



DRURY UNIVERSITY

COMMUNITY STANDARDS HANDBOOK Table of Contents

Welcome	3	Damage/Destruction of Property.....	23
Mission Statement.....	4	Drugs or Other Controlled Substances	23
Community Standards Staff	4	Endangerment	24
Family Education Rights and Privacy Act.....	4	Gross Disrespect.....	24
Non-Discrimination Statement	6	Harassment	24
Student Complaint Guidelines.....	6	Hazing	25
Statement of Authority	6	Interference/Failure to Comply.....	26
Statement on Spiritual Life at Drury University .	6	Retaliation.....	27
Academic Integrity Policy.....	8	Organization Misconduct Process	27
Technology Resource Usage Policy.....	9	Sexual Misconduct	32
Social Media Policy	11	Social Event Risk Management.....	32
Address Reporting.....	13	Trademark/Copyright Infringement	33
Change of Name, Address, and Marital Status	13	Violations of University Policies/Procedures	34
Debt to The University	13	Violations of State, Local, and Federal Law	34
Health Insurance	14	Student Travel Procedures.....	34
Leave of Absence Policy.....	14	Specific Policies and Guidelines.....	39
Medical Leave/Medical Withdrawal	14	Alcohol.....	39
Honor Code.....	15	Amnesty/Good Samaritan Policy for Alcohol and Other Drugs	41
Student Code of Conduct.....	15	Animals on Campus.....	41
Student Conduct Process	16	Service Animal Guidelines.....	41
Appeal Procedures	18	Emotional Support Animal (ESA) Guidelines ..	42
Penalties for Non-Completion of Sanctions and Outcomes	19	Animal Abuse.....	43
Code of Student Organization Conduct.....	20	Assault.....	44
Aiding in Academic Misconduct.....	21	Bicycles	44
Alcohol	22	Commercial Use of Building	45
Amnesty/Good Samaritan Policy for Alcohol and Other Drugs	22	Conduct Unbecoming.....	45
Conduct Unbecoming	23	Drug Policy	46
		Statement on Medical Marijuana	46

Endangerment.....	47
False Reporting.....	47
Fire Safety.....	48
Free Speech.....	48
Free Speech Guidelines	48
Gambling.....	50
Gross Disrespect.....	51
Guest Behavior.....	51
Harassment.....	51
Hazing.....	52
Honesty.....	53
Hover Boards	54
Littering/Improper Disposal of Trash	54
Outside Games and Activities	54
Response and Cooperation	54
Retaliation	55
Student Travel.....	55
Theft.....	55
Tobacco/Vaping/Smoking	56
Unauthorized Use/Access.....	56
Prohibited Individuals.....	57
Trespassing/Unauthorized Entry	57
Vandalism	57
Weapons.....	57
Title IX Sexual Misconduct Policy	58
Policy Statement.....	58
Scope.....	58
Policy Definitions	59
University Non-Discrimination/Harassment Policy	79

Campus Housing Procedures and Guidelines. 84	
Academic Year Breaks.....	84
Break Housing Request.....	84
Late Departure and Early Arrival.....	84
Check-In and Checkout Procedures	85
Deposits and Refund.....	88
Health and Safety Inspections	88
Housing Holds.....	88
Insurance	88
Laundry.....	88
Live-On Requirement	88
Room Changes	90
Roommate Conflict Resolution	90
Safety Equipment.....	91
Summer Housing	91
Work Order and Maintenance Procedures..	91
Residential-Specific Policies.....	92
Safety and Security Policies and Guidelines... 94	
Parking Policy	94
Key Policy	97
Fire Pits and BBQ Grill Policy	98
Missing Student Policy	99
Personal Property Search	100
Risk Management Guidelines.....	100
Active Shooter Plan.....	102
Bomb Threat Plan	102
Earthquake Plan.....	103
Fire Plan	104
Tornado Plan	104

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!

A handwritten signature in black ink that reads "Tijuana Julian". The signature is written in a cursive, flowing style with a long horizontal line extending to the right.

