Offense**
  - Fine: a minimum of $50.00
  - Possible loss of social event privileges

**GUEST RATIO**
- **Tier 2 Offense**
  - Fine: a minimum of $100.00
  - Possible loss of social event privileges

**REGISTRATION - FIRST VIOLATION**
- **Tier 1 Offense**
  - Written warning
  - Educational Sanction: Required training for social event registration for social event coordinator

**REGISTRATION - SECOND VIOLATION**
- **Tier 1 Offense**
  - Fine: a minimum of $100.00
  - Educational Sanction: Required training for social event registration for organizational leadership
  - Possible loss of social event privileges

**REGISTRATION - THIRD VIOLATION**
- **Tier 2 Offense**
  - Fine: a minimum of $200.00
  - Educational Sanction: Required meeting for all organizational leaders with Student Activities Office
  - Community Service: Required hours for all active members in the amount of event length
  - Loss of social event privileges

**EVENT SECURITY**
- **Tier 2 Offense**
  - Fine: a minimum of $250.00
  - Educational Sanction: Required training for social event registration for organizational leadership
  - Possible loss of social event privileges

**DAMAGES/CLEAN UP**
- **Tier 1 Offense**
  - Fine: a minimum of $50.00
  - Restitution: Responsibility for repair or replacement costs of damaged property or equipment
  - Community Service: Required hours for all organization attendees in the amount of event length

**NOISE VIOLATION**
- **Tier 1 Offense**
  - Fine: a minimum of $50.00
  - Apology Letter
  - Written Warning

**NIC RISK MANAGEMENT**
- **Tier 2 Offense**
  - Fine: a minimum of $150.00
  - Possible loss of social event privileges
  - In severe cases: Notification and cooperation with National Headquarters of organization

**STUDENT ORGANIZATION TRAVEL POLICY**
All travel by recognized student organizations, clubs, and teams must related to the purpose of the organization and comply with the policies of Drury University and all applicable local, state, and national or international laws. These guidelines are designed to reduce risk and provide protection for all students travelling. The Student Organization Travel policy applies to any travel meeting one of the following requirements:
- The University or student organization pays for any part of the event, through an institution or organization account or collection of funds from individual members.
- There is reimbursement for expenses, food, registration fees, etc.
- The organization and University names are advertised or used in any way
- The University or organization, group or team is represented at the event in an official capacity
- Attendance of the members present at the event is based on their organizational affiliation
- Travel that is an expectation placed upon a student as a component of their experience at Drury University, or a travel experience sponsored by the University

This policy does not apply to travel undertaken by a student travelling independently, student teaching, internships, practicums, observations or research, or students participating in intercollegiate athletics under the auspices of the Department of Athletics.

1. **PROHIBITED TRAVEL**- Travel on behalf of Drury University by non-recognized student organizations, unauthorized individuals, or unapproved trips is prohibited.
2. **TRAVEL PARTICIPANT BEHAVIOR**- Students and student organizations, clubs, or teams are expected to abide by the policies, procedures, and regulations laid out in the Drury University Community Standards Handbook while travelling, as well as any applicable local, state, and national or international laws. Participants are required to
engage in all planned activities during the trip. Student Organizations may be held accountable for the behavior of trip participants.

3. **REGISTRATION** - Student organizations are required to complete the Travel Registration form and Motor Vehicle Report a minimum of 2 weeks prior to the event; the Liability Release form and Emergency Information form a minimum of 1 week prior to the event; and the Travel Follow-Up Report a maximum of 1 week after the event.

4. **OVERNIGHT ACCOMMODATIONS** - University Employees accompanying student organizations, clubs, or teams may not share a bedroom with any student. Organizations must make/book accommodations allowing every individual to have appropriate sleeping accommodations.

**SANCTIONS & OUTCOMES**

*FUNDS RECEIVED FROM STUDENT GOVERNMENT MAY NOT BE USED TO PAY FOR ORGANIZATIONAL MISCONDUCT COSTS*

**PROHIBITED TRAVEL**

Tier 2 Offense
- Fine: a minimum of $100.00
- Educational Sanction: Required attendance at workshop for organization registration and travel policies
- Possible loss of organizational travel privileges

**TRAVEL PARTICIPANT BEHAVIOR**

Tier 2 Offense
- Appropriate sanctions and outcomes based on the nature of the participant behavior
- Possible loss of organizational travel privileges

**REGISTRATION - FIRST VIOLATION**

Tier 1 Offense
- Written warning
- Educational Sanction: Required training for travel registration procedures for organizational leadership

**REGISTRATION - SECOND VIOLATION**

Tier 2 Offense
- Fine: a minimum of $100.00
- Educational Sanction: Required training for travel registration procedures for organization members
- Loss of organizational travel privileges

**OVERNIGHT ACCOMMODATION**

Tier 1 Offense
- Fine: a minimum of $50.00
- Educational Sanction: Required training for travel registration procedures for organizational leadership
- Possible loss of organizational travel privileges
STUDENT CONDUCT PROCESSES

INDIVIDUAL STUDENT CONDUCT PROCESS
Students are the driving force at Drury University. Through the Student Conduct Process, the goal is to help students realize how their decisions and behavior affects their community, personal health and reputation. Conduct Officers seek to assist them with future decision making to lead them to personal and professional success. The Student Affairs Division staff strive to encourage responsible conduct and implement disciplinary action when situations occur that violate the community standards of Drury University.

PROCESS OVERVIEW
The Dean of Students shall have primary authority and responsibility for the administration of student conduct at Drury University and for investigating allegations that a student has violated University rules and regulations, or specific orders and instructions issued by an administrative official of the University.

- The Student Conduct Process process does not follow that of a civil or criminal court. Students should expect a supportive and non-adversarial environment during the process.
- Sanctions and outcomes are not always predetermined. Although suggested minimum sanctions and outcomes are listed in the Code of Student Conduct, sanctions and outcomes are designed to accommodate the individual circumstances of each case.
- Drury University relies on the "preponderance of evidence," method as opposed to "beyond a reasonable doubt." A preponderance of evidence is defined as having information supporting the alleged misbehavior from the student has is more likely than not to have occurred.
- Legal rules of evidence, i.e. whether something is "admissible," do not apply conduct cases. Conduct Officers will gather and utilize any relevant information, including hearsay or third-party testimony.
- "Responsible" findings in the Student Conduct Process will not result in any criminal record, but will be placed in the student’s Drury University behavioral file. Details of all student conduct cases are kept private in compliance with the Family Educational Rights and Privacy Act (FERPA).
- Students are entitled to have one support person (friend, parent/guardian, or other person of their choosing) accompany them to their student conduct meeting; however, support persons may not represent students during the process. Students are expected to speak for themselves at all times. Any support person disregarding these rules will be asked to leave any interview, meeting or hearing.
- It is a privilege to attend Drury University, not a right. As such, removal of a student from campus through a sanction of suspension or dismissal is a possibility in certain circumstances in which the student has endangered the University community or engaged in repeated violations of the Community Standards.
- Off-campus violations of civil law will be left to the jurisdiction of the appropriate civil authorities. Drury University reserves the right to prosecute students in the civil courts for off-campus violations of civil law. University authority will never be used to duplicate the function of civil laws.

INFORMATION SUBMITTED
The Student Conduct Process begins when information and/or documentation is submitted regarding an alleged violation of University policy outlined in the Community Standards.

This documentation may include, but is not limited to:
- Statement provided by a faculty or staff member
- Statement provided by a Drury University student
- Statement provided by a member of the community
- Drury University Facilities Damage Report
- Drury University Information Report
- Drury University Security Report
- Drury University Policy Violation Citation
- Confidential Web Tip

STUDENT CONDUCT MEETING
Students will be assigned a Conduct Officer based on the nature and severity of the incident. Most meetings will take place with the Director of Student Conduct; however, the Conduct Officer could be a Residence Director, Fraternity House Director, or other administrator. Students will be contacted within five business days of the incident/report of documentation to schedule a meeting with the appropriate Conduct Officer. Contact will be made in writing through email to the student’s Drury University email account. If students miss their scheduled meeting without prior notice, information will be reviewed and a determination will be made without the benefit of the student’s or organization’s input regarding the information received.

Students will meet with the Conduct Officer to informally discuss the incident, and the student will be given the opportunity to explain their version of events. In the event a Conduct Officer determines a policy has NOT been violated, then the case and any related charges may be dismissed. If the Conduct Officer maintains a policy has been violated, the accused student(s) or student organization will be given two options:
1. Accept responsibility for violating the policy and have the Conduct Officer issue the outcome and any relevant sanctions and outcomes. Students may NOT appeal the outcome of this meeting, since the student is taking responsibility for violating the Community Standards.

2. Students who wish to appeal the finding of their meeting with their Conduct Officer may request an appeal with the Dean of Students. Assigned sanctions and outcomes remain in effect until the appeal process is complete.

In severe situations, especially those where the safety, security or health of students is of concern the Student Affairs Division staff or the Dean of Students may take immediate action to prevent further issues or concerns prior to the student conduct meeting. These interim measures will remain in effect until the Student Conduct Process is complete.

**STUDENT ORGANIZATION CONDUCT PROCESS**

**ORGANIZATION SELF-GOVERNANCE/COLLABORATION OF STUDENT CONDUCT ADMINISTRATION**

The University’s established process for investigating alleged violations of University policy by individual students is outlined in the Student Conduct Process section of the University Community Standards Handbook. Individual student policy violations occurring during participation in an activity sponsored by or affiliated with a registered student organization will result in a separate student conduct case for that individual student. In the event of alleged policy violations by an organization, club, or team, the organization will be subject to their own conduct case separate from any individual student conduct case.

Officers and members of student organizations must abide by and be familiar with all University policies for individual students and student organizations. Some University approved student organizations are affiliated with state, regional, national, or international organizations. Many of these governing groups have developed position statements on hazing and other forms of misconduct. The University may report alleged violations of University regulations by student organizations to the organization’s governing body or affiliated organizations.

**TIERED SYSTEM FOR STUDENT CONDUCT ADMINISTRATION INVOLVING ORGANIZATIONS**

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**TIER 1 - PEER GOVERNANCE FOR LOW-LEVEL VIOLATIONS**

Tier 1 cases are low-level violations, and are adjudicated by a staff member designated by the Office of Student Conduct. Minimum sanctions and outcomes under this tier are listed above. The assigned hearing officer will issue an outcome letter to the registered president, listing all assigned sanctions and outcomes. Due to the low-level nature of these offenses, and their well-documented nature, student organizations are issued this letter without a meeting. The Office of Student Conduct does reserve the right to issue meeting requests, or escalate the offense tier, based on that offense’s nature.

A student or student organization may request an appeal of a tier 1 sanction by submitting an email to the Office of Student Conduct at studentconduct@drury.edu within 48 hours of receiving their Sanction Letter in their Drury email. Requests for an appeal meeting will only be considered if the student or student organization can present new evidence in their email that:

- was not available at the time their case was adjudicated
- is relevant such that it could change the outcome of their case

The Student Organization Conduct Panel hears appeals of tier 1 violations. This panel is made up of 4 student leaders from different student leadership positions on campus (e.g. Inter-Fraternity Council, Panhellenic, Student Government Association, etc.), and is advised by the Director of Student Conduct or their designee.

**STUDENT ORGANIZATION CONDUCT PANEL**

The following are the procedures and guidelines for the Student Organization Conduct Panel.

- The Panel will be made of 4 student leaders from across campus organizations. For cases involving Greek Life, every effort will be made to include no fewer than 50% of the panel from Greek organizations.
- The Director of Student Conduct or their designee will be an ex-officio member of the Panel.
- The most senior member of the Panel will serve as chair for each meeting of the Panel. The chair is responsible for maintaining order and proceedings.
• The organization alleged to have violated the policy will send one representative to speak on behalf of their organization. This representative is allowed to bring their faculty/staff advisor to all the proceedings; however, this advisor must serve on in an advisory capacity, and is not allowed to advocate for the student organization.

PROCEDURES
1. The chair will call the meeting to order.
2. The designated Hearing Officer, or the chair in the Hearing Officer’s absence, will read the initial report, finding, and outcome letter for the alleged violations.
3. The Hearing Officer will then give a statement in support of their original findings.
4. The Student Organization representative will then provide information in support of their appeal.
5. The Panel will then be allowed to ask questions of both the Hearing Officer and organization representative.
6. After questions have ended, the student organization representative will be given time to make a closing statement.
7. The chair will dismiss the organization representative, their advisor, and the Hearing Officer to deliberate the findings and sanctions and outcomes presented.
8. The Panel will come to one of three decisions: a) upholding the violation, sanctions, and outcomes; b) overturning the violation, sanctions, and outcomes; or c) upholding the violations, but altering or reducing sanctions and outcomes.
9. The Student Organization Conduct Panel may not create individual sanctions and outcomes, but instead may only issue sanctions and outcomes to the organization involved in the complaint. The Director of Student Conduct or their designee must approve all sanctions and outcomes prior to their finalization.
10. Findings of the Panel will be emailed to the organization representative and their faculty/staff advisor.

TIER 2 - PARTNERSHIP PROCESS FOR MID-LEVEL VIOLATIONS
Cases under this tier are primarily investigated by the Student Organization in cooperation with the Office of Student Conduct. The process for investigation and adjudication will be as follows:
1. The Office of Student Conduct receives an information report (IR) alleging a policy violation.
2. The Office of Student Conduct meets with the president or other designated representative of the Student Organization to review the IR and alleged violations.
3. The Office of Student Conduct provides student organization with parameters for fact-finding.
4. The organization conducts a fact-finding investigation. The organization has 72 hours from the time they are made aware of the situation to conduct their investigation.
5. The organization provides a written report of findings to the Office of Student Conduct.
6. If the Office of Student Conduct accepts the report, a Chapter Enhancement Plan will be created in cooperation between the chapter representative and the Office of Student Conduct.
7. The Office of Student Conduct will then send a letter containing findings and any applicable sanctions and outcomes to the representative, the registered President of the organization, and the Student Activities Office.
8. The organization will then implement the plan with the Student Activities Office and Office of Student Conduct following up to ensure the plan is being followed.
9. Student Organizations who fail to contribute to this process will receive findings and outcomes based off all information gathered from the report and other provided information.

TIER 3- STUDENT ORGANIZATION CONDUCT PROCESS FOR HIGH-LEVEL VIOLATIONS
In the event of high-level or severe cases, Student Organizations will participate in a process mirroring the Individual Student Conduct Process. Due to the severe nature of these allegations, individual meetings often occur for each student in order to protect students as much as possible from potential retaliation. Student Organizations, clubs, and teams participating in this process are expected to cooperate fully with all requests, meetings, summons, and instructions of their assigned Conduct Administrators. Drury University reserves the right to cooperate or notify local, state, national, or international organizations affiliated with the accused organization to assist in conduct meetings, sanctions and outcomes, or any other part of the Student Organization Conduct Process.

APPEAL PROCEDURES
Individuals who have participated in the Individual Student Conduct Process and Student Organizations who have had representatives participating in the Student Organization Conduct Process are granted the right to appeal their initial finding, as well as their sanctions and outcomes. Students or Organization representatives have until 5:00pm on the next Business Day from receipt of their outcome letter to request an appeal. This deadline is set from the delivery of the letter, not the time it is opened. Instructions for the appeal process are included in every outcome letter sent through the Student Conduct Process. In the request for an appeal, students must demonstrate in writing that at least one of the following elements is present:
1. They have been denied due process under the University’s Procedures for the Student Conduct Process as outlined in this document.
2. They have obtained additional evidence not previously available to them in their Conduct Meeting that could change the outcome of their case.

After receipt of the appeal request, the Dean of Students or their designee will determine if one of these two criteria are met. If neither is met, the request for an appeal may be denied.
TYPES OF APPEAL
Students may choose between two options for their appeal, an administrative appeal or a board hearing. Students must select one of these options in their request. If they fail to do so clearly, requests for appeal will be treated as though the student requested the administrative appeal option.

1. **Administrative Appeal** - In an administrative appeal, the appeal is sent to the Dean of Students or their designee to review all documents relating to the case. The Dean or their designee may make a decision based off the documents alone, or may require the appealing party to attend a meeting to come to a resolution. All decisions made by the Dean of Students or their designee are final and may not be appealed.

2. **Board Hearing** - A panel consisting of seven individuals (3 faculty or staff and 4 students) is convened to review all documents relating to the case. The Dean of Students, or their designee, serves as the ex-officio and non-voting coordinator. The appealing party, as well as any witnesses are required to attend the hearing to present their argument to the panel. The full process for the board hearing is listed below. All decisions made by the Board are final and may not be appealed.

APEAL FINDINGS
Students who appeal is heard, either administratively or by a Board Hearing, will experience one of the following outcomes from their appeal:

1. The initial finding, outcomes and sanctions of the Conduct Officer are affirmed.
2. The initial finding, outcomes and sanctions of the Conduct Officer are overturned
3. The initial finding of the Conduct Officer is affirmed, but changes are issued to the outcomes and sanctions. Changes issued to sanctions and outcomes may be reduced or increased based off the information provided.

STUDENT CONDUCT BOARD HEARING PROCEDURES
The following procedures will be followed in any case which results in a hearing before the Student Conduct Hearing Board (referred to here as: Board). Student Conduct Board Hearings are not legal proceedings, therefore, neither the student nor the University may have legal counsel present at the hearing. The following notices and allowances must be made and given to students when the Board is convened.

1. The alleged student will be given written notice of the date and place of the Hearing.
2. The student is entitled to appear in person before the Board to present information in their defense. If the student elects not to appear, the Board will decide based on the information available at the Hearing.
3. The student or the University may request for relevant witnesses to present information to the Board. Written or recorded statements may be permitted for extenuating circumstances. Failure of a witness to be present at the time of the Hearing, except in extenuating circumstances, will not be grounds to delay the proceedings.
4. The Board may accommodate concerns for the personal safety, wellbeing, and/or fears of confrontation of the Reporting party, Alleged Party, and/or other witnesses during the hearing. The Board may provide separate facilities for each party for their portion of the Hearing by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, videoconferencing, recording, written statement, or other means, where and as determined in the judgment of the Dean of Students and/or the Conduct Board to be appropriate.
5. The student may have an advisor present for all proceedings. The advisor’s role in the hearing is limited, as they are meant to advise and counsel the student. Advisors may not directly address the members of the hearing board or any witnesses. The advisor may not offer any testimony to the Board.
6. The alleged student and their advisor shall be allowed to attend the entire portion of the Disciplinary Hearing at which information is received except deliberations.
7. The Board shall make an appropriate record of the proceedings and this record shall be available to the accused upon their request; however, no copies may be made and the recording must stay on file with the Office of Student Conduct. Board Hearings shall be recorded in their entirety. Following the Hearing and during the student may access the recording in the Office of Student Conduct or Dean of Students Office.

PROCESS OVERVIEW
The University Conduct Board follows a set of common procedures when convening a University Conduct Board Hearing. These procedures may be altered slightly to allow for necessary accommodations for reporting parties, witnesses, or accused student.