Dr. Tijuana Julian
Executive Vice President of Student Affairs and Dean of Students

Mission Statement

The Student Affairs Division assists Drury students in building productive, educational relationships on campus and positively contributing to campus and community life. The staff provides various resources, educational programs and community-based activities for each student; maintains communication with campus departments, students and parents; helps coordinate workshops and educational experiences; and recognizes positive achievements and growth of Drury students. The Student Affairs Division assists each student in creating quality educational understanding to the undergraduate collegiate experience.

Community Standards Staff

Dr. Tijuana Julian

Executive Vice President of Student Affairs and Dean of Students
Findlay Student Center, 201
(417) 873-7215
tjulian@drury.edu

Chris Johns

Director of Safety and Security
Findlay Student Center, 101
(417) 873-7400
cjohns031@drury.edu

Ethan Sykes

Director of Housing and Residential Programs
Findlay Student Center, 120
(417) 873-7654
housing@drury.edu

Amanda Bollinger

Director of Student Involvement
Findlay Student Center, 113
(417) 873-7608
Abollinger002@drury.edu

Alexis Sparks

Director of Residence Life
Findlay Student Center, 110
(417) 873-6975
aguth@drury.edu

Anna Stark

Director of Greek Life
Findlay Student Center, 124
(417) 873-7590
Astark003@drury.edu

Family Education Rights and Privacy Act

Drury University strictly adheres to the Family Education Rights and Privacy Act (FERPA). FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student records. FERPA rights transfer from the parent to the student when the student reaches the age of 18 or attends a postsecondary institution. These rights include:

- Students have the right to inspect and review their education record within 45 days of the request. The student must submit a written request to the University Registrar that identifies the record(s) the student wishes to inspect. The University Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
- Students have the right to request, in writing, that Drury University correct records which they believe to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. If Drury University decides not to amend the record as requested, the student will be notified in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. After the hearing, if Drury University still decides not to amend the record, the student has the right to place a statement with the record setting forth their view about the contested information.
- The right to provide written consent before Drury University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or equivalent purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Drury University to comply with the requirements of FERPA. Complaints should be submitted to:

[Student Privacy Policy Office](#)

U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-5920
(800) 872-5327

Drury University may disclose, without consent, "directory" information. The following information is considered directory information: (1) name, (2) address, including e-mail address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) part-time/full-time enrollment status, (7) participation in officially recognized activities in sports, (8) weight and height of members of athletic teams, (9) dates of attendance (including matriculation and withdrawal dates), (10) academic classification by year, (11) prospective degrees, degrees awarded, and awards received, (12) the most recent previous educational agency or institution attended by the student, and (13) student's photograph. Indications of religious preference along with names, addresses and telephone number of student's listing in the information are provided to the University Chaplain.

It is often the student's wish that information be released to parents or other designated officials who may seek information from Drury University. All students are provided with an opportunity to submit an Information Release form online allowing them to designate the names of individuals to whom information may be released. This release is operable for the time of the student's enrollment or until such time as the student revokes access.

To access the Information Release form:

Step 1: Go to MyDrury.

Step 2: Enter your Username and Password and click Login.

Step 3: Click on the Student Tab.

Step 4: Click on Information Release (links located on the left side of the page).

Students may revoke previously granted access to information, or request the school not disclose directory information by submitting a request through the same form.

Students are notified annually of their rights under FERPA via the student handbook, the academic catalog, and online at the following website: <https://www.drury.edu/academic-affairs/student-consumer-information>.

If you have any questions or inquiries about FERPA, please contact:

Dr. Tijuana Julian

Executive Vice President of Student Affairs and
Dean of Students
417-873-7215
tjulian@drury.edu

Salia Manis

University Registrar
417-873-7211
reg@drury.edu

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:

Jennifer Baltes

Director of Human Resources
Burnham Hall, 107
(417) 873-6987
Jbaltes01@drury.edu

Dr. Tijuana Julian

Executive Vice President of Student Affairs
and Dean of Students
Findlay Student Center, 201
(417) 873-7215
tjulian@drury.edu

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

Students are encouraged to contact any of the above officers to file a formal written complaint.

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 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 act 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.

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/>.

Mission 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, 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, several 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 DruryGo (formerly CCPS) may pursue an 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 Processes

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 Resource Usage Policy

Policies and Regulations Regarding 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 oneself 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
- Illegally downloading, pirating or streaming movies, tv shows, videos or other intellectual property or content in violation of the Digital Millennium Copyright Act

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 email 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, troubleshooting 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, blogs and even those who comment 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.