1. The Dean of Students or acting chair will begin the meeting.
2. The Director of Student Conduct, Director of Safety & Security, or their designee will read the report and review relevant information from the report, witness interviews, and the initial Student Conduct Meeting, as well as the rationale for their initial finding.
3. After the review has been given, the University Conduct Board will have the opportunity to ask any clarifying questions.
4. The accused student will be allowed to read a statement indicating the information in support of their position, as well as to make a statement regarding their desired outcome.
5. After the student statement has been given, the University Conduct Board will have the opportunity to ask any clarifying questions.
6. The Director of Student Conduct, Director of Safety & Security, or their designee will have the opportunity to bring forward any witnesses or accommodated statements to the Board. The Board will be allowed to ask questions after each witness.
7. The accused student will have the opportunity to bring forward any witnesses or accommodated statements to the Board. The Board will be allowed to ask questions after each witness.
8. After all witnesses have been presented, the Board will ask the accused student to leave the room while deliberations occur. The Board’s determination will be made on the basis of whether it is more likely than not that the accused student violated the Student Code of Student Conduct or University policy, per the “preponderance of evidence” standard.
9. At the conclusion of a Hearing, the Board members shall meet in closed session to determine its decision. If the student is found responsible of violating the Community Standards, the Board shall consult with the Dean of Students prior to determining sanctions and outcomes.

The student will be notified of any assigned sanctions by the Director of Student Conduct or the Dean of Students by email to their Drury University email account three (3) business days. The notification will indicate the Board’s decision, findings and applied sanctions, if applicable, with any relevant information such as specificity and deadlines.

All decisions made by the University Judicial Board are FINAL and may not be appealed.

**PENALTIES FOR NON-COMPLETION OF SANCTIONS & OUTCOMES**

University approved restitution relating to non-completion of sanctions and outcomes may include but are not limited to:

**CAREER COUNSELING**
- Minimum $50 fine for each career counseling session not completed by required completion date or not upholding the standards of the Career Planning sanction supervisor.

**CHOICES CLASS**
- $100 fine for not satisfactorily completing the requirements of the CHOICES alcohol/drug education class.

**COMMUNITY SERVICE HOURS**
- $25 fine per hour, up to $500 maximum, for assigned service hours by required completion date or not upholding the standards of the site supervisor.

**COUNSELING**
- Minimum $50 fine for each counseling session not completed by required completion date or not upholding the standards of the Drury Counseling Office.

**DISCIPLINARY PROBATION**
- Students who continue to violate policies while on disciplinary probation may receive extended probation and/or Disciplinary Suspension from the University for one semester.

**EDUCATIONAL OUTCOMES**
- Minimum $50 fine for each educational assignment not completed by required completion date or not upholding the standards listed by the educational sanction completion supervisor.

**FINES**
- Fines are assessed to the Drury University business account. Not paying these fines limits semester class registration and may limit a student’s ability to graduate.

**LOSS OF PRIVILEGES/ SOCIAL PROBATION**
- Minimum $50 fine for continued participation in campus organizations listed as part of the sanctioning process. The campus organization may also have their Drury University business account frozen for allowing continued participation and may be limited from receiving future SGA funding.

**PARENTAL/GUARDIAN NOTIFICATION**
- Failing to provide accurate information or providing inaccurate or falsifying parental/guardian contact information will result in a $100 fine and a request for accurate information.

**PROFESSIONAL ASSESSMENT**
- Minimum $150 fine for each professional assessment session not completed by required completion date or not upholding the standards listed by the professional assessment site.

**REMOVAL/RESTRICTION FROM HOUSING**
- Student and student belongings may be removed from University property by the Drury University security staff and students could be arrested for trespassing. Student will pay for housing and meal plan costs for the semester in which they were removed.

**RESTITUTION**
- Restitution charges are assessed to the Drury University business account by either the Housing Office, Drury Facilities, or other appropriate parties. Not paying these fines limits semester class registration and may limit a student’s ability to graduate.
POLICY STATEMENT
Drury University (the “University”) strives to be a safe, education-oriented and community-minded campus that maintains an academic and social environment conducive to intellectual and personal development of students, promotes the safety and welfare of all members of the campus community, and is free of discrimination on the basis of sex. Sex discrimination constitutes a violation of this policy, is unacceptable, and will not be tolerated. Sex discrimination includes discrimination on the basis of pregnancy, gender identity, and failure to conform to stereotypical notions of femininity and masculinity.

Sexual harassment, whether verbal, physical, visual, or digital, is a form of prohibited sex discrimination, and sexual violence is a particularly severe form of sexual harassment. The specific definitions of sexual harassment and sexual violence, including examples of such conduct, are set forth below. The University’s Sexual Misconduct Policy defines the various forms of sexual misconduct that violate the standards of our community, identifies resources, and outlines the University’s Student Conduct Process, including the outcomes imposed for violations of this policy.

SCOPE
This policy applies to all University employees, including staff, faculty, and administrators; students; applicants for employment; customers; third-party contractors; and all other persons that participate in the University’s educational programs and activities, including third-party visitors on campus (the “University Community”). This policy prohibits sex discrimination, sexual harassment, and sexual violence even when the complainant and alleged perpetrator are members of the same sex, and it applies regardless of national origin, immigration status, or citizenship status. The University’s prohibition on sex discrimination and sexual harassment extends to all aspects of its educational programs and activities, including, but not limited to, admissions, employment, academics, housing, athletics, and student services. The University has jurisdiction over Title IX-related complaints regarding conduct that occurred on campus, during or at an official University program or activity (regardless of location), or off campus when the conduct could create a hostile environment on campus. The University will investigate all complaints made under this policy and, if necessary, take action to prevent the recurrence of sex discrimination and remedy its effects.

TITLE IX STATEMENT
It is the policy of the University to comply with Title IX of the Education Amendments of 1972 and its educational programs and activities, which prohibit discrimination based on sex in the University’s educational programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination.

The following Title IX officers have been appointed from members of the senior staff to ensure that Drury University is in compliance with Title IX, and can be contacted regarding any Title IX issues.

**Interim Title IX Coordinator**
Paul Hinkle, Director of Student Conduct  
873-6894

**Deputy Coordinator**
Dr. Tijuana Julian, EVP of Student Affairs/Dean of Students  
873-7215

**Deputy Coordinator**
Dr. Bruce Callen, Professor of Physics  
873-7225

It is the responsibility of the Title IX Coordinator to: (1) receive complaints under this policy; (2) coordinate dissemination of information and education and training programs; (3) assist members of the University Community in understanding that sexual misconduct is prohibited by this policy; (4) answer questions about this policy; (5) ensure that employees and students are aware of the procedures for reporting and addressing complaints of sexual misconduct; and (6) to implement the Complaint Resolution Procedures or to designate appropriate persons for implementing the Complaint Resolution Procedures. The Deputy Coordinator will assist the Title IX Coordinator in carrying out these responsibilities.

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

POLICY DEFINITIONS
**Sexual Misconduct** is an umbrella term covering sex discrimination, sexual harassment, and sexual violence. This term will be used throughout the remainder of this policy and the Complaint Resolution Procedures when collectively referring to these types of conduct.

**Sexual Harassment** is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature when:
- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual’s employment or education
Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual, or

Such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating what a reasonable person would perceive as an intimidating, hostile, or offensive employment, education, or living environment.

Examples of sexual harassment include:

- Pressure for a dating, romantic, or intimate relationship
- Unwelcome touching, kissing, hugging, or massaging
- Pressure for sexual activity
- Unnecessary references to parts of the body
- Sexual innuendos or sexual humor
- Obscene gestures
- Sexual graffiti, pictures, or posters
- Sexually explicit profanity
- Asking about, or telling about, sexual fantasies
- Social media use that violates this policy
- Sending sexually explicit emails or text messages
- Sexual violence (as defined below)

Sexual Violence

Sexual violence is a form of prohibited sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity, because he or she is below the minimum age of consent in the applicable jurisdiction, or because of his or her incapacitation due to the use of drugs and/or alcohol.

Some types of sexual violence are described as:

- **Rape or Sexual Assault:** Having or attempting to have non-consensual sexual intercourse with another person. Sexual intercourse includes an act of oral, vaginal, or anal penetration, however slight, with an object or body part by any individual upon another person.
- **Sexual Coercion:** The use of, or attempt to use, pressure and/or oppressive behavior, such that the application of such pressure or behavior causes the person who is the object of the pressure or behavior to engage in unwelcomed sexual activity. Coercion can take the form of pressure, threats, intimidation, or the use of physical force, either expressed or implied, which places a person in fear of immediate harm or physical injury. Coercion can also take the form of pressure to consume alcohol or other drugs prior to engaging in a sexual act.
- **Sexual Exploitation:** An act or acts attempted or committed by a person for sexual gratification, financial gain, or advancement through the abuse or exploitation of another person’s sexuality. Examples include observing individuals without consent, non-consensual audio or videotaping of sexual activity, unauthorized presentation of recordings of a sexual nature, prostituting another person, allowing others to observe a personal consensual sexual act without the knowledge or consent of all involved parties, and knowingly exposing an individual to a sexually transmittable infection or virus without his or her knowledge.

Consent

Lack of consent is a critical factor in determining whether sexual violence has occurred. Consent requires an affirmative act or statement by each participant. Consent is not passive.

- Consent to engage in sexual activity must exist from the beginning to end of each instance of sexual activity. Consent consists of an outward demonstration indicating that someone has freely chosen to engage in sexual activity. In the absence of an outward demonstration, consent does not exist. Consent is informed, knowing, and voluntary. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in sexual activity. Consent is not effective if it results from the use of physical force, intimidation, coercion, or incapacitation. If a sexual act is occurring and physical force, intimidation, coercion, or incapacitation develops, there is no longer consent.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Being in a romantic relationship with someone does not imply consent to any form of sexual activity.
- Consent to engage in sexual activity may be withdrawn by either party at any time. Withdrawal of consent must also be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.

Incapacitation

The inability, temporarily or permanently, to give consent, due to mental or physical incapability, unconsciousness, or vulnerability due to drug or alcohol consumption (voluntarily or involuntarily), or for some other reason. Examples of incapacitation may include, but are not limited to, vomiting, being unconscious, or being unable to communicate for any reason.

Domestic Violence, Dating Violence, and Stalking

The crimes of domestic violence, dating violence and stalking can also constitute sexual misconduct when motivated by a person’s sex. These crimes, no matter the motivation behind them, are a violation of this policy.
• **Domestic Violence:** Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of a victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction […], or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.
  o Missouri’s definition of domestic violence can be found at Mo. Rev. Stat. § 565.010.
  o Under Missouri law, domestic violence also includes the crime of “domestic assault” which can be found at Mo. Rev. Stat. §§ 565.072-565.074.

• **Dating Violence:** Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.
  o Missouri law does not specifically define dating violence, but conduct of this nature is covered by Missouri’s definitions of domestic violence and domestic assault.

• **Stalking:** A course of repeated non-consensual conduct directed toward another specific person that could be reasonably regarded as likely to alarm, harass, or cause reasonable fear of harm or injury to that person. Stalking may include, but is not limited to, unwelcomed and repeated visual or physical proximity to a person, repeatedly conveying oral or written threats, extorting money or valuables, threatening physical conduct, or any combination of these behaviors directed at or toward a person.
  o Missouri’s definition of stalking can be found at Mo. Rev. Stat. § 455.010 and § 565.225.

• **Cyber-stalking** is a type of stalking in which electronic media, such as internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcomed contact with another person in an unsolicited fashion. Examples of cyber-stalking include, but are not limited to, unwelcomed or unsolicited emails, instant messages, and messages posted on on-line bulletin boards. It also includes, but is not limited to, unsolicited communications about a person, their family, friends, or co-workers, or sending or posting unwelcomed and unsolicited messages with another username.

**REPORTING INCIDENTS OF SEXUAL MISCONDUCT**

**Employees’ Duty to Report**
All University employees have a duty to report sexual misconduct to the Title IX Coordinator or a Deputy Coordinator when they receive a report of such conduct, witness such conduct, or otherwise obtain information about such conduct. This includes employees who may have a professional license requiring confidentiality if they are not employed by the University in that professional role. Reports should be made by employees as soon as is reasonably possible after such information is obtained. An employee not reporting sexual misconduct, or not reporting in a timely manner, as required by this policy may be disciplined accordingly, up to and including termination.

**Students and Other Persons**
Students and any other persons who wish to report sexual misconduct should file a complaint with the Title IX Coordinator or a Deputy Coordinator. Students should be aware that all employees at the University have an obligation to report sexual misconduct that they become aware of or witness, except those identified later in this section. An anonymous report can also be made at: [http://falkor.drury.edu/forms/inforeport/inforeport.cfm](http://falkor.drury.edu/forms/inforeport/inforeport.cfm). However, employees cannot fulfill their reporting obligation by using this anonymous mechanism.

**Confidential Discussions**
If a student or employee victim desires to talk confidentially about his or her situation, there are resources available. The following resource is available to assist the victim and will not further disclose any identifying information, unless otherwise required to do so by law (e.g., if the victim is a minor):
  • The University’s Student Counseling Center is available to students. University mental health counselors are bound to professional standards regarding confidentiality, and will not reveal the identity of victims, unless there is an imminent safety concern or as otherwise required by law. Contact information for the Student Counseling Center is as follows: Findlay Student Center, Room 114, (417) 873-7357.
  • The University’s Chaplain is available to talk with students and employees. Contact information is as follows: Burnham Hall, Room 211. (417) 873-7231.

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

**Timing of Complaints**
The University encourages persons to make complaints of sexual misconduct as soon as possible because late reporting may limit the University’s ability to investigate and respond to the conduct complained of.

Information Provided to Complainant and Respondent
A complainant who makes a claim of sexual misconduct to the University will be given a copy of the document titled “Complainant Rights and Options for Recipients of Sexual Misconduct.” This document provides information about this policy and the Complaint Resolution Procedures used to investigate and resolve complaints of sexual misconduct, options for filing complaints with the local police, resources that are available on campus and in the community, etc. A person against whom a complaint has been filed will also be given information about the process.

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

Special Guidance Concerning Complaints of Sexual Violence, Domestic Violence, Dating Violence, or Stalking
The victim of sexual violence, domestic violence, dating violence, or stalking should not blame himself/herself. These crimes are never the victim’s fault. When physical violence of a sexual nature has been perpetrated, the University recommends that the victim immediately go to the emergency room of a local hospital and contact local law enforcement, in addition to making a prompt complaint under this policy. The victim of sexual violence, domestic violence, or dating violence should do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. As necessary to preserve evidence, victims of sexual violence, domestic violence, or dating violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination. It is also important to take steps to preserve evidence in cases of stalking, to the extent such evidence exists. In cases of stalking, evidence is more likely to be in the form of letters, emails, text messages, etc., rather than evidence of physical contact and violence. Once a complaint of sexual violence, domestic violence, dating violence, or stalking is made, the complainant has several options such as, but not limited to:
- Contacting parents or a relative
- Seeking legal advice
- Seeking personal counseling (always recommended)
- Pursuing legal action against the perpetrator
- Pursuing disciplinary action through the University
- Requesting that no further action be taken
- Requesting further information about the University’s policy and procedures for addressing sexual misconduct
- Requesting further information about available resources

Vendors, Contractors, and Third-Parties
This policy applies to the conduct of vendors, contractors, and third parties. Members of the University Community who believe they have been subject to sexual misconduct in violation of this policy by a vendor, contractor, or other third party can make a complaint in the manner set forth in this section.

Retaliation
It is a violation of this policy to retaliate against any member of the University Community who reports or assists in making a complaint of sexual misconduct or who participates in the investigation of a complaint in any way. Persons who believe they have been retaliated against in violation of this policy should make a complaint in the manner set forth in this section.

Protecting the Complainant
Pending final outcome of an investigation in accordance with the Complaint Resolution Procedures, the University will take steps to protect the complainant from further discrimination or harassment. This may include assisting and allowing the complainant to change his or her academic, living, transportation, or work situation, to the extent that the University has control over these environments, if options to do so are reasonably available and upon request of the complainant. Such changes may be available regardless of whether the victim chooses to report the crime to the University’s Department of Safety & Security or local law enforcement. Requests to change an academic, living, transportation, or work situation, or for any other protective measure, should be made to the Title IX Coordinator.
If a complainant has obtained an ex parte order of protection, full order of protection, or any other temporary restraining order or no contact order against the alleged perpetrator from a criminal, civil, or tribal court, the complainant should provide such information to the Title IX Coordinator. The University will take all reasonable and legal action to implement the order.

Amnesty
The University recognizes that an individual who has been drinking alcohol or using drugs may be hesitant to report sexual misconduct. To encourage reporting, the University will not take disciplinary action for drug or alcohol use against an individual reporting sexual misconduct, either as the complainant or as a witness, provided that these conduct
violations did not and do not place the health or safety of any other person at risk. The University may, however, require the reporting individual to attend a course or pursue other educational interventions related to alcohol and drugs. The University’s commitment to amnesty in these situations does not prevent action by police or other legal authorities against an individual who has illegally consumed alcohol or drugs.

**Bad Faith Complaints**

While the University encourages all good faith complaints of sexual misconduct, the University has the responsibility to balance the rights of all parties. Therefore, if the University’s investigation reveals that a complaint was knowingly false, the complaint will be dismissed and the person who filed the knowingly false complaint may be subject to discipline.

**INVESTIGATION AND PRIVACY**

All complaints of sexual misconduct will be promptly and thoroughly investigated in accordance with the Complaint Resolution Procedures, and the University will take disciplinary action where appropriate. The University will make reasonable and appropriate efforts to preserve an individual’s privacy and protect the confidentiality of information when investigating and resolving a complaint, and all reports of sexual misconduct will be handled in confidence to the extent allowed by law. However, because of laws related to reporting and other state and federal laws, the University cannot guarantee confidentiality to those who make complaints.

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

Further, if a report of sexual misconduct discloses an immediate threat to the University campus community, where timely notice must be given to protect the health or safety of the community, the University may not be able to maintain the same level of confidentiality. Immediately threatening circumstances include, but are not limited to, reported incidents of sexual misconduct that included the use of force, a weapon, or other circumstances that represent a serious and ongoing threat to students, faculty, staff, or visitors.

The appropriate Deputy Coordinator, in collaboration with the Title IX Coordinator and Director of Safety and Security, is responsible for evaluating requests for confidentiality.

**RESOLUTION**

If a complaint of sexual misconduct is found to be substantiated, the University will take appropriate corrective and remedial action to prevent the recurrence of the conduct and correct its discriminatory effects. Students and employees found to be in violation of this policy will be subject to discipline up to and including written reprimand, probation, suspension, demotion, termination, or expulsion. Affiliates and program participants may be removed from University programs and/or prevented from returning to campus. Remedial steps may also include counseling for the complainant, academic, transportation, work, or living accommodations for the complainant, separation of the parties, and training for the respondent and other persons.

The appropriate Deputy Coordinator, in collaboration with the Title IX Coordinator and Director of Safety and Security, is responsible for evaluating requests for confidentiality.

**FACULTY AND STAFF STANDARDS**

**Academic Freedom**

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

**Relationships with Students**

Members of the faculty or staff at the University shall not engage in amorous or sexual relations with, or make amorous or sexual overtures to any student over whom he or she holds a position of authority with regard to academic or administrative judgments and decisions.

**Employee Relationships**

The University prohibits supervisors and managers from dating or otherwise entering into a personal relationship with any subordinate or any employee reporting to that supervisor or manager. Such relationship can become disruptive to the work environment, create a conflict or the appearance of a conflict of interest, and lead to charges of favoritism, discrimination, and claims of indirect sexual harassment.

**RESOURCES AND SUPPORT**

Drury University offers non-judgmental support and resources to any party involved in a sexual misconduct incident. Please contact the Title IX Coordinator or a Deputy Coordinator for more information about available resources and accessing those resources.

**EDUCATION**

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

**SEXUAL MISCONDUCT COMPLAINT RESOLUTION PROCEDURES**

**GENERAL PRINCIPLES**

**Applicability**
These Complaint Resolution Procedures apply to the resolution of all reports under the Sexual Misconduct Policy. They apply to the resolution of complaints against students, faculty, administrators, staff, and third parties, and they are the exclusive means of resolving complaints of sexual misconduct.

**Administration**
For purposes of these Complaint Resolution Procedures, “Deputy Coordinator” means the appropriate Deputy Coordinator depending on the status of the respondent. “Investigators” refers to one or more individuals from a trained pool of employees who have been assigned to investigate a particular complaint. “Title IX Team” refers to the individuals serving as the Coordinator, Deputy Coordinators, or Investigators.

**Promptness, Fairness and Impartiality**
These procedures provide for prompt, fair, and impartial investigations and resolutions. The Title IX Coordinator, Deputy Coordinators, and Investigators shall discharge their obligations under these Complaint Resolution Procedures fairly and impartially. If any individual involved in the administration of these procedures determines that he or she cannot apply these procedures fairly and impartially because of the identity of a complainant, respondent, or witness, or due to any other conflict of interest, another appropriate individual shall be designated to administer these procedures.

**Training**
These procedures will be implemented by officials who receive annual training on the issues related to sexual misconduct, domestic violence, dating violence, and stalking and how to conduct an investigation that protects the safety of victims and promotes accountability.

**PRELIMINARY MATTERS RELATED TO THE INVESTIGATION AND RESOLUTION OF A COMPLAINT**

**Timing of the Investigation**
The University will endeavor to conclude its investigation and resolution of the complaint within sixty (60) calendar days of receiving it. Both the complainant and the respondent will be given periodic updates regarding the status of the investigation. If either the complainant or respondent needs additional time to prepare or to gather their witnesses or information, they shall notify the Investigators in writing explaining how much additional time is needed and why it is needed. The Investigators shall respond to any such request within three (3) days.

**Informal Resolution**
Informal means of resolution, such as mediation, may be used in lieu of the formal investigation and determination procedure. The following standards apply to any informal resolution method that is utilized:
- Can only be used with the complainant’s voluntary cooperation and the involvement of the Title IX Coordinator
- The complainant will not be required to work out the problem directly with the respondent
- Either party may terminate the informal process at any time and elevate the complaint to the formal investigation procedures described below
- Informal means, even on a voluntary basis, will not be used to resolve complaints alleging any form of sexual violence

**Interim Measures**
At any time during the investigation, the Deputy Coordinator, in consultation with the Title IX Coordinator, may determine that interim remedies or protections for the parties involved or witnesses are appropriate. These interim remedies may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative class-placement or workplace arrangements. Failure to comply with the terms of these interim remedies or protections may constitute a separate violation of the Sexual Misconduct Policy.

**Support Person/Advisor**
During the investigation process, both a complainant and a respondent may ask a support person/advisor to accompany him or her at all stages of the process. In cases involving multiple complainants or respondents, the support person/advisor cannot be another complainant or respondent. The support person/advisor does not serve as an advocate on behalf of the complainant or respondent, may not be actively involved in any proceedings, and must agree to maintain the confidentiality of the process. A support person/advisor may be removed if he or she becomes disruptive or does not abide by the limitations discussed in the previous sentence.

**Pending Criminal Investigation**
Some instances of sexual misconduct may also constitute criminal conduct. In such instances, the complainant is also encouraged to file a report with the appropriate law enforcement authorities and, if requested, the University will assist
the complainant in doing so. The pendency of a criminal investigation, however, does not relieve the University of its Responsibilities under Title IX. Therefore, to the extent doing so does not interfere with any criminal investigation, the University will proceed with its own investigation and resolution of the complaint.

Rights of the Parties
During the investigation and resolution of a complaint, the complainant and respondent shall have equal rights. They include:
- Equal opportunity to identify and have considered witnesses and other relevant evidence
- Similar and timely access to all information considered by the Investigators
- Equal opportunity to review any statements or evidence provided by the other party
- Equal access to review and comment upon any information independently developed by the Investigators
- Equal opportunity to appeal determinations pursuant to Section IV, below

PROCESS FOR INVESTIGATING REPORTS OF SEXUAL MISCONDUCT
Commencement of the Investigation
Once a complaint is made, the Title IX Coordinator will commence the investigatory process as soon as practicable, but not later than seven (7) days after the complaint is made. The parties will be notified of any delays to the commencement of the process. The Title IX Coordinator will meet with the Deputy Coordinator, and they will analyze the complaint to ensure it involves conduct covered by this policy, notify the respondent that a complaint has been filed, and assign Investigators. If it is determined that the complaint does not involve conduct covered by this policy, the matter will be referred to another University official and addressed via the appropriate process.

The purpose of the investigation is to determine whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes sexual misconduct. During the course of the investigation, the Title IX Coordinator, Deputy Coordinator, and Investigators may receive counsel from University administrators, the University’s attorneys, or other parties as needed.

In certain narrow circumstances, an investigation may be commenced even if the complainant requests that the matter not be pursued. In such a circumstance, the Title IX Coordinator, Deputy Coordinator, and Investigators will take all reasonable steps to investigate and respond to the matter in a manner that is informed by the complainant’s articulated concerns.

Content of the Investigation
During the investigation, the complainant will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence. The respondent will have the opportunity to respond to the allegations and present supporting witnesses or other evidence. The Investigators will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

At the conclusion of each interview during the investigation, the Investigators will prepare a written summary of the interview. The interviewee, whether it be the complainant, respondent, or third-party witness, will have an opportunity to review the written summary, discuss any adjustments that he or she believes should be made, and provide a signature confirming the content of the written summary and allowing it to be shared with other appropriate individuals during the course of the investigation.

Resolution
At the conclusion of the investigation, the Investigators will prepare a written investigation report. The written investigation report will explain the scope of the investigation, including parties and witnesses involved and evidence reviewed, identify findings of fact, and make a recommendation as to whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence. The written investigation report and any evidence reviewed during the investigation will be given to the Title IX Coordinator and Deputy Coordinator for a determination on the matter. Upon review of the written investigation report and discussions with the Investigators, the Title IX Coordinator and Deputy Coordinator may conclude that additional investigatory measures are needed. In such cases, the written investigation report will be returned to the Investigators, the investigation will continue, and the written investigation report may be modified following the additional investigatory measures.

Following a sufficient investigation and written investigation report being provided, the Title IX Coordinator and Deputy Coordinator will make a determination as to whether sexual misconduct occurred, and issue a Notice of Findings Letter and, if necessary, include in the Notice of Findings Letter those steps necessary to maintain an environment free from discrimination and harassment and to protect the safety and well-being of the complainant and other members of the University Community. Such actions will also include reasonable steps to correct the effects of such conduct on the complainant and others and to prevent the recurrence of discrimination, harassment, and retaliation. Examples of such action include: no-contact orders, classroom reassignment, the provision of counseling or other support services, training, and discipline for the perpetrator, including up to termination, expulsion, or other appropriate institutional sanctions and outcomes.
In the Notice of Findings Letter, the complainant and respondent will be offered the opportunity to meet with the Coordinator and/or Deputy Coordinator individually within three days of the date of the Notice of Findings Letter to discuss the outcome of the investigation, any sanctions, outcomes, and remedial measures that will be imposed, and appeal rights. The three (3) day timeframe may be extended when there are unavoidable scheduling conflicts.

If necessary, the version of the Notice of Findings Letter provided to the complainant and/or respondent will be redacted to ensure that information concerning any remedial and/or disciplinary measures is disclosed in a manner consistent with Title IX, the Family Educational Rights and Privacy Act (“FERPA”), and the Clery Act, as explained by the April 4, 2011 Dear Colleague Letter issued by the U.S. Department of Education, available at http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.pdf.

The Notice of Findings Letter drafted by the Title IX Coordinator and Deputy Coordinator shall be final subject only to the right of appeal set forth in Section IV, below.

**Special Procedure Concerning Complaints Against the President, the Title IX Coordinator, or other Administrators Senior to the Title IX Coordinator**

If a complaint involves alleged conduct on the part of the University’s President, the Executive Committee of the University’s Board of Trustees will designate an appropriate person to conduct the investigation required by these procedures. The written report of the investigation will be presented to the Executive Committee of the Board of Trustees, which will prepare and issue the written determination and implement any appropriate and reasonable measures. The determination issued by the Executive Committee of the Board of Trustees is final, unless the President or the complainant provides a written letter of appeal to the Full Board of Trustees within five (5) days of his/her receipt of the Executive Committee’s written determination and in accordance with Section IV, below. The Full Board of Trustees will issue a resolution on the matter within twenty-one (21) days and the resolution will be final and not subject to further appeal. The full Board of Trustees shall issue a short and plain, written statement of the resolution of the appeal. The written statement shall be provided to the complainant, the President, and the Title IX Coordinator within three (3) days of the resolution.

If a complaint involves alleged conduct on the part of the Title IX Coordinator or any administrator senior to the Title IX Coordinator, the President will designate an appropriate person to conduct the investigation required by these procedures. The written report of the investigation shall be presented to the President, who will appoint three (3) members of the Title IX Team, who have no conflict of interest, to review the investigation report, make a determination, and prepare and issue the written determination and implement appropriate and reasonable measures. The determination issued by the Title IX Team is final, unless the complainant or respondent provides a written letter of appeal to the Executive Committee of the Board of Trustees within five (5) days of his/her receipt of the Title IX Team’s written determination and in accordance with Section IV, below. The Executive Committee of the Board of Trustees will issue a resolution on the matter within twenty-one (21) days and the resolution will be final and not subject to further appeal. The Executive Committee of the Board of Trustees shall issue a short and plain, written statement of the resolution of the appeal. The written statement shall be provided to the complainant, respondent, and the Title IX Coordinator within three (3) days of the resolution. If the Title IX Coordinator is the respondent, a copy of the resolution should also be given to one of the Deputy Coordinators to ensure it is properly filed.

**APPEALS**

**Grounds for Appeal**

The complainant or respondent may appeal the determination of a complaint only on the following grounds:

- There is a substantial likelihood that newly discovered information, not available at the time evidence was presented to the Title IX Coordinator and Deputy Coordinator, would result in a different decision
- There was a procedural error significant enough to call the outcome into question
- There was a clear error in factual findings
- Bias or prejudice on the part of the Title IX Coordinator, Deputy Coordinator, or Investigators, or
- The punishment or the corrective action imposed is disproportionate to the offense

**Method of Appeal**

Appeals must be filed with the President within five (5) days of receipt of the written report determining the outcome of the complaint. The appeal must be in writing and contain the following:

- Name of the complainant
- Name of the respondent
- A statement of the determination of the complaint, including corrective action if any
- A detailed statement of the basis for the appeal including the specific facts, circumstances, and argument in support of it, and
- Requested action, if any

**Resolution of the Appeal**

The President will appoint an Appeal Panel, comprised of three (3) members of the Title IX Team, who have no conflict of interest, and have had no involvement in the investigation or adjudication of the relevant complaint. The Appeal Panel will resolve the appeal and inform the Title IX Coordinator of their decision within ten (10) days of receiving it and may take any and all actions that they determine to be in the interest of a fair and just decision. The decision of the Appeal Panel is final. The Title IX Coordinator shall issue a short and plain, written statement of the resolution of the appeal.
including any changes made to the previous Notice of Findings and any sanctions, outcomes, or remedial measures imposed. The Title IX Coordinator’s written statement shall be provided to the complainant and respondent within three (3) days of the resolution of the Appeal Panel.

**DOCUMENTATION**
Throughout all stages of the investigation, resolution, and appeal, the Title IX Team members as the case may be, are responsible for maintaining documentation of the investigation and appeal, including documentation of all proceedings conducted under these Complaint Resolution Procedures, which may include written findings of fact, transcripts, and audio recordings. When an audio recording is used during an interview, a written summary of the interview is prepared by the Investigators and signed by the interviewee; at such time, the audio recording is destroyed.

**INTERSECTION WITH OTHER PROCEDURES**
These complaint resolution procedures are the exclusive means of resolving complaints alleging violations of the Sexual Misconduct Policy. To the extent there are any inconsistencies between these complaint resolution procedures and other University grievance, complaint, or discipline procedures, these complaint resolution procedures will control the resolution of complaints alleging violations of the Sexual Misconduct Policy.
UNIVERSITY NON-DISCRIMINATION/HARASSMENT POLICY
Approved by the Board of Trustees 05-16-14

APPLICABILITY
These complaint procedures are applicable to complaints alleging discrimination and/or harassment on the basis of a protected class, except those complaints falling under the Title IX & Sexual Misconduct Policy, and include complaints made by University employees and students against faculty, staff, students, supervisors, co-workers, or non-employees (such as vendors). All individuals involved in processing complaints under these procedures are trained in complaint investigation and are knowledgeable about the University’s obligation to comply with Federal laws prohibiting discrimination in the University’s programs.

FILING A COMPLAINT
The University has designated the following administrators to coordinate inquiries regarding its efforts to carry out this policy, to comply with federal and state laws prohibiting discrimination, and to receive complaints of discrimination and harassment.

Aaron Jones, J.D., L.L.M.  
Deputy Coordinator – Non-Discrimination/Harassment & Title IX  
Executive Vice President of University Relations & General Counsel  
(417) 873-6819  
ajones11@drury.edu

Tijuana Julian, D.M.A.  
Deputy Coordinator – Non-Discrimination/Harassment & Title IX  
Executive Vice President of Student Affairs & Dean of Students  
Findlay Student Center, 201  
p (417) 873-7215  
tjulian@drury.edu

Any employee or student who believes they have been subjected to discrimination or harassment on the basis of a protected class may initiate a complaint by filing a written complaint with the Coordinator - Non-Discrimination/Harassment. Complaints should detail:

- the date(s) and time(s) of the alleged conduct
- the names of all persons involved in the alleged conduct, including possible witnesses
- pertinent facts of the incident; and contact information for the complainant so that the University may follow up appropriately.
- If the complaint is to be filed against the Coordinator then the complaint should be filed with one of the Deputy Coordinators specified above.

Administrators, supervisors, staff, and faculty members who receive a report or complaint of discrimination or harassment, or witness what they perceive to be discrimination or harassment, are mandated to immediately report such information to the Coordinator - Non-Discrimination/Harassment. Students who witness what they perceive to be discrimination or harassment, or receive other information regarding an incident of discrimination or harassment, are encouraged to report such information to the Coordinator - Non-Discrimination/Harassment. Complaints of discrimination and/or harassment on the basis of disability, age, sex, race, color, or national origin may also be filed with the U.S. Department of Education, Office for Civil Rights, One Petticoat Lane, 1010 Walnut, Suite 320, Kansas City, Missouri 64106, (816) 268-0550.

GOOD FAITH COMPLAINTS
Good faith complaints of discrimination and harassment will be investigated under these procedures. However, knowingly making a false complaint or report is prohibited, and those who do so will be subject to disciplinary action.

NON-RETALIATION
Employees and students can make good faith reports and complaints about discrimination and harassment without fear of reprisal. Retaliation by any person against a person filing a complaint, making a report, or participating in an investigation is absolutely prohibited and will result in disciplinary action.

CONFIDENTIALITY
The University endeavors to maintain confidentiality with respect to the complaint and investigation to the degree that it can be maintained while conducting a thorough investigation, but the University may be hindered in its ability to investigate a complaint if the person bringing the complaint requests complete confidentiality. To enable confidentiality, those processing the complaint and all parties to the investigation must maintain the confidentiality of information obtained during a complaint, including the name of the person who filed the complaint and other information received during the processing of the complaint.

INVESTIGATION
Drury University will thoroughly and promptly investigate all complaints of discrimination and harassment. The investigation will be governed by the forthcoming procedures.
Commencement of the Investigation
After receiving the complaint, the Coordinator - Non-Discrimination/Harassment will give a copy of the complaint to the appropriate Deputy Coordinator (as appropriate depending on whether the respondent is a student, staff member or faculty member). The Deputy Coordinator will assign an Investigation Officer who will review the complaint and commence an investigation as soon as practicable, but no later than seven (7) days after the complaint is made. During the course of the investigation, the Investigating Officer may consult with appropriate University personnel and outside counsel.

The Content of the Investigation
During the investigation, the complainant will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence. The respondent will have the opportunity to respond to the allegations and present supporting witnesses or other evidence. The Investigating Officer will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, or take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information. During these conversations with the complainant and respondent, informal resolution methods may be considered and discussed, but the complainant is not required to accept any informal resolution. If an informal resolution is reached, it will be documented and signed by both parties and the matter will be deemed resolved.

If the complaint is not resolved informally and the Investigating Officer determines there are genuinely disputed material facts requiring resolution, an evidentiary hearing will be held before a panel of three hearing officers selected by the Investigating Officer. The hearing officers will be chosen from a pool of faculty members and staff designated by the President. When a faculty member is the respondent, the three hearing officers will all be faculty members as well. When a staff member is the respondent, at least two of the hearing officers must be staff members. When a student is the respondent, at least one of the hearing officers must be a faculty member. The panel shall select one of its members to preside over the hearing. The Investigating Officer will identify for the panel those genuinely disputed facts requiring resolution. The panel will review the statements and other evidence gathered by the Investigating Officer during the investigation. Both the complainant and respondent will be given an equal opportunity to address the panel. The panel may ask questions of the complainant and respondent, but the complainant and respondent will not be permitted to question each other. In its discretion, the panel may hear live testimony from witnesses, in which case any questioning will be conducted by the hearing panel itself.

The hearing panel shall resolve genuinely disputed material facts under a preponderance of the evidence standard. The hearing panel will not be bound by strict rules of legal evidence, and may admit any evidence which is of probative value in determining the issues involved. Every effort will be made to obtain the most reliable evidence available. The hearing panel will provide a written statement of its findings of fact to the Investigating Officer. If such an evidentiary hearing is held, both the complainant and respondent will have similar and timely access to any information that will be used at the hearing.

Non-Attorney Support Person For Cases Involving Students
During the investigation process, both a student complainant and a student respondent may ask a non-attorney support person from the University community to accompany him or her to meetings with the Investigating Officer and to any evidentiary hearing. The support person must be an administrator, faculty member, staff member, or fellow student. In cases involving multiple student complainants or student respondents, the non-attorney support person cannot be another complainant or respondent. The non-attorney support person does not serve as an advocate on behalf of the complainant or respondent, and he or she must agree to maintain the confidentiality of the process.

Interim Measures
At any time during the investigation, in consultation with the Coordinator - Non-Discrimination/Harassment, the Investigating Officer may determine that interim remedies or protections for the parties involved or witnesses are appropriate. These interim remedies may include, but are not limited to, separating the parties, placing limitations on contact between the parties, suspending an employee with pay, or making alternative class-placement or workplace arrangements. Failure to comply with the terms of these interim remedies or protections may constitute a separate violation of the Non-Discrimination/Harassment Policy.

Findings Of The Investigation
At the conclusion of the investigation, the Investigating Officer will prepare a written report. The written report will explain the scope of the investigation and whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence. The written report will incorporate any findings of fact resulting from an evidentiary hearing.