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 your 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. The University does not endorse or take responsibility for content posted by third parties, but reserves the right to remove, in its sole discretion any content that it considers to violate University policies. 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. Your reputation and Drury's reputation are best served when you remain above reproach.
- Think twice and exercise discretion when posting content or sending private messages via social media. Communicate meaningful, respectful comments. Do not communicate spam, remarks that are off topic or offensive, or content that could negatively impact Drury University's reputation or interfere with its core mission.
- 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 you work at Drury. If you are writing about Drury, use your real name, identify that you work for Drury, and be clear about your role. If you have a vested interest in what you are discussing, be the first to say so.
- Think before you post. Will your response stimulate positive discussion and provide useful information? If you have any questions about whether it's appropriate to post or write about certain kinds of material, ask your supervisor or contact the Office of Marketing and Communications.
- Uphold the University's mission and remember that you represent an educational institution, so please check spelling, grammar and style, and present all content in a professional manner.

Personal Use Guidelines

In personal posts, you may identify yourself as a Drury staff or faculty member, but please make it clear that you are sharing personal views, 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 you identify yourself as an employee at Drury, or are otherwise recognized as a Drury employee, your comments will be associated with the University. Please use discretion when posting content and remember that you can be perceived as a spokesperson of the University.
- Use of personal social media should never imply university support or endorsement of any non-Drury related interests.
- Exercise good judgement in communicating with members of the Drury community via social media, being sure that all such communications are professional in nature, observe appropriate boundaries, and are sent at the appropriate times of day.
- 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. You may be held personally liable, by any offended party, for what you post on your own 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. You are solely responsible for material you communicate through a personal social media site.

- Be smart about protecting yourself, your privacy, and Drury's confidential information. What you publish is widely accessible and will be around for a long time, so consider the content careful. Google has a long memory.
- Use of social media should not interfere with work commitments.

NOTE: Nothing in this section should be construed to limit employees exercising protected concerted rights under the National Labor Relations Act or other laws or policies. 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.

Digital Citizenship

Members of the Drury University community are expected to engage in positive, safe, legal and ethical behavior when using technology, including social interactions online (electronic communications, Learning Management System participation and social media posts) or when using networked devices (e.g., Zoom). Members are also expected to demonstrate an understanding of and respect for the rights and obligations of using and sharing intellectual property (International Standard for Technology in Education, 2016).

Examples of Appropriate Digital Citizenship Behavior:

- Assume communication on the internet is not secure. Never put anything in an email message that you would not put on a postcard.
- Wait for a response to a message (*at least* one business day) before sending another message. Give the recipient time to see your response and prepare their reply.
- Follow the chain of command. Begin your communication with the course instructor and then bring others into the conversation one at a time if the issue remains unresolved.
- Be professional and use care when interacting online; you do not have the ability to gauge emotions or reactions to your comments. Comments should be helpful and constructive.
- Use mixed case lettering. UPPER CASE LOOKS AS THOUGH YOU ARE SHOUTING. Capitalize words only to highlight a point or for titles.
- Keep your messages to no more than two or three paragraphs at a time. Any longer and it becomes difficult to read. Moreover, shorter messages encourage more people to join in to the discussion. This means you should plan your responses before you write them.

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.

Change of Name, Address, and Marital Status

In order that the university may keep accurate records, students who change their name, marital status, or local or home address should notify the Registrar's Office or the Dean of Students office.

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.

Health Insurance

Drury University requires all students to have proof of medical insurance coverage on file in the dean of students' office. If students do not provide proof of insurance, they may be enrolled in a health insurance plan by the university.

Failure to provide proof of insurance will prohibit students from participating in extracurricular or off-campus university activities.

We hope that all students enjoy good health while at Drury University; however, illness and accidents are a reality of life. Recent changes in medical insurance plans (HMOs, PPOs, etc.) make it necessary for families to examine their insurance coverage before students leave for college. Please check to see if there are preferred providers for your plan in the Springfield area. The health center nurses are happy to help make arrangements with these providers when this information is available to them.