The preliminary report will be submitted to the Coordinator - Non-Discrimination/Harassment. The Coordinator - Non-Discrimination/Harassment may accept the preliminary report, request to review additional information, including summaries of party/witness statements or other information, or return the preliminary report for further investigation. After the review of the written report is complete, the Coordinator - Non-Discrimination/Harassment will, for both the complainant and respondent, prepare and deliver a written determination of the complaint. The determination will be one of three outcomes:
1. **Finding “No Violation”**
   If there is a determination that the behavior investigated did not violate the Non-Discrimination/Harassment Policy, the President will designate an appropriate person to conduct the investigation required by these procedures. The written report of the investigation will be presented to the Executive Committee of the Board of Trustees, which will prepare and issue the written determination and implement any appropriate and reasonable measures. The determination issued by the Executive Committee of the Board of Trustees is final, unless the President or the complainant provides a written letter of appeal to the Board of Trustees within ten (10) days of his/her receipt of the Executive Committee’s written determination, and in accordance with Sections VIII.A. and VIII.B. below. The full Board of Trustees will issue a resolution on the matter within twenty-one (21) days and the resolution will be final and not subject to further appeal. The full Board of Trustees shall issue a short and plain, written statement of the resolution of the appeal. The written statement shall be provided to the complainant, the President, and the Coordinator – Non-Discrimination/Harassment within three (3) days of the resolution.

**SPECIAL PROCEDURE CONCERNING COMPLAINTS AGAINST THE PRESIDENT**

If a complaint involves alleged conduct on the part of the University President, the Executive Committee of the Board of Trustees will designate an appropriate person to conduct the investigation required by these procedures. The written report of the investigation will be presented to the Executive Committee of the Board of Trustees, which will prepare and issue the written determination and implement any appropriate and reasonable measures. The determination issued by the Executive Committee of the Board of Trustees is final, unless the President or the complainant provides a written letter of appeal to the full Board of Trustees within ten (10) days of his/her receipt of the Executive Committee’s written determination, and in accordance with Sections VIII.A. and VIII.B. below. The full Board of Trustees will issue a resolution on the matter within twenty-one (21) days and the resolution will be final and not subject to further appeal. The full Board of Trustees shall issue a short and plain, written statement of the resolution of the appeal. The written statement shall be provided to the complainant, the President, and the Coordinator – Non-Discrimination/Harassment within three (3) days of the resolution.

2. **Finding “Inappropriate Behavior Not Rising To the Level of a Violation”**
   There may be a determination that the behavior investigated did not violate the Non-Discrimination/Harassment Policy, but was inappropriate, unprofessional, or violated some other University policy. The Coordinator - Non-Discrimination/Harassment may determine that such inappropriate behavior merits discipline, ongoing monitoring, coaching, or other appropriate action. If so, the Coordinator - Non-Discrimination/Harassment may refer the matter to any appropriate administrator, dean or other manager for further proceedings or disciplinary measures consistent with University policy.

3. **Finding “Violation”**
   If there is a determination that the behavior violated the Non-Discrimination/Harassment Policy, the Coordinator - Non-Discrimination/Harassment, in consultation with any appropriate administrator, dean, or other manager, will determine appropriate corrective and disciplinary action to be taken. In addition, the Coordinator - Non-Discrimination/Harassment will implement reasonable and appropriate measures to ensure that the complainant is not subject to further harassment and to remedy the effects of any discrimination or harassment that may have occurred. Remedial steps may include, but are not limited to, counseling or training, separation of the parties, and/or discipline of the respondent, including written reprimand, suspension, demotion, termination, or expulsion in accordance with University policy. Remedial steps that do not directly affect the respondent shall be redacted from the respondent’s copy of the written summary of findings.

**Timing Of The Investigation**

The University will endeavor to conclude its investigation and resolution of the complaint within sixty (60) days of receiving it. Both the complainant and the respondent will be given periodic updates regarding the status of the investigation. If either the complainant or respondent needs additional time to prepare or to gather their witnesses or information, they shall notify the Investigating Officer in writing explaining how much additional time is needed and why it is needed.

**Rights Of The Parties**

During the investigation and resolution of a complaint, the complainant and respondent shall have equal rights. They include:

- Equal opportunity to identify and have considered witnesses and other relevant evidence
- Similar and timely access to all information considered by the Investigating Officer and the Coordinator - Non-Discrimination/Harassment in resolving the complaint
- Equal opportunity to review any statements or evidence provided by the other party
- Equal access to review and comment upon any information independently developed by the Investigating Officer
- Equal opportunity to address any hearing panel

**SPECIAL PROCEDURE CONCERNING COMPLAINTS AGAINST THE COORDINATOR – NON DISCRIMINATION/HARASSMENT, OR ADMINISTRATORS SENIOR TO THE COORDINATOR – NON DISCRIMINATION/HARASSMENT**

If a complaint involves alleged conduct on the part of the Coordinator - Non-Discrimination/Harassment or any administrator senior to the Coordinator - Non-Discrimination/Harassment, the President will designate an appropriate person to conduct the investigation required by these procedures. The written report of the investigation shall be presented to the President, who will appoint three (3) individuals, chosen from the pool of Deputy Coordinators and Investigators, to make a determination and prepare and issue the written determination and implement appropriate and reasonable measures. The resolution issued is final, unless the complainant or respondent provides a written letter of appeal to the Executive Committee of the Board of Trustees within five (5) days of his/her receipt of the written determination and in accordance with Sections VIII.A. and VIII.B. below. The Executive Committee of the Board of Trustees will issue a resolution on the matter within twenty-one (21) days and the resolution will be final and not subject to further appeal. The Executive Committee of the Board of Trustees shall issue a short and plain, written statement of the resolution of the appeal. The written statement shall be provided to the complainant, respondent, and the Coordinator - Non-Discrimination/Harassment within three (3) days of the resolution, if the Coordinator - Non-Discrimination/Harassment
is the respondent, a copy of the resolution should also be given to one of the Deputy Coordinators to ensure it is properly filed.

**Appeals**
The complainant or respondent may appeal the determination of a complaint only on the following grounds:

- The decision was contrary to the substantial weight of the evidence
- There is a substantial likelihood that newly discovered information, not available at the time evidence was presented to the Coordinator - Non-Discrimination/Harassment, would result in a different decision
- These published complaint procedures were not followed and this failure was a substantial factor in the determination against the appealing party
- Bias or prejudice on the part of the Investigating Officer or Coordinator - Non-Discrimination/Harassment, or
- The punishment or the corrective action imposed is disproportionate to the offense

**Method Of Appeal**
Appeals must be filed with the President within five (5) days of receipt of the written determination of the complaint. The appeal must be in writing and contain the following:

- Name of the complainant
- Name of the respondent
- A statement of the determination of the complaint, including corrective action if any
- A detailed statement of the basis for the appeal including the specific facts, circumstances, and argument in support of it, and
- Requested action, if any

The appellant may request a meeting with the President, but the decision to grant a meeting is within the President’s discretion. However, if a meeting is granted, then the other party will be granted a similar opportunity.

**Resolution Of The Appeal**
The President will appoint an appeal panel, comprised of three (3) individuals selected from the pool of Deputy Coordinators and Investigators, who have no conflict of interest, and have had no involvement in the investigation or adjudication of the relevant complaint. The Appeal Panel will resolve the appeal within ten (10) days of receiving it and may take any and all actions that they determine to be in the interest of a fair and just decision. The decision of the Appeal Panel is final. The Coordinator – Non-Discrimination/Harassment shall issue a short and plain, written statement of the resolution of the appeal. The written statement shall be provided to the complainant and respondent within three (3) days of the resolution of the Appeal Panel.

**Documentation**
Throughout all stages of the investigation, resolution, and appeal, the Investigating Officer, the Coordinator - Non-Discrimination/Harassment, and the Appeal Panel, as the case may be, are responsible for maintaining documentation of the investigation and appeal, including documentation of all proceedings conducted under these complaint resolution procedures, which may include written findings of fact, transcripts, and audio recordings. When an audio recording is used during an interview, a written summary of the interview is prepared by the Investigators and signed by the interviewee; at such time, the audio recording is destroyed.

**Intersection With Other Procedures**
These complaint resolution procedures are the exclusive means of resolving complaints alleging violations of the Non-Discrimination/Harassment Policy, except those complaints falling under the Title IX: Sexual Misconduct Policy. To the extent there are any inconsistencies between these complaint resolution procedures and other University grievance, complaint, or discipline procedures, these complaint resolution procedures will control the resolution of complaints alleging violations of the Non-Discrimination/Anti-Harassment Policy.
CAMPUS HOUSING PROCEDURES AND GUIDELINES

ACADEMIC YEAR BREAKS
Drury University recognizes four break periods in which class is not in session: Fall Break, Thanksgiving Break, Winter Break and Spring Break. All residence halls and fraternity houses are considered communal living areas and are closed for breaks with limited staffing. Housing contracts for these residences do not include residency for any break periods. Students residing the apartment-style living options are able to stay in their residences over break periods; however, Winter Break residency is only allowed for students who are remaining in the unit for the entire academic year.

The Commons Cafeteria and Campus Exchange are closed for most break periods. Therefore, no dining facilities are usually available on campus. The Cox North Hospital cafeteria is open to the public and is within walking distance to campus.

BREAK HOUSING REQUESTS
Students who desire to stay in their residence hall or fraternity house over a break period must submit a Housing Break Access Request Form to the Housing Office by the specified deadline for each break. There is an additional per-night charge for residents who stay over any break unless student’s registered permanent address is over 200 miles from campus, or they are required to stay for a University-related function. Students will receive an email notification if they are approved to stay for breaks.

Students who are required to stay in their residences for a University-related function must have their coach, on-campus job supervisor, or organizational advisor submit a request to the Housing Office for the fee to be waived. This includes athletic teams that are actively holding team practices or athletic events. The staff or faculty advisor is responsible for submitting the request form and roster to the Housing Office prior to the specified deadline for each break. Students will receive an email when they are approved. If students do not receive a notification email, they should speak with their coach, on-campus job supervisor, or advisor regarding the issue. If students do not receive the email and stay anyway, they will be charged the standard per-night fee. Holding an off-campus job does not qualify the student to receive a fee waiver.

All requests for housing over breaks are subject to final approval by the Residence Life and Housing Offices. Requests may be denied for reasons including, but not limited to: policy violations, outstanding fees or conduct sanctions or outcomes; limited staff availability. Each residence hall (and fraternity house) housing students over breaks will have on-call staff to address any issues that may arise and to make sure all residents are properly registered.

LATE DEPARTURE & EARLY ARRIVAL
Fall-only/Spring-only semester students in any housing type will be charged a nightly fee if they arrive early or depart after their contracted single semester timeframe. Students who are required by Drury to return to campus earlier than the official fall semester move-in date will not be charged the nightly fee from the date of pre-approval. Included in this group are fall season athletic teams, Orientation Leaders, Residence Life staff, and pre-approved Greek Life members requiring early move-in. The pre-approval lists must be submitted by coaches/advisors to the Housing Office by April 15th to ensure summer residents are not assigned in units for early arrival residents. Spring season athletic teams are not eligible to move in prior to the advertised August move-in dates. Due to the high volume of early-arrival requests in the week prior to fall move-in, the University will not approve any individual requests to move in early, even if the student is willing to pay the fee.

CHECK-IN & CHECKOUT PROCEDURES
CHECK-IN PROCEDURES
Each resident checking into a residence must complete and sign their own Room Inventory and Condition form (RIC) and submit it to the Residence Life Director within 24 hours of move-in or by the date specified. A signature indicates that the resident has assessed and acknowledged the condition of all areas of the residence at check-in. It will be assumed that any damage not reported at move-in occurred during the student’s stay in the residence. Residents will be held individually responsible for any damage done to their rooms and may be held collectively responsible for any other damage occurring to individual rooms or campus housing facilities. Public area damages will be assessed as needed and charged to appropriate accounts. If a student fails to turn in a RIC, the Residence Life Office will assume that all spaces and furniture were found in good condition, and the student will be held responsible for all damage found at checkout.

CHECKOUT PROCEDURES
Checkouts must occur within 24 hours of a student’s last Final Exam or by the given deadline listed on D-Cal, whichever is earlier. Graduating seniors will be allowed to stay until their published deadline date. Students checking out are responsible for leaving the new unit clean and ready for new residents. This includes:
- Removing all trash
- Replacing all burned-out light bulbs
- Vacuuming and dusting all rooms
Before trash pick-up, Midtown house residents on Robberson, Jefferson & Calhoun (except 517 Calhoun) have trash service that comes for all trash (bagged or loose) found. Trash found outside a residence, on patios, in entryways or on porches or balconies is prohibited, and fines will be assessed for students residing in campus apartments, but may be available to students in other locations due to special circumstances with prior approval from their Resident Director.

Trash and recycling service is required for students checking out of Fraternity Houses and Residence Halls. During a traditional checkout, residents will complete a personal walk-through with a Residence Life staff person. This type of checkout is required of students checking out of Fraternity Houses and Residence Halls. Staff will point out if additional cleaning is needed. This gives students the opportunity to clean anything that was missed to avoid cleaning charges. The resident has a chance to review the Room Inventory & Condition (RIC) form and share any information about damages with the staff. Students will get a reminder about where to take keys to get a receipt. Traditional checkout may be a good choice for those with roommates who may leave a mess. Students who do not follow proper checkout procedure will have a $100 charge posted to their account.

For a list of recyclables that can be co-mingled visit www.drury.edu/recycle. Residents are responsible for the routine care and cleanliness of their suite/apartment and outside landings and porches to prevent health and infestation risks. Trash must not be disposed of mingled in many of our green receptacles. Any cleaning that custodians must perform prior to deep cleaning will result in charges to residents’ account. Make sure all pieces of furniture are in room and assembled. Beds should be de-bunked and the mattress should be at the lowest height setting.

During a traditional checkout, residents are required to return keys to the Office of Safety and Security. Failure to return residential keys will result in a minimum $200 replacement charge, and failure to return mailbox keys will result in a $25 replacement charge.

After checkout or the termination of the housing contract, any items left in the residence will be thrown away. Charges will be assessed and posted to the student’s account based on the cost of disposal (landfill fees, etc.) and the number of hours spent by University personnel. Any questions during the checkout process can be directed to a Resident Director (residence halls & fraternities) or the Area Director (campus apartments).

Express checkout can be directed to a Resident Director (residence halls & fraternities) or the Area Director (campus apartments).

Traditional checkout for Smith, Wallace, Sunderland, & Fraternity Houses

Express checkout for apartments & houses

Cleaning/damage responsibility

Cleaning/damage responsibility

Midtown house residents on Robberson, Jefferson & Calhoun (except 517 Calhoun) have trash service that comes for all trash (bagged or loose) found. Trash found outside a residence, on patios, in entryways or on porches or balconies is prohibited, and fines will be assessed for students residing in campus apartments, but may be available to students in other locations due to special circumstances with prior approval from their Resident Director. Students who do not follow proper checkout procedure will have a $100 charge posted to their account.

Trash bin locations

Green co-mingled recycling dumpsters
DAMAGES
Except for normal wear and tear, residents are responsible for all damage to the unit, furnishings and public areas identifiable with specific individuals. Residents are also responsible for damages caused by their guests and visitors. Charges may result from, but are not limited to, the following violations:

1. Unauthorized detachment, movement or removal of residence furnishings
2. Improper use and/or negligent use of University appliances, furniture or facilities
3. Tampering with fire safety systems, smoke detectors and/or sprinkler systems
4. Trash or debris (including cigarette butts and unsightly furniture) on the interior or exterior of the residence
5. Damage resulting from the violation of any policy mentioned in this handbook or housing contract

Listed below is a list of common damages found during walkthroughs and the fine amount associated with each. This list should not be seen as all-inclusive as there may be other damages encountered that require an individual assessment. In addition, extreme or severe damage may result in disciplinary action. Drury University reserves the right to adjust the amount of these fines at any time without warning.

KITCHEN AREA
- Cabinets dirty: $20.00
- Counter tops dirty: $20.00
- Sink dirty: $20.00
- Kitchen floor dirty: $30.00

COOKING APPLIANCES
- Oven dirty: $70.00
- Drip pan replacement: $8.00 each
- Stovetop dirty: $35.00
- Microwave dirty: $20.00

REFRIGERATOR/FREEZER
- Refrigerator not emptied: $30.00
- Refrigerator dirty: $35.00
- Freezer not emptied: $10.00
- Freezer dirty: $20.00
- Freezer not defrosted (does not apply for apartment-style housing): $30.00

DOORS & WINDOWS
- Screen damaged: $25.00
- Broken lock: $50.00/ core
- Failure to return room key: $200 minimum
- Latches (time to repair): $45.00/hour
- Failure to return mail key: $25.00
- Blinds/Windows damage: Price assessed

BATHROOM
- Floor dirty: $10.00
- Toilet dirty: $20.00
- Seat broken: $30.00
- Toilet broken: $150.00

BATHROOM WASH AREA
- Sink/counter dirty: $20.00
- Cabinets not emptied: $20.00
- Cabinets dirty: $20.00
- Tub/shower/fixtures dirty: $35.00
- Damage to/missing curtain or rod: $25.00
- Tub repair: Price assessed

LIVING AREAS/BEDROOMS
- Trash on floor not picked up: $20.00
- Carpet not vacuumed/swept: $20.00
- Carpet stained beyond normal wear and tear: $40.00/room
- Tears/burns in carpet: Price assessed

FURNITURE
- Cabinets dirty: $20.00
- Counter tops dirty: $20.00
- Sink dirty: $20.00
- Kitchen floor dirty: $30.00

WALLS
- Nail holes (time repair): $45.00/hour
- Paint/spackle repair: $45.00/hour
- Walls/ceilings dirty: Price assessed

ELECTRICAL FIXTURES
- Cover plates broken/missing: $8.00
- Cover plates dirty: $5.00
- TV connector missing: $25.00
- Fire Safety equipment damage: Price assessed

CLOSETS
- Not cleaned out: $25.00
- Closet rod/shelf missing: $25.00
- Closet door damaged: Price assessed

CLOSET HOUSE COMMON AREAS
- Common area trash on floor: $45.00/hour
- Common area floor/walls dirty: $45.00/hour
- Trash cans not emptied: $45.00/hour

COMMUNITY AREAS
Community areas such as kitchens and lounges should be treated as if students resided there. Trash should be removed and the area cleaned after use. Certain community areas have amenities (televisions, furniture, etc.) that are available for residents of that community on a first-come, first-served basis. These amenities should not be removed and residents are financially responsible for any damages they or their guest cause in these areas.
DEPOSIT & REFUND
To obtain campus housing, a $200 room deposit is required of each resident. This fee is not covered by full-ride scholarships. New students must send the housing deposit with the housing contract to:

Drury University Admission Office
900 N. Benton Ave.
Springfield, MO 65802.

Returning students should participate in the Housing Sign-Up process in the spring, and should submit contracts in MyDrury. Students who currently live on campus will not need to pay another housing deposit, as it carries forward each year. New fall admits who drop prior to May 1 will get their deposit back in full. New spring admits who drop prior to December 1 will get their deposit back in full. The deposit will be refunded after graduation or when a student leaves Drury, assuming he/she follows proper check-out procedure and does not have an outstanding balance with the University.

HEALTH & SAFETY INSPECTIONS
To help ensure the health and safety of all residential students, the Residence Life staff will conduct periodic room checks for potential hazards or violations of University policy. Examples include:

- Dangerous electrical configurations or other fire hazards
- Nonfunctioning smoke detectors
- Burned candles or incense
- Excessive trash or food waste buildup
- Prohibited items
- Violations of the Code of Student Conduct

Room checks are scheduled a minimum of twice per semester, usually around academic breaks. Notice will be posted in advance and sent to students via their Drury email. Students need not be present during their inspection, but are welcome to be if they wish. Failure of Health & Safety Inspections may result in a fine or other sanctions or outcomes. Notice of failure will be sent to all residents occupying a suite/apartment through their Drury email address. Any violation of University policy discovered during a Health & Safety Inspection will be reported to the Office of Student Conduct.