All international students enrolled at Drury University are required to purchase the student health plan offered through the university. A waiver of this requirement can be requested and must be renewed annually in the fall. A student's prior insurance benefits must be equal to or greater than the Drury plan. Apply annually for a waiver through the ISS office within the first two weeks of the fall semester (or spring semester for new spring students).

Leave of Absence Policy

The availability of a formal leave of absence for Drury University students is limited, and is generally granted only for academic purposes. To apply and be approved for a leave of absence, students must be in good standing and plan to return to Drury University within the designated time. The maximum time allotted for a leave of absence is two semesters. Students who wish to pursue a leave of absence for academic purposes should begin the application process with the Registrar.

Official withdrawal from the university can also have specific academic and financial implications. Drury University recommends that students who wish to pursue a withdrawal or leave of absence should consult with their academic advisor and the Financial Aid Office to better understand his or her individual situation.

Medical Leave/Medical Withdrawal

Students who experience health problems may request a medical leave or medical withdrawal from the university. A medical leave may be requested for an upcoming semester, or up to and until the last day to enroll for the semester. After this date, registered students can request a medical withdrawal from classes up to and until the date that final grades are due.

Such requests must be accompanied by medical documentation from an appropriate medical professional (i.e., M.D., D.O., Psy.D, LPC), indicating that the leave or withdrawal is recommended. Students should note that the preparation of this statement will require their formal consent to release of relevant information from appropriate medical professionals to the university, and for the university to release relevant information, as needed, to those medical professionals.

If a medical withdrawal is approved, the student will be withdrawn from all classes by the Registrar and will receive a "W" on their transcript for each class, so that they receive no credit or grade for these courses, leaving their GPA unaffected.

Students may not withdraw from selected classes, but only from their entire schedule of coursework. Students that choose to pursue a medical leave or withdrawal from the university must start the process with the Vice President for Student Affairs and Dean of Students (Room 201, Findlay Student Center). Official withdrawal from the university can also have specific financial and academic implications. It is recommended that students also meet with their academic advisor and the Director of Financial Aid.

Federal and State financial aid regulations do not allow students to be on any type of official leave from the institution, including medical leave, for more than two consecutive semesters or 180 days, without applying for re-admission to the university. Therefore, students who are on leave for more than two semesters will be withdrawn from the university, and must reapply through the Office of Admissions. Readmitted students have their financial aid re-evaluated at the time of admission, and follow the

Academic Catalog of the year of their readmission, which may change the range of academic programs they may pursue. A student who wishes to return to campus following a medical leave must furnish the appropriate documentation from a medical professional, stating that the student has received the appropriate medical attention and is, in the professional's opinion, ready to resume studies at the university.

Under certain circumstances, the university may require a student to withdraw from the university for medical reasons, or take a medical leave of absence. Such action is warranted if, in the judgment of a team of professional Drury staff members, the student poses a threat to the lives of others or exhibits behavior that seriously interferes with his or her ability to function and/or with the educational environment and pursuits of others.

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.”

Student Code of Conduct

Students are expected to observe minimum standards of conduct designed to ensure maximum freedom for all. Any violation(s) of the Drury University Student Code of Conduct and/or the Student Honor Code will be managed through the Offices of the Dean of Students and Student Conduct, up to and including separation from the University.

1. Harassment: Students shall not harass other students, faculty or staff members.
2. Behavior: Students shall not behave in a manner that is disruptive to class or other learning experiences.
3. Property Rights: Drury students shall observe property rights of individuals and institutions. Theft, destruction of property and unauthorized entry are not permitted.
4. Honesty: Acts of dishonesty, including but not limited to the following: Furnishing false information to the University, any University official, faculty member or office, fraud, forgery and failure to honor agreements with the university are prohibited.
5. Academic Integrity: The highest standards of academic excellence and integrity are expected from all Drury students.
6. Privacy: Students shall respect others’ right to privacy.
7. Campus Involvement: Students shall respect the right of others to engage in campus activities, to attend meetings, to move freely about the campus and to study.
8. Endangerment: Students shall not injure or endanger the health of others.
9. 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.
10. Address Reporting: Each student is required to report his or her correct Springfield or community address at the time of registration each semester. This reported address must be the student’s actual place of residence. Any change of

address must be reported within three days to the Dean of Students Office or to the Registrar's Office.