HOUSING HOLDS
Full-time undergraduate day school students who do not participate in the annual housing sign-up process or exemption process will have a housing hold placed on their account. This hold will prevent course registration. Housing holds will be released when the student signs a contract to live on campus or files an exemption that is subsequently approved.

INSURANCE
Drury University carries insurance on the buildings only and assumes no responsibility for a resident’s personal belongings.

Drury accepts no responsibility for lost, stolen or damaged personal items. Residents are encouraged to insure their personal belongings by purchasing renter’s insurance. Rooms should be kept locked when unoccupied, and front doors should be shut at all times.

LIVE-ON REQUIREMENT
Drury University recognizes the value of residential living to the total educational process and therefore requires full-time day school undergraduate students to live on campus. Once a student moves into a residence, they accept accommodations and board as a contractual agreement with the University for the full academic year, or as specified on the housing contract.

- To be eligible for campus housing, students must be 17 or older upon moving in.
- No one may move in or out of campus housing without the approval of the Housing Office. Approval is granted first through the Housing Office, and then it is referred to the Dean of Students.
- The Housing Office makes room assignments. While every effort will be made to assign compatible individuals, the decision of the Housing Office is final. The student participant in a housing contract agrees to accept the roommate(s) assigned with them.
- In case of a vacancy in a double or triple room, the remaining occupant may elect to pay the private room fee (if space permits) or the occupant may be requested to move to another room, or may be assigned a new roommate. Fraternity houses are NOT exempt from this policy.
- Residents may not sublease units and only residents who have submitted contracts are considered legal occupants.
- Fraternity Housing, Apartments, and Campus Houses are reserved for students who have been out of high school for at least one year prior to residing in those spaces. Students in their first year out of high school must reside in Smith, Wallace, or Sunderland Hall unless another space is required for an approved accommodation.
- Students residing in apartment-style housing may stay during Fall, Thanksgiving and Spring Breaks. Apartment-style residents may stay in housing during winter break only if contracted for the entire academic year. Students residing in apartment-style housing for just the fall or spring must move out at the conclusion of their semester.
- At the conclusion of the contract, all personal property must be removed from the residence and the residence must be cleaned by the deadline advertised, even if the resident has signed a new contract and is returning to the same unit at a later date (see check-out procedures). The University does not provide storage space.
- The Housing Office reserves the right to cancel any housing contract at any time.
If a student becomes ineligible to live in campus housing for any of the following reasons, refunds are not granted after signing a housing contract:
- Disciplinary action or violation of University policy
- Withdrawal from Drury
- Academic suspension from Drury
- Change in marital status
- Birth or adoption of a child
- Extenuating circumstances as deemed by the Dean of Students

EXEMPTIONS
Full-time undergraduate day students who desire to live off campus for the upcoming academic year must submit a request for exemption from the Campus Housing Policy to the Housing Office by the advertised deadline. Students aged 21 or over will receive priority for exemption, but are not guaranteed exemption. Each spring, students must reapply to live off campus prior to registering for the upcoming summer and/or academic year. Students are not guaranteed exemption approval, even if they received an exemption for a previous academic year. Exemptions may be requested for the following reasons:
- The student will reside with parent or legal guardian within 30 miles of Drury. A parent/legal guardian should sign the exemption form in front of a notary if the student will be under 21 at the beginning of the academic year.
- The student will be 21 or older when the academic year begins.
- The student is married or is a parent. If this is the first exemption and the student is under 21, provide a copy of a marriage license or birth certificate to verify this information.
- A medical condition that requires special living accommodations that student housing cannot reasonably provide. If this is the first medical exemption, attach doctor’s note describing the condition and necessary accommodations.
- Extenuating circumstances. Students must attach a detailed letter explaining circumstances.
- Student is currently a serving member or veteran of the United States military.

All requests to live off campus will be reviewed by the Housing Exemption Committee. Permission to live off campus is granted by the Housing Office via Drury email. Students who do not receive email approval prior to the start of the academic year are required to complete a housing contract and reside on campus for the upcoming academic year. Failure to receive permission to live off campus through the exemption process does not release students from the financial obligation of room and board. Exemptions are only granted by academic year. A student who submits a housing contract and then files a request for exemption that is subsequently approved may be subject to a contract cancellation fee and prorated housing and meal plan fees. Please see the Academic Catalog.

ROOM CHANGES
Students can access the Room Change Request form at https://www.drury.edu/housing/room-change-request. Students must fill out this form prior to moving into a new space. Their Area Director or Residence Hall Director will reach out to students who have requested changes to talk about the request and potential new assignments. Housing & Residence Life must approve room changes prior to students moving to a new space. Students who have been approved will go through the following steps when completing a room change:
1. Complete the Room Change Approval Form by gathering signatures from all affected roommates in both the space being assigned and the space the student is leaving.
2. Check Drury email account for a confirmation of their new housing assignment and date by which to move.
4. Contact Residence/Area Director to set up an appointment to checkout of their current room.
5. Contact an RA/CA in new location to check in to new room for reassignment.

ROOMMATE CONFLICT RESOLUTION
Housing & Residence Life provides conflict resolution services to students in order to aid them in effective conflict resolution processes and develop students’ abilities to handle conflict effectively. Conflict resolution services provide students an avenue to address and resolve interpersonal conflicts between members of a student organization, roommates, suitemates, neighbors or friends. Roommates and/or suitemates should complete and sign a written agreement at the beginning of each semester that informally governs generally accepted behaviors in their place of residence. Roommate and Suitemate Agreement forms are available from the Residence Life Office in the Findlay Student Center Room 108.

CONFLICT RESOLUTION PROCESS
ENGAGE IN DISCUSSION
If a disagreement between students occurs, students are encouraged to set up a time when all individuals involved can be present to discuss the issue causing the disagreement. The following are best practices for holding a discussion:
- Meet in a neutral location
- Meet at a time in which students are neither hungry nor tired
- Define the issues to be discussed prior to the meeting
- Address specific behaviors; do not generalize
- Discuss only the issues defined beforehand.
- Use “I” statements; take responsibility for feelings and don’t place blame
Do not judge or devalue the needs of other individuals
Practice active listening
Ask clarifying questions
Only one person should speak at a time

REQUEST MEDIATION
Students can utilize conflict resolution services by contacting the Residence Life Office by phone at 417-873-6975 or rlfe@drury.edu or by visiting the Residence Life Office in the Findlay Student Center, Room 108. During mediation, a professional staff member will serve as a Mediator to help disputants improve their relationships, clarify their plans and resolve the dispute. Mediators do not impose a binding solution. The Mediator will facilitate the meeting’s structure and progress to help the disputants develop a go-forward or future story for their relationship. The implementation of the disputants’ solution will detail the specific responsibilities of all disputants in writing. The plan for closing the loop of the conflict resolution process may include but is not limited to the following components:

- Provide a framework for carrying out the resolution
- Define how to ensure that all parties are following through
- Provide alternative ways of handling the dispute if it should continue
- Provide follow-up resources

Provide a timeline for review with the Mediator to ensure the success of resolution

SAFETY EQUIPMENT
Residential students are encouraged to become familiar with the locations of fire extinguishers. Most are located in hall closets or next to an air conditioning unit. Security will inspect fire extinguishers in College Park, Midtown houses, Jefferson Park, Jefferson Park West and Summit Park on Saturdays and Sundays anytime between 11am – 3pm every month as mandated by State law.

Do not remove batteries from smoke detectors. Batteries only provide a backup if the power should fail. If a detector starts to chirp, notify Facilities Services at facilities@drury.edu or 417-873-7219 or through MyDrury by clicking “Facilities Work Order Request” from the left-hand menu.

Tampering with fire alarm systems, alarm pull stations, smoke detectors, fire extinguishers and safety equipment is prohibited and will result in disciplinary action. All students are expected to evacuate facilities during emergency alarms and comply with the requests of University personnel. Failure to do so will result in disciplinary action.

If a fire occurs, call the Safety & Security Office immediately at 417-873-7911. Report any damages immediately to Facilities Services at 417-873-7219.

SUMMER HOUSING
Students who are registered for courses for both the Summer Term and the following Fall Semester are eligible to apply for Summer Housing. Students may only reside in housing for the Summer while they are registered for classes. In order to qualify for housing for the entirety of the term, students must be registered for both Summer A and Summer B Block classes. Otherwise, summer housing options will only reflect the block for which a student has registered. Summer Break Housing applications are available in mid-Spring Semester. Students will receive notice through their Drury email address notifying them of deadlines, costs, and which housing options will be available. In order to allow for Facilities staff to address problems and maintain spaces, not all housing options will be available for students, and some students may need to move more than once during the course of the summer.

WORK ORDERS & MAINTENANCE PROCEDURES
Students living in campus housing should refer all maintenance and pest control problems to Facilities Services. When a resident makes a request for repair work, they automatically give authorization for University personnel or an authorized agent to enter the unit to complete the repairs, whether or not any resident is present. Residents are prohibited from making any repairs or altering paint, wiring or plumbing in the residence. Any damage due to tampering with a plumbing or electrical system will be billed to the resident. Any damage caused by failing to report a maintenance issue may also be billed to the student. Maintenance work may require more than one visit to complete.

GENERAL MAINTENANCE PROBLEMS
1. File a work order through MyDrury by clicking “Facilities Work Order Request” from the left-hand menu or by visiting www.drury.edu/facilities.
2. Check the status of the work order by logging back into the “Facilities Work Order Request” website through MyDrury.
3. If the problem persists five working days after submission, email facilities@drury.edu for follow up.
4. Keep the residence clean in order to expedite the process of fixing the reported issue.

EMERGENCY WORK ORDERS
Work orders that present immediate danger to property or safety (leaks, fire hazards, loss of electricity, etc.) should be referred to maintenance immediately. Students should contact Facilities Services at 417-873-7219 or, if after normal business hours, Safety and Security at 417-873-7400.
INTERNET/CABLE PROBLEMS
Drury University has contracted Apogee ResNet as its residential cable television and internet service provider. Students should contact MyResNet support at (833) 493-4881 or email support@myresnet.com. Students can also text “ResNet” to 84700 to chat live.

LAUNDRY PROBLEMS
1. Write down all pertinent information including which machine (hall and area) and what the machine is doing or not doing.
2. For in-unit laundry machines, call Facilities at 417-873-7219 or put in a general maintenance work order. For community laundry rooms call 417-873-7654 or email housing@drury.edu and provide the pertinent information.
3. Place an out-of-service sign on the machine.

BUG SPRAY SCHEDULE
Pesticides will be sprayed in all housing twice a year at minimum, and can be sprayed upon request if an issue is experience. If a residence hall room needs to be sprayed, submit a general maintenance work order.
UNIVERSITY PROCEDURES AND GUIDELINES

ADDRESS REPORTING
Students are required to report their correct Springfield or community address at the time of registration each semester. The reported address should be the student’s actual place of residence. Any change of address must be reported to the Dean of Students Office or Registrar’s Office. Students must also make sure their permanent address is correctly reported for University correspondence that is directed to parents or legal guardians. Students failing to provide an accurate current and permanent address may be subject to disciplinary action.

ANIMALS ON CAMPUS

SERVICE ANIMAL GUIDELINES
"A service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability," (Americans with Disabilities Act, Title II & Title III). Examples of these tasks include, but are not limited to: assisting individuals who are blind or have low vision with navigation and other tasks; alerting individuals who are deaf or hard of hearing to the presence of people or sounds; providing non-violent protection or rescue work; pulling a wheelchair; assisting an individual during a seizure; alerting individuals to the presence of allergens; retrieving items such as medicine or the telephone; providing physical support and assistance with balance and stability to individuals with mobility disabilities; and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Drury University permits the use of service animals by individuals with disabilities. However, the following guidelines restricting permissions are permitted under the ADA.

- University may remove an animal from the premise if the animal is out of control and the animal’s handler does not take effective action to control it, or if the animal is not housebroken. If a service animal is excluded under this provision, the individual with a disability will be given the opportunity to participate in Drury University’s services, programs, and activities without having the service animal on the premises.
- A service animal may be excluded if Drury University makes an individualized assessment based on reasonable judgment and best available objective evidence that the service animal poses a direct threat to the health or safety of others that cannot be mitigated by reasonable accommodations.
- A service animal must be immunized against diseases common to that type of animal.
- A service animal must be under the control of its handler (e.g. harness, leash, voice control, signals, or other means) at all times.
- The student is required to ensure the care of, well-being, and supervision of a service animal at all times.

UNIVERSITY RESTRICTIONS
The following restrictions apply to the university with regards to service animals:

- An entity (the University or its representative) may only inquire if the animal is required for a disability, and the task which the animal has been trained to perform. An entity shall not require documentation, such as proof the animal has been certified, trained, or licensed as a service animal. An entity should not make any inquiries when it is readily apparent that an animal is trained to work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or as low vision; pulling a person’s wheelchair; or providing assistance with stability or balance to an individual with an observable motor disability).
- An entity shall allow for individuals with disabilities to be accompanied by their service animals to all areas of its facilities where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed.
- An entity shall not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If a public entity normally charges individuals for the damage they cause, and individual with a disability may be charged for damage caused by their service animal.

EMOTIONAL SUPPORT ANIMAL (ESA) GUIDELINES
An Emotional Support Animal (ESA) is an animal that is necessary to afford a person with a disability an equal opportunity to use and enjoy a dwelling when there is an identifiable relationship or nexus between the person’s disability and the assistance the animal provides. In accordance with the Fair Housing Act (FHA) Drury University will entertain reasonable requests for an ESA in campus housing, if notice is provided at least 30 days prior to the animal arriving on campus.

REQUESTING AN EMOTIONAL SUPPORT ANIMAL
Students seeking an ESA need to provide Disability Support Services with documentation from a licensed mental health professional indicating the species of the animal and affirmatively answers the following questions:

- Does the person seeking to use and live with the animal have a disability (i.e. a physical or mental impairment) that substantially limits one or more major life activities?
- Does the person making the request have a disability-related need for an assistance animal? In other words, does the animal work, provide assistance, perform tasks or services for the benefit of that person, or provide emotional support that alleviates one or more of the identified symptoms or effects of a person’s existing disability?
Once this documentation has been received, and the request validated by Disability Support Services, the request will be passed on to Housing/Residence Life. Students will need to meet with the Housing/Residence Life Office to discuss if their accommodation can be met, and to review and sign the ESA agreement which defines the responsibilities and obligations for the particular species in each student’s ESA request. The student will need to sign that agreement and provide the appropriate veterinary records as outlined in the agreement before the animal may reside on campus. Housing/Residence Life will provide written documentation to the student once all applicable forms have been received. Agreements last until the end of the current academic year. Students requesting extensions of their ESA agreement will need to provide updated veterinary records before the extension will be approved.

**ESA RESTRICTIONS**
The University is allowed to place the following restrictions on Emotional Support Animals under the FHA.

- Students seeking an ESA must follow the established procedures for requesting an Emotional Support Animal. The animal shall not reside on campus until it has been approved by Disability Support Services and Housing/Residence Life.
- ESAs must be housebroken, in good health, and vaccinated per all applicable laws, and must be under the student’s control at all times. ESAs should not be taken care of, fostered, or temporarily looked after by other residents.
- ESAs must reside in the student’s private assigned bedroom or apartment. When transported from the private assignment, the ESA must be caged or leashed and under the student’s control.
- ESAs may not infringe on the rights of other residents to enjoy their residence by causing issues that include, but are not limited to: allergies, noise, odor, phobias, or destruction of property by scratching or chewing. Other species-specific behavioral guidelines are outlined in the ESA agreement the student must sign with Housing/Residence Life and Disability Support Services.
- Students may be reassigned to a new housing arrangement in order to accommodate their ESA requests.

**DEBT TO THE UNIVERSITY**
Any student who incurs debt with the University and fails to make a satisfactory settlement may be dismissed from the University. No student with unsettled debt will be permitted to register for academic work. In addition, the University will not provide any evidence of attendance or any official credentials while the debt remains unsettled. An exception to this policy can be made if a student has declared bankruptcy.

**FIRE PITS & BBQ GRILL POLICY**
Drury University allows students and student organizations the freedom to use the outdoor fire pits and BBQ grills for the purpose of achieving regular, positive social interaction, while accepting responsibility for the all factors related to the use of the fire pits and BBQ grills on campus. As with any other scheduled or non-scheduled social event, the sponsoring/attending students or student organization is responsible for managing the event involving the fire pit or BBQ grills with concern for the health and safety of individuals present at the event. All policies and procedures of the University must be followed at all times. Students or student organizations that violate any University policies subject themselves to the Student Conduct Process outlined in the Community Standards Handbook.

University staff/faculty members may ask students to discontinue the use of a fire pit or BBQ grill at any time, for hazardous conditions (such as high winds, burn bans, etc.), or if smoke emissions become offensive to occupants of surrounding property. Failure to comply with a request to extinguish the fire may result in disciplinary action for the individual or organization hosting the event.

**GUIDELINES FOR USE**

1. Only matches may be used as the lighting mechanism for any fire in the fire pits and BBQ grills. Only non-treated wood, paper and charcoal briquettes may be used as burning materials. Accelerants are prohibited. It is the responsibility of the individual/organization to provide needed materials. In addition, the individual/organization is responsible for any damage caused to surrounding grounds caused by fire.

2. Straw, hay bales or any other flammable materials are not to be used for seating and/or decorative purposes within 25 feet of a fire pit or BBQ grill while a fire is lit. Firewood intended for the purpose of fueling the fire must be stacked at least 10 feet away from the edge of the fire pit. Individuals should exercise caution around fire pits and maintain a safe distance from the fire pit’s edge.

3. Fires should not be lit and must be extinguished if wind speeds exceed 10 miles per hour. Drury University Security and Student Activities Office personnel may deny, cancel or postpone a reservation due to inclement weather.

4. Fires must be completely extinguished immediately following the conclusion of the event. Smoldering coals, smoke, or residual heat may indicate the ability for a fire to reignite and must have dissipated prior to individuals leaving the area unattended. Lit fires must always be attended.

5. Possession or use of alcohol at the fire pits or BBQ grills is prohibited.

6. BBQ grills should only be used for cooking food and for no other purpose.

7. If fire becomes unmanageable with use of fire extinguisher call 9-1-1 and immediately follow-up with a phone call to Drury Security.
RESERVATION PROCESS
To guarantee availability of a fire pit, reservations are encouraged through the Student Activities Office (SAO) and are preferred to be at least one (1) week prior to the event and must follow all social event guidelines. SAO will issue a fire extinguisher to the reserving individual/organization to be present at the event. SAO will instruct the reserving individual/organization in proper and safe use of the fire extinguisher.

The SAO reserves the right to deny the rental of a fire pit to organization(s) or individual(s) if the fire pit will be used at an event where alcohol will be present and there are concerns for risk management and safety.

If student(s) or student organization(s) wish to use the fire pits after normal business hours during the week or on the weekend, and the fire pits are not already reserved, they must contact Drury Security. Drury Security will provide them with a fire extinguisher and log their use of the fire pit and fire extinguisher. Drury Security will instruct the reserving individual/organization in proper and safe use of the fire extinguisher. Fire extinguishers will not be checked out after 10pm on any day of the week.

Fire pits and BBQ grills and surrounding areas must be cleaned after every event by the individual(s) or organization using the spaces. Groups using the fire pit must return the fire extinguisher to SAO or Security. Cleaning includes, but is not limited to, the removal of trash, debris, and all burning material not entirely consumed by the fire and all other personal or organization-owned items from the area. SAO will check on the status of fire pit clean-up on the next business day after reservation expires. SAO will check with Drury Security every Monday whether a fire pit was used and will perform an inspection of the fire pit to check if it was properly cleaned in the event that it was used late at night or over the weekend.

Failure to clean the fire pit or grill area will result in a Misuse of Property (Community Standards Handbook pg. 41) violation for the individual/organization making the reservation.

The individual or organization that fails to return a fire extinguisher to either SAO or Drury Security by the next business day (or if fire extinguisher is returned in a damaged condition) will be charged for replacement costs.

ADDITIONAL GUIDELINES FOR USE OF FIRE PITS
Each fire pit will have permanent signage installed at the site displaying basic instructions and guidelines for use including but not limited to:

- Only use wood, paper or charcoal briquettes to fuel fire
- Accelerants are prohibited
- Fire is prohibited if winds are at or above 10 miles per hours
- All fires must be extinguished by 11pm
- The transportation of fire extinguishers off campus is prohibited
- Advance reservations are made through the Student Activities Office in FSC 124
- SAO is responsible for putting up and taking down reservation signs at the fire pit(s).
- Last-minute reservations are made through Drury Security at 417-873-7911

In an emergency, call Drury Security at 417-873-7911

FREE SPEECH POLICY
Freedom of expression is vital to our shared goal of the pursuit of knowledge, as is the right of all members of the community to explore new ideas and learn from one another. To preserve an environment of spirited and open debate, we should all have the opportunity to contribute to intellectual exchanges and participate fully in the life of the University. The ideas of different members of the University community will frequently conflict, and Drury University does not attempt to shield people from ideas that they may find unwelcome, disagreeable, or even offensive. Nor as a general rule, does the University intervene to enforce social standards of civility. However, some behavior and circumstances violate the Community Standards, in such cases formal University intervention may be appropriate. The University may restrict expression that violates the law, falsely defames a specific individual, constitutes a genuine threat or harassment, unjustifiably invades substantial privacy or confidentiality interests, or is otherwise directly incompatible with the functioning the University. In addition, the University may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of the University.

The abuse of free speech by Drury students, University employees or Drury citizens is prohibited on University-owned or -controlled property, in conjunction with University-sponsored or -supervised activities, or at any activity or event that an observer would associate with Drury students, University employees or Drury citizens. This policy has been established to protect the integrity of the educational experience, encourage positive behavior and enhance the community commitment of Drury students, University employees or Drury citizens.

FREE SPEECH GUIDELINES
Drury University will protect the rights of freedom of speech, petition and peaceful assembly as set forth in the U.S. Constitution. Drury University maintains its right to regulate reasonable time, place and manner restrictions concerning acts of expression and dissent. Any acts that are disruptive to the normal operations of the University, including but not limited to classes and University business, or invade the rights of others will not be tolerated. Faculty, staff and students engaging in a disruptive activity may be subject to disciplinary action.

ROOM/SPACE RESERVATIONS
Use of the space will be assigned to the person or organization that requests the area first. University-sponsored events have first priority on the use of campus grounds. The University reserves the right to relocate any assembly to ensure that the activity does not interfere with the normal operation of the University or interfere with the rights of others.
PROFESSIONAL AND PERSONAL COMMUNICATION
Freedom of speech can apply to both professional and personal purposes, but the line between a personal voice and an organization’s voice can be blurred without proper clarification. When expressing personal opinions or communicating personal viewpoints, care should be taken by individuals to clarify that they are not necessarily expressing the views of Drury University. Nothing herein shall be construed to restrict Protected Concert Activity under the National Labor Relations Act.

ACADEMIC FREEDOM AND ROLE OF PROFESSORS
Drury professors will determine the character and the urgency of their community and extracurricular obligations in the light of their rights and obligations as citizens, of their professional responsibilities to their fields of study, to their students, to their professions, and to the university. As citizens, the faculty members have the rights common to all citizens, including, but not limited to, the right to make political affiliations of choice. When they have special knowledge, and views based thereon, relevant to a political or social issue, they have the right—at times even a duty—to make such knowledge and views known. Whether speaking as ordinary citizens or as individuals with special knowledge, they should be free from institutional restraints affecting their professional careers, but particularly when speaking with special knowledge their special position imposes special responsibilities. It is their academic positions which make publicly plausible claims to special knowledge; and they should be accurate, should exercise proper restraint, should show respect for the opinions of others, and should in no way imply they are speaking for the institution. As citizens engaged in a profession that depends upon freedom for its health and integrity, Drury professors will promote conditions of free inquiry at all times and work to further public understanding of academic freedom.

NOISE LEVELS
The volume of any sound equipment may not exceed 75 decibels on the A scale at 50 feet from the source of amplification in order to keep from interfering with any academic or other program taking place in nearby buildings.

EXCEPTIONS TO FREE SPEECH
Some types of speech have been determined to not be protected as Free Speech. Students engaging the following behaviors, or other similar behaviors, may subject to disciplinary action:

- Violent speech: expression directed or likely to incite violence. Likewise, actions that violate the law, even when employed in peaceful demonstration, are not protected as symbolic speech.
- Obscenity: that which appeals to a prurient interest in sex and is offensive, or without redeeming social value.
- Defamatory speech: that which damages the reputation of someone, is slanderous or libelous.
- Commercial speech or solicitations: that which is intended to gain a monetary profit or accosting individuals for services.

FREE SPEECH ACTIVITIES

- SPEAKERS: In view of the desire of the University to promote free speech, the free speech areas of the campus are open to speakers for whom official arrangements to speak have been made with the University, following the provisions of this policy.
- THE RIGHT TO DISSENT: The right to dissent is the complement of the right to speak, but these rights need not occupy the same forum at the same time. The speaker is entitled to communicate her or his message to the audience during her or his allotted time, and the audience is entitled to hear the message and see the speaker during that time. A dissenter must not substantially interfere with the speaker’s ability to communicate or the audience’s ability to hear and see the speaker. Likewise, the audience must respect the right to dissent.
- PICKETING AND DISTRIBUTION OF LITERATURE: Picketing in an orderly manner or distributing literature is acceptable. Picketing is not permitted inside campus buildings or within 50 feet of external access to buildings. Interference with entrance or exit from facilities and interruption of classes or other normal functions is prohibited. Placards, banners and signs generally are allowed but may not be dangerous for others or impede the participation of others in the life of the University. The use of attached sticks, poles, or torches are not allowed. If the use of placards, banners, and signs are deemed to be dangerous or impede the participation of others, University officials will require individuals to remove these materials.
- SYMBOLIC PROTEST: During a presentation, displaying a sign, gesturing, wearing symbolic clothing, or otherwise protesting silently is permissible unless it is a disruptive activity or impedes access, such as acts that prevent the audience from being able to pay attention.
- PEACEFUL DEMONSTRATIONS & MARCHES: Students may conduct peaceful demonstrations, protests or marches. Although the right of peaceful protest within the Drury community is recognized, the University retains the right to ensure the safety of individuals, the protection of property and the continuity of the educational process. Drury University ensures that the rights of the institution and of all individuals is protected.

CONDUCT AND MANNER
Those who schedule speech or public assembly activities on campus must not:

- Violate other policies as a result of practicing free speech
- Threaten others or employ force or violence
- Interfere with, impede or cause blockage of the flow of vehicular or pedestrian traffic
- Commit any act likely to create an imminent safety or health hazard
- Interfere with or disrupt any other lawful activity by anyone in the same general location at the same time
- Post materials on anything except designated posting areas
Residents will be charged for residence. Residents should lock the interior and exterior doors of their residence whenever they are sleeping or absent from their residence. Safety and Security, Residence Life, and Greek Life can assist residents with unlocking their doors, but safety and accountability charges at the end of the year for failure to turn in appropriate keys.

### SAFETY & ACCOUNTABILITY

1. Any attempt to control or take over buildings, faculty or administrative offices, or other facilities in any buildings where University space is in use for an authorized function, whether conduct of a class, a public or private meeting under approved sponsorship, normal administrative or educational functions or service-related activities (health services, recreational activities, or personnel placement) is prohibited.
2. A request for use of free speech activities may be denied if it is determined that the proposed speech/activity will constitute a clear and present danger to the University’s orderly operation. Students must comply with any request to desist from specified activities or to leave the premises if a clear and present danger is identified.
3. Rooms in which instruction, research or study normally take place may be occupied only when assigned through established procedures. Buildings must be cleared at the normal closing time for each building unless other arrangements are approved in advance.
4. Every student enrolled in the University has the right to be interviewed on campus by any legal organization that desires to recruit at the campus. Any student or group of students has the right to protest against the appearance on campus of any organization, provided the protest does not interfere with any other student’s opportunity to have such an interview.
5. The Dean of Students or Provost must be informed of the time and place of any demonstration at least 48 hours in advance. To ensure proper safety, if requested by Drury University security personnel, a person must identify him/herself by presenting a Drury ID card or driver’s license or some other form of government issued identification.
6. Limitations may only be prescribed on the areas in which demonstrations are held in order to avoid physical harm or physical conflict between groups of demonstrators. Students should be advised as to whether their demonstration is consistent with stated regulations.

### KEY POLICY

The following policies and guidelines have been put in place to manage keys for students. Students are responsible for any key checked out by them, whether residential or otherwise. Students should keep their keys on them at all times to prevent themselves from being locked out, misplacing their keys, or having their keys stolen. Rooms and apartments should be kept locked when not occupied. The University accepts no responsibility for lost, stolen or damaged articles.

### RECEIVING YOUR KEY

At the beginning of the fall semester on the designated move-in date, residence hall students pick up their residential keys in their hall lobby. Apartment-style residents and fraternity house residents pick up their keys in the Office of Safety and Security in the lower level of the Findlay Student Center. Early move-ins, people changing rooms, and people moving in for the spring semester may pick up their keys at the Office of Safety and Security in the lower level of Findlay Student Center. Each resident must sign for their own keys. Keys will not be issued to anyone other than the resident. All keys are the resident’s responsibility and should stay in the resident’s possession at all times. The assigned front door key and bedroom key are number coded and must stay together.

### LOST OR STOLEN KEY

If a resident loses a residential key or the residential key is stolen, it must be reported immediately so that security personnel can replace locks and make new keys as necessary. Procedure for reporting lost/stolen keys are as follows:

1. Report which assigned keys were lost/stolen to the Safety and Security Office in the lower level of the Findlay Student Center.
2. Pay the lost key charge (minimum of $50.00) at the Business Office on the 1st floor of Burnham Hall.
3. Bring the lost key payment receipt to the Safety and Security Office in the lower level of Findlay Student Center.

Lost/stolen residential key charges will be reviewed by the Safety and Security Office with any access charges beyond the minimum $50 being billed to the student’s account. Charges will be reviewed based on current market value. As of June 1, 2018, the current market value charges are as follows: $40 material cost per core, $5 material cost per key, and $10 labor cost per core. Lost/stolen residential mailbox key charges are a $25 flat rate.

### RETURNING KEYS

Keys not turned in by the move-out date will constitute a minimum $200 fine to the student’s account. Students will need to return all keys given to them at the end of the year. Mailbox keys not turned in by the move-out date will constitute a $25 fine to the student’s account. To avoid the fines, report lost keys early. Exchanging keys or room assignments without approval of the Housing Office is prohibited and will result in $250 fine assessed to the student’s account, and possible charges at the end of the year for failure to turn in appropriate keys.

### LOCK OUTS

Residents should lock the interior and exterior doors of their residence whenever they are sleeping or absent from their residence. Safety and Security, Residence Life, and Greek Life can assist residents with unlocking their doors, but residents will be charged starting on the 2nd instance in which they require a University staff member to unlock their door.
DRURY UNIVERSITY

COMMUNITY STANDARDS HANDBOOK

- 2nd lockout - $5.00
- 3rd lockout - $10.00
- 4th lockout - $15.00
- 5th-nth lockout - $20.00

MISSING STUDENT POLICY
In accordance with Section 485 of the Higher Education Act (HEA), every institution of higher education that provides on-campus housing must provide a missing student notification policy for those students residing in on-campus housing. Every student who resides in on-campus housing shall have the option to identify a confidential individual to be contacted by the University in the event that the student is determined missing in accordance with the procedures outlined below. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

At the beginning of each academic year, Drury University will inform students residing in on-campus housing that Drury will notify either a parent or an individual selected by the student no later than 24 hours after the time the student is determined to be missing. This information will include the following:

- Students have the option of identifying an individual to be contacted by Drury University no later than 24 hours after the time the student has been determined to be missing. Students can register this confidential contact information through the Housing Office.
- If the student is under 18 years of age, and not an emancipated individual, Drury University is required to notify a custodial parent or guardian no later than 24 hours after the time that the student is determined to be missing.
- Drury University will notify the appropriate law enforcement agency no later than 24 hours after the time that the student is determined to be missing.
- If Drury University Security or law enforcement personnel have been notified and make a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, Drury University will initiate the emergency contact procedures in accordance with the student’s designation.

MISSING STUDENT NOTIFICATION PROCEDURES
Drury University will practice the following notification procedure for a missing student who resides in on-campus housing:

- Once Drury University receives a missing student report via the Dean’s Office, Drury University Security, Housing Office or other source, the following offices will be notified:
  - Drury University Security
  - Dean of Student’s Office
  - Housing Office
- Any official missing person report relating to this student shall be referred immediately to Security.

Upon notification from any entity that any student may be missing, Drury University may use any of the following resources to assist in locating the student. These resources may be used in any order and combination.

- Through the Housing Office, the Resident Assistants or Community Advisors may be asked to assist in physically locating the student by keying into the student’s assigned room and talking with known associates.
- Security may key into the student’s assigned room as well as search on-campus public locations (library, cafeteria, etc.)
- Security may issue an ID picture to assist in identifying the missing student.
- The Dean of Student’s Office may try to contact known friends, family, or faculty members for last sighting or additional contact information.
- Student Affairs or academic departments may be contacted to seek information on last sighting or other contact information.
- Security may examine card access logs to determine last use of the card and track the card for future uses.
- Security may access vehicle registration information for vehicle location and distribution to authorities.
- Technology Services may be asked to look up email logs for last login and use of Drury University email system.
- If there is any indication of foul play, the local police department will immediately be contacted for assistance.

If campus security officials determine that a student for whom a missing person report has been filed has been missing for more than 24 hours, then within the next 24 hours, they must:

- Notify the individual identified by the student to be contacted in this circumstance
- If the student is under 18 years of age, notify a parent or guardian
- Notify law enforcement.

PARKING POLICY
Parking regulations are necessary for the safety and convenience of the campus community.

1. All students, faculty and staff who park on campus must register their vehicle with the security office.
2. Residential students must park in designated residential lots A, B, C, D and 7.
3. Non-Residential permit holders must park in Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12.
4. Parking is permitted between marked lines only.
5. No parking in handicap zones without an official Handicap Permit or license plate.
6. No parking in crosswalks, fire lanes, loading zones, on grass, sidewalks or in posted areas.
7. Vehicles parked illegally on Drury University property may be ticketed and/or towed by Security.
8. Parking on city streets is illegal if city signs are posted stating “Residential Permit Required.”
9. Motorized vehicles may not be worked on or washed on Drury University property.

PARKING PERMITS
All vehicles parked on campus except visitors, must be registered and display a parking permit. Permits must be displayed on the driver’s side upper corner of the windshield and visible at all times. Parking permits are issued Monday through Friday from 8 a.m. to 5 p.m. (except holidays).
- Vehicle DMV registration papers are required to obtain a parking permit.
- Staff, faculty, and student permits are issued by the Drury University Safety & Security Office, FSC 101.
- Visitor permits are obtained in the Drury University Safety & Security Office, FSC 101. Visitors to campus should park on Drury Lane, Burnham Circle, lot 7 or lot 12. Time limits do not apply to visitors with a valid visitor permit.

Residential students MUST register their vehicle by August 31 each year.

APPEALS
Appeals to parking tickets may be made in person at the Safety & Security office (FSC 101) or online at www.drury.edu/security/forms/AppealForm.php
- Only one appeal per semester is allowed.
- Appeal forms must be filled out completely in order to be considered.
- Appeals must be submitted in writing within five business days of receiving the ticket.

Results of appeals will be posted online at www.drury.edu/security/parking-ticket-appeal-results.

FINES
- Vehicles not registered/no permit: $30.00
- Handicap: $50.00
- Fire lane/hydrant: $30.00
- All other violations: $25.00

CITY STREET PARKING
Parking on city streets is illegal where city signs are posted – “Residential Permit Required.” Vehicles illegally parked on the streets may be ticketed and/or towed by the Springfield Police Department (SPD). SPD will also ticket the vehicles whose wheels are more than six inches from the curb. Any street displaying the sign “Residential Permit Required” is not open to Drury students without obtaining this special permit from the City of Springfield.

NO-PARKING ZONES
Areas closed by Security and designated as such by cones or other types of barriers are to be considered no-parking zones. Motorists are to follow the directions of Security officers and/or parking attendants when they are present and controlling traffic.

30-MINUTE PARKING
Drury Lane and Burnham Circle are limited to 30 minutes of parking, Monday through Friday, 8 a.m. to 5 p.m. Parking is open 5 p.m. to 8 a.m. and on weekends and holidays. Safety and Security personnel will periodically chalk tires of vehicles on Drury Lane and Burnham Circle between 8 a.m. to 4:30 p.m. Monday through Friday. The chalk mark will be made on the rear driver’s side tire in the 12 o’clock position. Once the last tire is chalked, the 30 minute timer will begin. After 30 minutes has elapsed, Safety and Security personnel will return to all vehicles and cite any vehicle that still has the chalk mark on the rear driver’s side tire in the 12 o’clock position.

OPEN PARKING DATES
Non-Residential lots are open with any permit between 8 p.m. to 8 a.m. Monday through Friday, on weekends, and holidays. Residential lots are open to any permit parking from June 1st to August 14th each year.

PARKING LOT DESCRIPTIONS & PERMIT REQUIREMENTS
NON-RESIDENTIAL PARKING
NUMBERED parking lots are for Non-Residential students, staff, faculty and visitors.

<table>
<thead>
<tr>
<th>LOT</th>
<th>LOCATION</th>
<th>RESTRICTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>South of Central Street and east of Shewmaker Communication building</td>
<td>Non-residential permit</td>
</tr>
<tr>
<td>2</td>
<td>South of Shewmaker Communications building</td>
<td>Non-residential permit</td>
</tr>
<tr>
<td>3</td>
<td>East side of Hammons School of Architecture</td>
<td>Non-residential permit</td>
</tr>
<tr>
<td>4</td>
<td>North of HPER/Weiser Gym and east of Turner Hall</td>
<td>Valid Drury ID required for gate, Restricted at times for Special Events</td>
</tr>
<tr>
<td>5</td>
<td>West of Martin Alumni Center</td>
<td>Non-residential permit</td>
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</tbody>
</table>
vehicles enforcement agencies to conduct these searches if applicable. The inspect student residences, property, and vehicles personal property, residences, and vehicles are respected as private spaces. However, the University reserves the right to

Drury University respects the privacy of students, staff, faculty and other community members. As such, student’s personal property, residences, and vehicles are respected as private spaces. However, the University reserves the right to inspect student residences, property, and vehicles parked on University property. The University may cooperate with law enforcement agencies to conduct these searches if applicable. The University may inspect residences, property or vehicles if there is reasonable suspicion that an inspection could lead to information concerning:

- a policy violation that may cause injury or damage to the individual residing in or owning the property in question
- a policy violation that may endanger the health or safety of any Drury University community member or other person

GENERAL RESIDENTIAL PARKING
LETTERED parking lots are for residential students only.