11. Debt to University: Any student who incurs debt with the university and fails to make a satisfactory settlement may be dismissed. 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.
12. Response and Cooperation: Students are required to respond promptly to any summons, identify themselves and cooperate when asked to do so by University officials.
13. Gambling: Gambling is prohibited on University property or at any official student function.
14. Drugs and Alcohol: Any illegal use, possession or trafficking of drugs or alcohol is forbidden.
15. Community Standards: Drury students shall observe all Drury policies and procedures.
16. Campus Housing: Drury students shall observe all Drury Housing and residential regulations.
17. Protest: Although the right of peaceful protest within the Drury community is recognized, the university retains the right to assure the safety of individuals, the protection of property and the continuity of the educational process. (Complete information regarding protests can be found online at www.drury.edu/community standards.)
18. Sexual Abuse and Harassment: Drury University prohibits sexual abuse and/or harassment by its students, employees and citizens.

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 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 on-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/receipt 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. Student Organizations will be represented by their registered President with the Student Activities Office.

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.

Interim Measures

In severe situations, especially those where the safety, security or health of students is of concern the Dean of Students, Director of Safety and Security, or Student Affairs Division staff may take immediate action to prevent further issues or concerns prior to the student conduct meeting, including but not limited

to interim suspensions and banning students from campus. These interim measures will remain in effect until the Student Conduct Process is complete.

Sanctions and 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 circumstances of the incident.

Appeal Procedures

Individuals who have participated in the Individual Student Conduct Process and Student Organizations participating in a Formal Investigation 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.
3. The severity of their sanctions is disproportionate to the severity of their violation.

After receipt of the appeal request, the Dean of Students or their designee will determine if one of these criteria are met. If none is met, the request for an appeal may be denied.

The Dean of Students or their designee will then review all documents relating to the case. The Dean or their designee may decide 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. In certain cases, the Dean of Students or their designee may convene a Student Conduct Board Hearing to adjudicate the appeal. Potential outcomes for appeals are as follows:

- **Uphold findings and sanctions:** all initial findings, sanctions and outcomes are confirmed.
- **Reverse findings and sanctions:** all or some of the findings, sanctions and outcomes may be removed for reversed.
- **Modify findings and sanctions:** all or some of the findings, sanctions and outcomes could be modified, including findings on lesser or more severe violations, reducing or increasing fines, or altering sanctions.

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 and 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 and 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.
8. 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.
9. 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 and 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.

Alcohol Educational Outcomes

- \$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.

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.

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.

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. 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.

Jurisdiction

The Code of Student Organization Conduct and the student conduct process apply to the conduct of all approved student organizations and teams. Organizations that are not officially recognized, have been suspended, or have lost recognition may still be subject to these policies and procedures. Individuals who are part of these organizations also must abide by the expectations set forth under the Code of Student Conduct and may be held accountable for individual behaviors in addition to behaviors also attributed to the approved student organization. Individuals, through their actions, may also subject organizations in which they maintain membership to disciplinary action under this Code, whether or not those actions are also addressed through the Code of Student Conduct.

This Code of Student Organization Conduct applies to behaviors that take place on campus, at a university or organization sponsored event whether on or off-campus and may also apply to other off-campus or virtual behaviors when the Office of Student Conduct determines that the off-campus conduct affects the University's interests. This includes online behaviors such as social media sites, blogs, videos, web postings, or other conduct in the public sphere. These posting can subject an approved student organization to allegations of conduct violations if evidence of a violation is posted online. The University

does not regularly search for this information but may take action if and when such information is brought to the attention of a university official.

In addition to members, approved student organizations may be held responsible for the misconduct of their guests. Visitors to and guest of the University may seek resolution of violations of the Code of Student Organization misconduct committed against them by an approved student organization or member(s) of said organization.

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. The Drury University Code of Student Organization Conduct is adapted from The Dyad Strategies Model Code of Student Organization Conduct and is used here with permission.

Reporting Violations

There is no time limit in reporting violations of the Code of Student Organization Conduct; however, the longer someone waits to report an offense, the more difficult it may become for the Office of Student Conduct to obtain information to make a determination regarding the alleged violation(s). Anonymous reports may be submitted through the confidential web-tip at www.drury.edu/webtip. Anonymous reports may limit the ability for the Office of Student Conduct to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report incidents to the Office of Student Conduct, the Dean of Students Office, the Office of Residence Life, or Drury Safety and Security.

About Avoidance by Dissolvement

Organizations may voluntarily dissolve and surrender their approved status to the university. Organizations that dissolve during the conduct process under the Code of Student Organization Conduct may still be required to participate as members of the dissolved organization or individuals as part of the student conduct process.

Communication of Allegations of Misconduct

Organizations are expected to renew their approval annually with the Student Activities Office. The Student Activities Office should be updated any time there is a change in Executive Officers or advisor. As email is the official communication of Drury University, official correspondence for misconduct will be transmitted to the email of the registered President and Advisor of the organization. In addition, the Office of Student Conduct may transmit notice of alleged misconduct to any local, regional, national, or international governing body associated with an approved student organization.

Aiding in Academic Misconduct

Approved student organizations and teams found aiding, abetting, organizing, approving or otherwise participating in or allowance of behaviors that would constitute cheating, plagiarism, misrepresentation and/or other forms of academic misconduct as defined in the Academic Misconduct Policy, is prohibited. Evidence of a violation of this policy must demonstrate systemic participation and/or knowledge of misconduct beyond individual members.

Sanctions and Outcomes

Funds received from Student Government may not be used to pay for organizational misconduct costs

- Fine: a minimum fine of \$250.00
- Community Service: a minimum of 10 hours/member
- Educational Outcome: requirement to complete a multi-session leadership and culture assessment 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.

Alcohol

Approved student organizations and teams found to be aiding, abetting, inciting, organizing, approving or otherwise participating in behaviors constituting a violation of the Alcohol policy in the Code of Student Conduct are in violation of this policy. In addition, under no circumstances may any student organization advertise the presence of alcohol at an event or use organizational funds for the purchases of alcohol.

Sanctions and Outcomes

Funds received from Student Government may not be used to pay for organizational misconduct costs

Examples of violations and Sanctions Include:

Alcohol Advertising

- Fine: a minimum of \$50.00
- Community service: a minimum of 4 hours/member
- *In severe cases:* Possible loss of social event privileges

Un-Registered Event with Alcohol

- Fine: a minimum of \$100.00
- Educational Sanction: completion of an alcohol awareness program or course
- Loss of alcohol privileges for social events

Drinking Games/Mass Consumption

- Fine: a minimum of \$100.00
- Community Service: a minimum of 4 hours/member
- Educational Sanction: completion of an alcohol awareness program or course

Providing to Minors

- Fine: a minimum of \$150.00
- Community service: a minimum of 10 hours/member
- Educational Sanction: Required training for social event management for organizational leadership
- Loss of alcohol privileges for social events

Misuse of Organizational Funds for Alcohol

- 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

Medical Transport Due to Alcohol Misuse

- Fine: a minimum of \$250.00
- Community service: a minimum of 10 hours/member
- Educational Sanction: Required training for alcohol awareness and bystander intervention
- Social & Campus Probation: organizations, clubs, or teams will be prohibited from organizing socially or holding any campus events for a minimum of one semester.

Amnesty/Good Samaritan Policy for Alcohol and Other Drugs

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.

Conduct Unbecoming

Approved student organizations and teams and their members 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 an organization or members whose actions results in a negative public image of the approved student organization or the University.

Sanctions and Outcomes

Funds received from Student Government may not be used to pay for organizational misconduct costs

- Fine: a minimum of \$50.00
- Community service: a minimum of 4 hours/member
- Educational Outcome: requirement to complete a leadership culture and/or bystander intervention workshop

Damage/Destruction of Property

Aiding, abetting, inciting, organizing, approving, or otherwise participating in any behavior that causes damage to the property of another individual, organization and/or the University is strictly prohibited. This includes both intentional damage, such as vandalism or misuse of property, and unintentional damage that may occur due to negligent behavior from the organization, team or its members.