<table>
<thead>
<tr>
<th>LOT</th>
<th>LOCATION</th>
<th>RESTRICTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>West of Summit Ave., South of Freeman Hall and Findlay Student Center</td>
<td>Residential Permit Parking Only, Handicap Parking for Findlay Student Center Bookstore 15 minute parking in marked spots.</td>
</tr>
<tr>
<td>B</td>
<td>West of Summit Ave., North of Freeman Hall &amp; East of Smith Hall</td>
<td>Residential Permit Parking Only</td>
</tr>
<tr>
<td>C</td>
<td>South of Calhoun St., North of Wallace &amp; Sunderland Hall</td>
<td>Residential Permit Parking Only</td>
</tr>
<tr>
<td>D</td>
<td>Robberson Ave. &amp; Lynn St., near the Greek Quadrangle</td>
<td>Residential Permit Parking Only</td>
</tr>
</tbody>
</table>

SPECIFIC RESIDENTIAL PARKING
Residents residing in some smaller properties have specific instructions and guidelines for parking near their residences.

<table>
<thead>
<tr>
<th>LOT</th>
<th>SPECIAL INSTRUCTIONS/RESTRICTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUMMIT PARK</td>
<td>Residents of Summit Park receive Summit Park residential permits and may park in the lot behind Summit Park. Parking in the Summit Park lot is prohibited by anyone not assigned to Summit.</td>
</tr>
<tr>
<td>JEFFERSON PARK</td>
<td>Jefferson Park residents are issued Jefferson Park residential permits and may park in the adjoining parking lot. Parking in Jefferson Park parking lot by anyone other than Jefferson Park residents is prohibited.</td>
</tr>
<tr>
<td>MANLEY HALL</td>
<td>Manley Hall residents are issued Manley Hall residential permits and may park in the adjoining parking lot. Covered parking spots require a specially numbered tag and are reserved for those residents who wish to lease one from the Housing Office. Parking in Manley Hall parking lot by anyone other than Manley Hall residents is prohibited</td>
</tr>
<tr>
<td>MIDTOWN HOUSES</td>
<td>Midtown residents are issued non-residential permits from Drury and may park in adjoining driveways or in the numbered lots. Street parking in Midtown requires a permit from the City of Springfield. See “Street Parking” in the section below.</td>
</tr>
<tr>
<td>UNIVERSITY SUITES</td>
<td>University Suites residents are issued University Suites residential permits and may park in all spaces marked “Residential” adjacent to the south and east side of the building. Parking in University Suites spaces by anyone other than University Suites residents is prohibited.</td>
</tr>
</tbody>
</table>

OTHER PARKING

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>SPECIAL INSTRUCTIONS/RESTRICTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRURY LANE</td>
<td>Located: North from Central Street through the middle of campus. Parking is limited to 30 minutes only Monday through Friday 8 a.m. to 5 p.m. No time limit after 5 p.m. and on weekends.</td>
</tr>
<tr>
<td>FSC CIRCLE</td>
<td>Located west of the Findlay Student Center, circling the fountains. This is a Fire Lane and not to be used for parking at any time.</td>
</tr>
<tr>
<td>BURNHAM CIRCLE</td>
<td>Located: East of Burnham, north of Bay Hall and south of Olin Library. Parking is limited to 30 minutes only Monday through Friday 8 a.m. to 5 p.m. No time limit after 5 p.m. and on weekends.</td>
</tr>
<tr>
<td>CITY STREET PARKING</td>
<td>Midtown Parking Permits for street parking must be obtained from the City of Springfield. Apply here: <a href="https://www.springfieldmo.gov/FormCenter/Finance-9/Licensing-Midtown-Parking-Permit-Online~104">https://www.springfieldmo.gov/FormCenter/Finance-9/Licensing-Midtown-Parking-Permit-Online~104</a></td>
</tr>
</tbody>
</table>

PERSONAL PROPERTY SEARCH
Drury University respects the privacy of students, staff, faculty and other community members. As such, student’s personal property, residences, and vehicles are respected as private spaces. However, the University reserves the right to inspect student residences, property, and vehicles parked on University property. The University may cooperate with law enforcement agencies to conduct these searches if applicable. The University may inspect residences, property or vehicles if there is reasonable suspicion that an inspection could lead to information concerning:

- a policy violation that may cause injury or damage to the individual residing in or owning the property in question
- a policy violation that may endanger the health or safety of any Drury University community member or other person
a policy violation that may cause harm or damage to property of the University or the personal property of others.

any possible condition that could pose a safety issue.

When practical, a University Official will give prior notice to an individual before searching the residence or property. However, in extreme cases or cases where prior notice could create undue risk to others, the University may conduct these searches without prior notice.

RISK MANAGEMENT GUIDELINES

Risk Management is the process of advising individuals and groups of the potential and perceived risks involved in their activities as well as supervising activities and taking corrective actions and proactive steps to minimize injury, harm and/or loss. The wide varieties of interests and activities represented by individuals and groups at Drury University have an equally wide variety of potential risks and liabilities.

All Drury students, employees and citizens are required to conduct their activities in such a manner to maximize safety and health, and to attempt to prevent accidents, injuries, illnesses, or other losses. Drury students, employees and citizens are solely responsible for their own actions, and any loss, damage or other liability incurred as a result of those actions.

Drury University Student Affairs professionals offer a wide variety of programs, services and resources designed to assist and support risk management efforts, develop leadership skills, and assist in planning and hosting events where everyone involved has a safe and fun experience.

MINIMIZING RISK

There are many ways to minimize risk. Here are a few key areas:

- FOLLOW THE RULES: By adhering to guidelines, policies and laws; related risks are significantly reduced for activities.
- DEVELOP A CRISIS MANAGEMENT PLAN: If an emergency were to happen, do event leaders and participants know what to do and who to contact? Every Drury student, employee and citizen should know what to do in a crisis situation.
- GET EMERGENCY TRAINING: Proper training will assist individuals and groups in handling the situation properly and could save a life in an emergency situation.
- EDUCATE MEMBERS: Event participants are responsible for their actions, but event leaders are responsible for providing risk management education opportunities. If a group is interested, the Student Affairs Department coordinates regular risk management training programs on a variety of risk management topics.
- HOLD PARTICIPANTS ACCOUNTABLE: Although education responsibilities fall to event leadership, participants must be held accountable for their actions because the actions of one person can negatively affect the entire Drury community.
- USE AVAILABLE RESOURCES: It is important that event leaders and advisors spend ample time discussing policies and guidelines of the University, state or federal law, and possible national guidelines by affiliate national organizations.
- USE THIRD PARTY VENDORS: When hosting events with alcohol, use third party vendors to minimize risk regarding the distribution of alcohol; third party vendors are trained in proper distribution standards.
- PLAN LOW-RISK EVENTS: There are many options for events that don’t require anyone to be placed in risky situations. On-campus, well-planned and non-alcoholic events are usually lower risk.
- KNOW THE SIGNS OF HIGH RISK BEHAVIOR: Sometimes individuals or groups unknowingly place themselves in high risk situations. By knowing the signs and approaching individuals about their risky behavior, a safer environment may be maintained.

CRISIS MANAGEMENT

The leader of a class, meeting or event is ultimately responsible for the safety and well-being of the members of a group. It is imperative that the leader develops a plan for crisis management of an emergency situation and to mentally prepare contingency plans for a variety of unlikely scenarios. A Crisis Management Plan should be a part of every organization’s Risk Management Education Program. In the event of an emergency the members of a group will look to the leader for direction. The group leader has the authority and the responsibility to order/direct personnel for their own safety. The following guidelines will help the leader in keeping the members of a group safe.

Every member should be aware that the leader is in charge of every emergency. Input from members who have more expertise or insight is necessary; however, all final decisions rest with the leader. In the event that the leader is absent, the next ranking leader assumes control. The following guidelines are to be used in the event a tragedy or crisis occurs either on or off Drury University property.

Examples of such situations include, but are not limited to:

- Area is subject to an emergency situation such as active shooter, bomb threat, fire or tornado
- Any injury or incident at or during a meeting, activity or event
- An injury or incident involving alcohol or contraband items
• The serious injury or death of a member

GENERAL PROCEDURES
If a crisis occurs, close the location at once. The leader cannot give instructions and maintain control if members are leaving or strangers are entering. Permit only members and appropriate officials to enter. Assign a few responsible members to calmly control access to the location. In nearly all situations, the leader’s first call will be to Drury Security who will contact and direct emergency personnel. Briefly and calmly explain the situation so that Drury Security can appropriately respond. If appropriate, the leader should then notify the Drury University crisis management contacts including:
• Dean of Students
• Director of Counseling
• Director of Security

Members should not speak to anyone outside the group; the leader will be the official spokesperson for the organization. Do not discuss details, speculate on events, or otherwise project consequences until police and/or University officials have arrived—to do so would only create unrest and unnecessary upheaval. It is important to remain calm.

If the news media should contact the group, the leader should first consult University Communications. Only the leader should speak for the group. With the help and approval of University Communications, the group should issue a careful statement before any information is issued to the media. Do not release any names until an investigation has been completed and the timing is appropriate.

SERIOUS INJURY OR DEATH
Do not notify parents. In the event of a serious injury or death, medical or police personnel trained in such matters will notify the family. In the event of a death, do not remove any personal items from the location. Keep the location secure. In any emergency, use extreme tact and caution in one’s actions and statements to members, the media and others. The group may want to coordinate member attendance at the funeral or memorial service. If appropriate, discuss with the family or family’s clergyman the possibility of conducting a group memorial service.

STUDENT TRAVEL PROCEDURES
All travel by recognized student organizations, clubs, and teams must related to the purpose of the organization and comply with the policies of Drury University and all applicable local, state, and national or international laws. These guidelines are designed to reduce risk and provide protection for all students travelling.

TRIP LEADER RESPONSIBILITY
Drury University requires that a Trip Leader accompany the organization for all official University Travel. The Trip Leader serves as the main University liaison and is responsible for the safety and participation of all attendees for the trip. The Trip Leader should work closely with the Student Activities Office to ensure the trip meets University standards, provides a safe experience for participants, and promotes student learning and development. For each University-related trip, Trip Leaders are required to:
• Ensure trip participants represent Drury University appropriately at all times and are active, helpful participants for the duration of the trip.
• Facilitate a pre-trip planning meeting with all participants to discuss the planned itinerary, behavioral expectations, and transportation details so participants know what to expect as part of the trip.
• Review and authorize travel purpose and transportation prior to travel, coordinate required paperwork, submit required forms and carry a copy of important participant safety documents on them at all times during the trip.
• Require all students travelling with the group to provide proof of medical insurance to be able to participate in any travel associated with Drury University.
• Facilitate understanding and compliance of all University policies and applicable laws; ensure students submit proper travel safety forms; and verify all travel plans appropriateness, length, destination, and purpose.
• Facilitate emergency procedures, manage issue resolution and maintain student conduct standards.
• Ensure the proper and timely reservation and payment procedures of the group’s payments and contracts.
• Ensure proper rooming accommodations for all travel participants, including themselves. If the Trip Leader is an employee of Drury University, the Trip Leader should not share a bed with a student. It is strongly recommended that the Trip Leader stay in his or her own room.

TRAVEL REGISTRATION & FOLLOW-UP PROCESS
Students and student organizations travelling on behalf of Drury University are required to complete the registration/follow-up process for all travel outside the Springfield, MO city limits.
• At least two weeks before the trip: The Trip Leader should use the Travel Registration Form to alert the Student Activities Office of upcoming Travel. All trip drivers must complete a Motor Vehicle Report to become an approved University driver. Completed forms are submitted to the Business Services Office.
• At least one week before the trip: All trip participants must complete a Liability Release Form and an Emergency Information Form and show proof of medical insurance. The Trip Leader will keep these documents on file with them for the duration of the trip.
Within one week after the trip: The Trip Leader should use the Travel Follow-Up Report to alert the Student Activities Office regarding the trip completion.

TRAVEL REQUIREMENTS FOR TRIP DISTANCE
Drury University understands the nature of different types of travel, including distance requirements. To ensure groups are best supported in their travel, Drury University maintains Travel Distance Requirements.

TRAVEL WITHIN SPRINGFIELD CITY LIMITS
Groups or individual representatives of the organization must alert their Campus Advisor of the group’s general travel plans, safety procedures and trip participants in advance of the planned travel. Timelines and methods for Campus Advisor notification are decided within the group with Campus Advisor Approval. Student Activities Office does not need registration or notification for travel within the Springfield, MO city limits.

DAY TRIPS OUTSIDE SPRINGFIELD CITY LIMITS
Groups or individual representatives of the organization must alert their Campus Advisor of the group’s general travel plans, safety procedures and trip participants in advance of the planned travel. The Student Activities Office requires advance registration for this type of travel. Drury University requires that a Trip Leader accompany the organization. The trip leader may include:

- The official Campus Advisor
- A University employee that has been pre-approved by the Campus Advisor
- A student leader of the organization that is capable and agrees to serve as the Trip Leader
- Day trips may not exceed a driving distance of more than 450 miles round trip
- Groups/students that plan on exceeding this distance will need to make arrangements for overnight lodging
- Groups may leave no earlier than 6:00 a.m. and must return no later than midnight of the same day
- If these time restrictions do not coincide with the needs of the trip, the group will need to make arrangements for overnight lodging

OVERNIGHT TRIP TRAVEL
Groups or individual representatives of the organization must alert their Campus Advisor of the group’s general travel plans, safety procedures and trip participants in advance of the planned travel. The Student Activities Office requires advance registration for this type of travel. Drury University requires that a Trip Leader accompany the organization. The trip leader may include:

- The official Campus Advisor
- A substitute faculty/staff member or otherwise approved Advisor
- A student leader of the organization that is capable and agrees to serve as the Trip Leader
- The University reserves the right to deny students as trip leaders for overnight travel based on the distance of the travel, length of stay, mode of transportation, location of the trip or nature of the trip.

FOR TRAVEL OUTSIDE OF SPRINGFIELD CITY LIMITS FOR A SINGLE STUDENT TRAVELER REPRESENTING THE ORGANIZATION
Individual representatives of the organization must alert their Campus Advisor of the individual general travel plans, safety procedures and trip participants in advance of the planned travel.

- Drury University requires the single student traveler to act as his or her own Trip Leader for the trip.
- The Campus Advisor must submit a formal approval notification to the Student Activities Office.
- The Student Activities Office requires advance registration for all travel in this category.

FOR TRAVEL OUTSIDE OF SPRINGFIELD CITY LIMITS DURING UNIVERSITY BREAKS
Individual representatives of the organization must alert their Campus Advisor of the individual general travel plans, safety procedures and trip participants in advance of the planned travel.

- Drury University requires the single student traveler to act as his or her own Trip Leader until they meet up with the University group as part of the trip.
- The Campus Advisor must submit a formal approval notification to the Student Activities Office.
- The Student Activities Office requires advance registration for all travel in this category.

MODES OF TRAVEL
There are many available modes of travel for students and groups travelling on behalf of Drury University. Student Organizations are required to research and select University-approved suppliers of transportation or choose the most fiscally responsible, safe travel option available.

- Privately Owned Vehicles: Student organizations should minimize the use of personal vehicles for organization-related travel. Personal vehicles should only be used on a voluntary basis. All student participants choosing to drive in a private automobile do so voluntarily and at their own risk. The vehicle owners/drivers must provide their own insurance coverage, acknowledging the risks involved in the travel activity and assuming responsibility for liability for themselves and the passengers traveling in their vehicle. Drivers and passengers must comply with Drury University policies, transportation guidelines and all applicable laws. Students, faculty, staff or University volunteers must have a motor vehicle report on file with the University business office in order to be an approved driver for travel.
• **Air Travel:** Students traveling by air transportation must comply with all federal laws regulating air travel and the rules of the specific airline. This includes laws and rules regarding carry-on baggage and baggage weight restrictions. Students bringing excess luggage will be responsible for payment for additional fees.

• **Rental vehicles:** Whenever possible, student organizations should use rental vehicles for transportation. Student organizations are responsible for contacting the rental company, making the travel arrangements, complying with all policies and requirements of the company.
  - The rental of 12-passenger vans or mini vans must meet the requirements of the rental company.
  - The rental of 15-passenger vans is not permitted under any circumstances.

• **Chartered Busses:** Whenever possible, student organizations should use chartered busses for large group transportation. Student organizations are responsible for contacting the company, making the travel arrangements, complying with all policies and requirement.

• **International Travel:** Student organizations that wish to travel outside of the United States must work closely with their campus advisor and the Office of International Programs. A campus advisor is required to attend with group for all travel meeting this requirement. Student organizations cannot travel without first meeting with and obtaining approval from the Associate Dean for International Programs. In this meeting, student organizations will receive important information regarding travel precautions, immunizations, cultural information, specifics for destination, and other necessary travel details.

## RISK MANAGEMENT & SAFETY GUIDELINES FOR TRAVEL

Due to the nature of the student organization, special instances may arise regarding the planning and execution of student organization travel. Read the guidelines and best practices:

- All occupants must use seat belts and remain seated when the vehicle is in motion.
- The number of passengers in a vehicle shall not exceed the number of working seat belts in the vehicle.
- Loading of the vehicle shall be done in accordance with vehicle manufacturers’ recommendations. Vehicles may not be loaded with more passengers than manufacturers’ recommended passenger load.
- Have completed Travel Registration Form on file with the Student Activities Office at least one week prior to the trip.
- No alcohol is to be in the vehicle at any time.
- The transportation, use, or storage of any hazardous materials is prohibited. The transportation, use, or storage of any firearms, weapons, and/or explosives is prohibited.
- Use of radar/laser detection devices is prohibited in the vehicle.
- The University does not provide comprehensive or collision (physical damage) insurance for private vehicles driven on University business, and the owner is responsible for primary liability insurance.
- The University does carry non-owner excess liability coverage to protect the University and employee in the event of a suit resulting from an automobile accident in which an employee was driving on University business.
- Non-student friends and family of students are not eligible to participate in travel opportunities.
- Drivers of the vehicle must comply with all University policies and travel guidelines.
- Drivers will comply with all applicable traffic laws, speed limits, regulations and operate the vehicle in a safe, prudent manner at all times. The University is not responsible for uninsured costs, fines or citations received while driving on University business.
- Driver must be 18 years of age or older (or meet the rental company’s age requirement).
- Drivers must be currently enrolled Drury students or currently employed Drury staff/faculty.
- Drivers must have a valid U.S. driver’s license for the vehicle being driven with the appropriate classifications, restrictions, and endorsements.
- Driver shall confront rowdy or disorderly behavior by the passengers that may cause driver distractions.
- Driving while smoking or under the influence of impairing drugs or alcohol is prohibited.
- Driver is prohibited from the use of headphones or earphones.
- Driver is prohibited from texting or using hands-on mobile phones while driving and must limit use of communication devices. Only hands-free units should be used while driving. Drivers should stop and park the vehicle to use any other devices.
- Driver must have approved Motor Vehicle Report on file with the Business Services Office.
- Driver must complete the online driver training through the University Business Services Office.
- Drivers are expected to use good judgment and make appropriate safety decisions in the event of adverse weather or other factors that affect the ability to drive safely in observance of travel warnings as issued by the highway safety authorities or weather advisory service.
- The number of drivers required must be appropriate based on the distance and duration of the trip.
  - Each driver is allowed to drive a reasonable amount of hours and must take regular breaks.
  - One person must be in the front passenger seat and awake at all times to assist with navigation and trip safety.
- Passengers of vehicles must comply with all University policies and travel guidelines.
- Authorized passengers include members of officially recognized Drury University student organizations, University employees, or authorized volunteers while on approved University student organization travel.
- All passengers must wear seatbelts at all times.
- Transporting passengers in the bed of a pick-up truck is prohibited.
- All student participants choosing to participate in student organization travel do so voluntarily and at their own risk.
- The University shall not insure or accept liability for any damage, loss or injury resulting as a result of being a passenger on a University-related trip.
IN THE EVENT OF AN ACCIDENT

The following procedures should be used whenever members of a University group are involved in an accident, regardless of the extent of the damage:

- Stop immediately; take necessary steps to prevent another accident; and notify the proper law enforcement agency and/or emergency medical services (911) so that an official report to document the accident is made.
- Render aid to the injured until help arrives.
- Call Drury Security at 417-873-7911. Do not call the family members of the injured University students or employees. Drury Security will do this in accordance with University policies.
- The following information will need to be obtained from the other driver in the event of an accident: a) year of vehicle b) make and model of vehicle c) color of vehicle d) license plate number, and e) driver’s license number of the other driver.
- DO NOT make any statement, oral or written, as to who was at fault. Any admission of fault may impair the insurer's ability to defend a case of questionable legal liability. Appropriate legal authority will decide fault or liability.
- Record the names, addresses and phone numbers of all witnesses.
- Provide all required information to the law enforcement officer.
- When returning to campus, the driver must immediately contact the Student Activities Office to follow up on the completion of the Travel Follow-Up Report.
EMERGENCY SITUATION MANAGEMENT

The leader of a class, meeting or event is ultimately responsible for the safety and well-being of the members of the group. It is imperative that the leader has read and fully understands all of the emergency response plans for the building in which the group is meeting and mentally prepare contingency plans for a variety of unlikely scenarios.