Sanctions and Outcomes

Funds received from Student Government may not be used to pay for organizational misconduct costs

- Fine: a minimum of \$150.00
- Community service: a minimum of 4 hours/member
- Educational Outcome: requirement to complete a leadership culture and/or bystander intervention workshop
- Restitution for Damages

Drugs or Other Controlled Substances

Approved student organizations and teams may not aid, abet, incite, organize, approve or otherwise participate in any behavior that would constitute a violation of the University's Drug policies. This includes the unlawful possession, misuse, distribution or abuse of drugs and controlled substance. This includes providing a location or opportunity for the organization, team or its members to engage in these behaviors or access paraphernalia.

Sanctions and Outcomes

Funds received from Student Government may not be used to pay for organizational misconduct costs

Examples of violations include:

Marijuana

- Fine: a minimum of \$250.00
- Educational Outcome: requirement to complete a multi-session leadership culture and bystander intervention program. As well as substance misuse awareness training. 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
- Notification to Springfield Police Department
- Social & Campus Probation- organizations, clubs, or teams will be prohibited from organizing socially or holding any campus events for a minimum of one semester.

Controlled Substances

- Fine: a minimum of \$250.00
- Educational Outcome: requirement to complete a multi-session leadership culture and bystander intervention program. As well as substance misuse awareness training. 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
- Notification to Springfield Police Department

- **Social & Campus Probation-** organizations, clubs, or teams will be prohibited from organizing socially or holding any campus events for a minimum of one academic year.

Distribution

- Fine: a minimum of \$500.00
- Withdrawal of Recognition: the student organization, club, or team may have recognition withdrawn for a specified amount of time
- Disciplinary Expulsion: immediate dismissal from the University by the Dean of Students
- Notification to Springfield Police Department which may result in criminal charges

Endangerment

Approved student organizations and teams aiding, abetting, inciting, organizing, approving or otherwise participating in any activity or action that would constitute physical abuse or would endanger the health, safety or well-being of other individuals, organizations or groups is strictly prohibited. This includes actions or activities that would cause reasonable apprehension of such harm to occur, even in the absence of actual harm occurring. For the purposes of this policy, approved organizations, teams or members who are in observation of activities that may endanger the health, safety or well-being of others and who are in a position to intervene, may be in violation of this policy if they fail to do so.

Sanctions and Outcomes

Funds received from Student Government may not be used to pay for organizational misconduct costs

- Fine- a minimum fine of \$250.00
- Educational Outcome- requirement to complete a multi-session leadership culture and bystander intervention 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 the Endangerment policy, the University may withdraw recognition of that group for a specified amount of time.

Gross Disrespect

Approved student organizations and teams that aid, abet, incite, organize, approve or otherwise participate in behavior interfering or disrupting the University's educational responsibility or educational and social activities are in violation of the policy. This includes behavior at any campus activity, on university owned or controlled property or at a university sponsored or supervised function, including events and travel sponsored by the University or student organization/team. 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 and Outcomes

Funds received from Student Government may not be used to pay for organizational misconduct costs

- Fine: a minimum of \$100.00
- Community service: a minimum of 10 hours/member
- Educational Outcome: requirement to complete a leadership culture and/or bystander intervention workshop

Harassment

Organizations, teams, and their members aiding, abetting, inciting, organizing, approving, or otherwise participating in any behavior that is severe, pervasive or persistent to a degree that a reasonable person similar situated would be prevented from accessing an educational opportunity or benefit is strictly prohibited. This includes behaviors such as 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 and Outcomes

Funds received from Student Government may not be used to pay for organizational misconduct costs

- Fine: a minimum of \$250.00
- Community service: a minimum of 20 hours/member
- Educational Outcome: requirement to complete a multi-session leadership and culture assessment 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.

Hazing

Organizations, teams, and their members are prohibited from aiding, abetting, inciting, organizing, approving or otherwise participating in any behavior that would constitute a violation of the University Hazing policy. For the purposes of this policy, “approving or otherwise participating in” includes observation or a reasonable knowledge of hazing activities by individuals who can intervene but fail to do so. This includes condoning or awareness of planned hazing activities regardless of their participation. If the University becomes aware of planned hazing events prior to their acting, organizations may still be held responsible even if the University is successful in stopping the behavior.