Please direct any questions to Drury Campus Safety & Security at 873-7400 or 873-7911.

The following guidelines should become standard practice for the group leader for every meeting or event:

1. KNOW THE AREA: Well before the start time of the meeting or group activity take some time to become familiar with the layout of the room or area. Pay attention to emergency exits, telephones, doorways to the room, windows, objects that could be used as weapons or items that could become flying debris in high winds.

2. READ EMERGENCY PLANS: Locate the Campus Emergency Response Plans and review them. They are also included below. Write down the phone numbers for Campus Safety & Security: 873-7400, 873-7911.

3. LOCATE EMERGENCY RESOURCES: Locate the fire extinguishers, fire alarm pull stations and any medical equipment.

4. LOCATE EXITS: Locate the building entrances, emergency exits, stairwells and rooms that could be used as a safe haven for a variety of possible emergencies. Generally, rooms that have no glass windows and are located in the lower level in an interior wall are best for safe havens against tornadoes (see Tornado Plan below for more detailed information). The building should have designated tornado shelter areas but locate alternatives in case they are full. For an active shooter the response is detailed below in the Active Shooter Plan.

5. DESIGNATE AN EMERGENCY ASSISTANT: Either before or at the beginning of the meeting, select an individual to act as an assistant during an emergency. This person will be available to help control group members, give instructions, make phone calls, lead group members to safe havens, take note of who is present, and a variety of other tasks that may arise.

6. DESIGNATE AN EVACUATION ROUTE: At the beginning of the meeting inform the group of the designated evacuation route and safe havens, as well as the nearest telephone, fire extinguisher, fire alarm pull stations and medical equipment. Ask for a show of hands of people who are EMTs, First Responders or CPR certified.

7. KNOW SIREN SOUNDS: Inform the group of the two types of sirens sounds on campus and what they mean. A long, continuous siren indicates an active shooter is on campus. However, because the siren rotates around a pole it may sound like the tone goes up and down in pitch or gets loud and then quieter and then loud again. A series of shorter, intermittent blasts indicates a tornado warning. The siren will continue in this fashion for 3 minutes and then turn off for 3 minutes before starting again.

8. TAKE ATTENDANCE: In order to ensure an accurate number wait until about ten minutes after the meeting has started then count how many personnel are present. Be sure to tell the assistant the number of personnel in order to maintain accountability in the event of an evacuation.

9. TAKE IMMEDIATE ACTION: If an emergency occurs take immediate action. Quick thinking and making a decision, even if it isn’t thoroughly analyzed, is better than doing nothing or getting into a debate with members of a group. Consult the assistant if necessary and then give the order to the group members.

10. COMMIT TO ACTIONS: Members of a group are likely to follow a leader during an emergency situation. During an emergency, leaders should be familiar with their Emergency Procedures and be prepared to take immediate action, remain calm, lock and barricade doors if situation calls for this, and/or evacuate the group via a preplanned evacuation route to a safe area. If someone does not want to cooperate, do not physically restrain them. Advise them that there is a plan and that it is in their best interest to adhere to it.

11. GIVE FIRST AID: If the emergency is medical in nature, give immediate First Aid with the assistance of those individuals identified at the beginning of the meeting. Have the assistant call Campus Safety & Security at 873-7400 or 873-7911. Be sure to tell the Security staff the name of the building and the room number the group is located in. Use judgment as to whether to call the ambulance directly. Security staff will meet the ambulance and direct them to the building, which can save time upon the ambulances’ arrival to campus. The dispatcher may not know which building to send the ambulance to, and this may cause a delay in the medical response time.

ACTIVE SHOOTER PLAN

The Drury University Active Shooter Plan has been developed to ensure the safety of Drury University faculty, staff and students. All Drury community members have the responsibility to read this plan and periodically review it in order to know what to do in the event of an active shooter.

- **RUN-** Have an escape route and plan in mind. Leave belongings behind and keep both hands visible. Run in the opposite direction of any gun shots you hear. When you have safely evacuated the area, immediately call 911 to report the event. Then call Drury Security at (417) 873-7911.

- **HIDE-** If you cannot GET OUT, then hide in an area out of site.

- **FIGHT-** As a LAST RESORT, and only when one’s life is in imminent danger, attempt to incapacitate the shooter. Act with physical aggression, throw items at the shooter, or otherwise use your environment to create a situation in which you may be able to confuse or overpower the shooter.

- **CALL 911 WHEN IT IS SAFE TO DO SO.**

- **WHEN POLICE ARE CLEARING THE BUILDING, KEEP BOTH HANDS FREE AND CLEARLY VISIBLE. COOPERATE WITH ALL POLICE INSTRUCTIONS.**
**BOMB THREAT PLAN**

The Drury University Bomb Threat Plan has been developed to ensure the safety of Drury University faculty, staff and students. It is the responsibility of all persons to read this plan and periodically review it in order to know what to do in case of a bomb threat.

A bomb threat against the University may be made by telephone or letter. A telephone threat will come directly from an individual, from a law enforcement agency that has received the bomb threat, or someone who has become aware of such information.

**DIRECT THREATS**

If a bomb threat is telephoned directly to the University, the person who received the call should do the following:

- Keep the caller on the line as long as possible. Ask the caller to repeat the message. Make a record of every word spoken by the person on the phone. Do not hang up the phone. Emergency personnel will need the line open to attempt to trace the call.
- If the caller does not indicate the location of the bomb or the possible time of detonation, the receiver should ask for this information.
- Inform the caller that the building is occupied and the detonation of a bomb could result in the death or serious injury of innocent people.
- Pay particular attention to peculiar background noises, such as motors running, background music, and any other noise which may give a clue as to the location of the caller.
- Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments. Immediately after the caller hangs up, report this information to the Director of Security at 873-7400. Since the law enforcement personnel will want to talk first-hand with the person who received the call, he or she should remain available until they appear.

**INDIRECT THREATS**

If a bomb threat against the University is received by a law enforcement agency, that agency will immediately contact the University. The switchboard will transfer the call to the Director of Security, who will initiate the appropriate form of action.

**WRITTEN THREATS**

If you receive a bomb threat through written communication, the following steps should be taken:

- Save all materials, including the envelope or container, or take a screenshot if received through text.
- Once a message is recognized as a bomb threat, immediate contact the Director of Safety and Security. Further unnecessary handling should be avoided in order to preserve as much evidence as possible.
- The Director of Safety and Security will work with authorities to gather materials to be sampled for fingerprints, handwriting, postal information, or other information that is important to identifying the author.

**EVACUATION PLAN**

If a building is evacuated, everyone should be moved to an area at least 300 feet from the building and bomb disposal. Evacuated parties should remain in open areas and away from parked vehicles. After security has confirmed the building has been vacated, all exterior doors will be locked and people will be prevented from entering the area.

**EARTHQUAKE PLAN**

In a major earthquake, one may experience a shaking that starts gently and within a second or two grows violent enough to knock one off his/her feet. One may be jarred by a violent jolt, similar to a sonic boom, or one may hear a low and perhaps loud rumbling noise a second later. Depending on the severity of the shaking, one may have trouble moving from one room to another. These are all signs that one may have only a second or two to find safe shelter.

**Safe Spots**

- Under a sturdy table or wood-framed door
- Against an inside corner of a room
- Cover head with arms or whatever is handy: pillow, cushion, book bag, etc.

**Danger Zones**

- Windows that may shatter
- Bookcases, cabinets and furnishings that may topple

**Other Guidelines**

After the initial shock waves have passed, seek a place of safety outside, away from trees and overhead power lines, for example Sunderland Field.

Remain calm; do not run. Presence of mind will help rescue workers safely remove people from buildings. Give aid to those in need, but only if the situation is not threatening to one’s own life. If one must leave a victim, remember where they are and notify a security officer or maintenance person.
Do not attempt to re-enter any building. Even if the building looks undamaged, it may have broken water or gas lines or severed electrical cables, all of which are hazardous. Stay in a safe area until permission is given to return to the building.

Facilities services personnel will monitor all buildings for gas leaks and inspect for other damage. Buildings found to be unsafe will be secured and cordoned off with yellow warning tape.

As in any disaster, utilities and communication systems may be severely disrupted; what is available will be used for emergency traffic. Please do not try to call off campus. The Office of University Communications has developed a crisis communication plan and will relay information through news media and by other means.

**FIRE PLAN**

The Drury University Fire Plan was developed to insure the safety of Drury University community members. Faculty, staff, and students have the responsibility to read this plan and periodically review it to know what to do in the event of a fire. Individuals should keep the following fire prevention tips in mind:

- Be clean. Maintain cleanliness and order in meeting and event areas. Good housekeeping is the best protection against fires.
- Be alert. Early fire detection can prevent damage.
- Be ready. Know where fire alarms, fire extinguishers, and fire hoses are located. If one sees or smells smoke, report it immediately and secure any malfunctioning machinery.
- Know the floor plan of the area and evacuation routes.
- Only attempt to extinguish the fire if it is contained and will pose no safety risk to you or others.

**WHAT TO DO IN CASE OF FIRE**

- Pull the closest fire alarm and report the exact nature and location of the fire to Security (873-7911). Notifying security immediately will allow for quicker emergency response. Security will meet and escort emergency vehicles to the affected area(s).
- Close the room door and do not turn off lights.
- Alert other persons in the area.
- Do not panic.
- Do not attempt to put out the fire.
- Evacuate the building, but remain in the area to assist emergency personnel in locating the fire.
- The student leader or campus advisor will alert and evacuate all members and guests.

**TORNADO PLAN**

The Drury University Tornado Plan has been developed to ensure the safety of Drury University community members. All faculty, staff, and students should read through this plan and periodically review it to know what to do in the event of a tornado.

**TORNADO WATCH:** Tornado watches are issued when conditions are favorable for severe weather, which may include tornados, straight-line winds, heavy rain, hail, and funnel cloud formations. Drury University Security will monitor the weather conditions, but community members are recommended to monitor as well.

**TORNADO WARNING:** When a tornado warning is issued, a funnel or tornado has been sighted in the area. City sirens will sound and Security will activate the emergency notification system to all Drury community members. All Drury community members will proceed to designated shelter areas and will remain there until the warning has passed. Student leaders and campus advisors should direct students to these shelter areas. The Security Office will contact all residence facilities and campus offices that are open. Security will patrol the campus, informing anyone on campus of the warning and directing them to a place of safety. Individuals should keep the following safety tips in mind:

- Avoid any area with glass windows, doors or mirrors.
- Go to the lowest level of the building.
- Take a flashlight, a battery operated radio and tune in to the Emergency Broadcast System Station
- If the tornado is quickly approaching, crouch down and cover your head to avoid flying debris, as most injuries and deaths from tornados are a result of flying debris/glass.

**TORNADO SHELTER AREAS**

- **BAY:** Proceed to Breach. Go to the first floor hallway. Stay away from any windows.
- **BREACH:** Go to the first floor hallway. Stay away from any windows.
- **BURNHAM HALL:** First floor proceed to the south stairs down to the basement, under the stairwell and, if possible, in the men’s restroom. Second and Third floors proceed to Olin Library basement. Immediate shelter may be taken on the first floor hallway of Burnham.
- **CARTER WATERS:** Proceed to the north end hallway. If time permits proceed to the Hammons School of Architecture.
- **CLARA THOMPSON HALL:** Proceed down the stairs to the men’s and women’s lounges. Any overflow should go to the basement of Lay Hall or O’Bannon Hall.
• **COLLEGE PARK**: Students living in upstairs areas should go to the first floor area of the lower apartment or foyer. Go to the bathroom or most center point of the first floor. If one is unable to gain access to the first floor area, go to the College Park Community Center laundry room or restrooms. Students in first floor apartments should go to the bathroom area.

• **CONGREGATIONAL HALL**: Proceed to the interior hallway or, if time permits, the basement of Findlay Student Center.

• **DIVERSITY CENTER**: Proceed to the basement of the Trustee Science Center.

• **FINDLAY STUDENT CENTER**: Proceed to the basement in the horseshoe hallway (away from the main entry doors) and in the Student Activities Office, FSC 124

• **FREEMAN HALL**: Proceed to the interior hallway or, if time permits, the basement of Findlay Student Center.

• **HAMMONS ARCHITECTURE BUILDING**: Proceed to the wood shop basement areas (archives and hallway outside archives), and the first floor restrooms.

• **HONORS HOUSE**: Proceed to the basement.

• **HPER**: Proceed downstairs to the hall and classrooms.

• **HPER/BREECH POOL**: Proceed downstairs to the hall and classrooms.

• **JEFFERSON PARK**: Students living in upstairs areas should go to the first floor area of the lower apartment or foyer. Go to the bathroom or most center point of the first floor. If one is unable to gain access to a first floor apartment, go to the College Park Community Center laundry room or restrooms, or if time permits, proceed to the Kappa Alpha Fraternity House basement. Students in first floor apartments should go to the bathroom area.

• **JEFFERSON PARK WEST**: Students should proceed to the basement. Remember to bring the basement key to gain access.

• **KAPPA ALPHA**: Proceed to basement.

• **LAMBDA CHI ALPHA**: Proceed to basement in Kappa Alpha House.

• **LAY HALL**: Proceed to the basement hallways, men's and women's restrooms and lower level of the lecture hall on the first floor.

• **LYDY ART CENTER**: Proceed to the west end of the basement hallway.

• **MANLEY HALL**: Proceed to the lower level hallways in each section.

• **MARTIN ALUMNI CENTER**: Proceed to the basement.

• **MIDTOWN HOMES**: Proceed to the basement or interior room, or if time permits, the lower level of Findlay Student Center.

• **O'BANNON HALL**: Proceed to the basement hallway, Room #20, and the Electronic Music Room.

• **OLIN LIBRARY**: Proceed to the basement area in the restrooms, Carrel hallway and in the Olin Room. Stay away from the glass areas (especially the glass stairwell).

• **O'REILLY FAMILY EVENT CENTER**: Proceed to the lower level, Cox Health Sports Medicine Training Center, Room 127.

• **PEARSONS HALL**: Proceed to the basement hallway and classrooms.

• **PHYSICAL PLANT (Facilities)**: Proceed to the office restrooms and hallways.

• **POOL ART CENTER**: Proceed to the first floor east hallway and classrooms.

• **ROSE O'NEILL**: Proceed to basement of Findlay Student Center.

• **SHEWMAKER COMMUNICATION CENTER**: Proceed to Rooms #127 (Conference Room), Hall #111, Communication Hall #134, and lower level restrooms. Only as a last resort, use Rooms #112 & 130 (dressing rooms).

• **SIGMA NU**: Proceed to basement in Kappa Alpha House.

• **SIGMA PI**: Proceed to basement in Kappa Alpha House.

• **SMITH HALL**: Proceed to the laundry rooms and hallways on the 1st floor. Any overflow should go to the basement of Findlay Student Center.

• **SPRINGFIELD HALL**: Go to first floor hallway or proceed to the first floor of Breech.

• **STONE CHAPEL**: Proceed to the kitchen and restrooms on the lower level.

• **SUMMIT PARK**: Proceed to apartment on lower level and seek shelter in an interior hallway. If unable to gain access, proceed to lower level of Findlay Student Center.

• **SUNDERLAND HALL**: Proceed to first floor interior hallway. Any overflow should go to the basement of Findlay Student Center.

• **THEATER SHOP**: Proceed to the Pool Art Center, first floor east hallway and classrooms.

• **TINDLE MILLS BASEBALL FACILITY**: Proceed to the north hallway in the weight room on the north end of the building.

• **TINDLE MILLS WAREHOUSE #3**: Proceed to Breech first floor hallway.

• **TRUSTEE SCIENCE CENTER**: Proceed to the basement area in the hallway and classrooms.

• **WALLACE HALL**: Proceed to the basement laundry area. Any overflow should go to the basement of Findlay Student Center.

• **WARMACK FACULTY STUDIOS**: Proceed to the center of the building and stay away from any windows.

• **WEISER GYM**: Proceed to the lower level hallway, classrooms and racquetball areas.

• **UNIVERSITY SUITES**: Proceed to apartment on lower level and seek shelter in an interior hallway. If unable to gain access, proceed to lower level of Findlay Student Center.
ONLINE RESOURCES

In an effort to provide ease of access and in the spirit of sustainability, Drury University makes many of its resources available online. The following resources are available for students to understand and uphold these Community Standards.

- **Current Policies and Procedures:** [http://www.drury.edu/communitystandards](http://www.drury.edu/communitystandards)
- **Confidential Reporting Tool:** [http://www.drury.edu/informationreport](http://www.drury.edu/informationreport)
- **Title IX/Sexual Misconduct Policies & Support:** [http://www.drury.edu/hr/Title-IX-Policies-and-Resources](http://www.drury.edu/hr/Title-IX-Policies-and-Resources)
- **Mental Health Services & Support:** [https://www.drury.edu/counselling/](https://www.drury.edu/counselling/)
- **Disability Support Services for Students:** [http://www.drury.edu/disability-support-services](http://www.drury.edu/disability-support-services)
- **Missouri State Statutes and Laws:** [http://www.moga.mo.gov](http://www.moga.mo.gov)

Drury’s Serene Spaces are quiet environments around campus meant to calm the mind and relieve stress. For more info on Serene Spaces, contact the office of Counseling and Disability Services at (417) 873-7457 or email Ed Derr at ederr@drury.edu.