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>

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:

Dr. Tijuana Julian

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

Nyla Milleson

Vice President and Director of Athletics
O'Reilly Family Event Center, 106
(417) 873-7294
nmilleson@drury.edu

Anna Stark
Director of Greek Life
Findlay Student Center, 124
p (417) 873-7590
astark003@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.

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 and Outcomes

Funds received from Student Government may not be used to pay for organizational misconduct costs

- 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.

Interference/Failure to Comply

Approved student organizations and teams will be considered in violation of this policy if the organization or its representatives fail to comply with reasonable directives from university officials or designees (including security officers, student workers and Resident/Community Assistants) or law enforcement officers during the performance of their duties. This includes the failure to comply with interim measures, sanctions or outcomes, or intentional hindering, obstruction, dishonesty or withholding of relevant information during the conduct process.

Sanctions and Outcomes

Funds received from Student Government may not be used to pay for organizational misconduct costs

- Fine: a minimum of \$250.00
- Community service: a minimum of 20 hours/member
- Educational Outcome: requirement to complete a multi-session leadership and culture assessment 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

Retaliation

Approved student organizations and teams are prohibited from aiding, abetting, inciting, organizing, approving or otherwise participating in any behavior that attempts to retaliate against an individual or group of individuals filing a complaint, making a report or participating in any University investigation. This includes verbal or implied threats, physical or psychological abuse, intimidation, harassment (verbal or written) or any other action intended to create a hostile environment for the intended target. In addition, isolation from activities within or outside of the university may constitute retaliation under this policy if the target of the isolation is deprived of an educational opportunity or benefit as a result of that isolation.

Sanctions and Outcomes

Funds received from Student Government may not be used to pay for organizational misconduct costs

- Educational Outcome- requirement to complete a multi-session leadership and culture intervention 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 the retaliation policy in relation to the Sexual Harassment policy or the Hazing policy, or for multiple instances of the retaliation policy, the University may withdraw recognition of that group for a specified amount of time.

Organization Misconduct 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.

Self-Reporting of Individual Conduct and Organizational Amnesty

Leaders of approved student organizations are encouraged to immediately report any violations committed by members of the organization to the Dean of Students Office or the Office of Student Conduct. This report should provide a detailed description of the events that transpired, the names of individuals who were involved, and a description of any internal disciplinary actions taken by the organization.

If the organization chooses to self-report in this manner, the Office of Student Conduct or designee will seek to investigate the individuals implicated by the behaviors as described in the report. Unless information discovered in the investigation suggests that the incident was aided, abetted, sanctioned or organized by the organization, no allegations of misconduct will be brought forward to the organization. However, if information gathered suggests the approved student organization aided, abetted, sanctioned or organized the event, an investigation into the organization may still proceed.

Students who make a complaint under this policy will not be charged with other minor violations of university policy that may arise during the investigation or were committed as a direct result of the

reported behavior. (i.e., students forced to consume alcohol as part of a hazing incident.) This amnesty will not be granted for any behavior that endangers the health, safety, or well-being of others. In addition, the University reserves the right to follow up with students on these behaviors through a non-disciplinary setting.

Self-Regulation Resolution

Self-reported violations of the Code of Student Conduct and the Code of Student Organization Conduct that include internal sanctions from the approved student organization may be considered to have adequately addressed this situation. In these incidents, the self-imposed sanctions and outcomes will be recorded with the Office of Student Conduct and will count as the official sanctions and outcomes for the violation. This resolution may not be applied to any alleged violations that have endangered the health, safety or well-being of any individual, including hazing, harassment, or other egregious violations of university policy.

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 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 Organization 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 to conduct cases. Conduct Officers will gather and utilize any relevant information, including hearsay or third-party testimony.
- Students representing organizations are entitled to have one support person (advisor, parent/guardian, or other person of their choosing) accompany them to their student conduct meeting.
- Organizations must maintain approval from the University in order to function. As such, removal or suspension of this recognition is a possibility in certain circumstances in which the organization has endangered the University community or engaged in repeated violations of these 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 on-campus violations of civil law. University authority will never be used to duplicate the function of civil laws.

Information Submitted

The institution may receive notice of allegation or potential violation of these or other related policies in any number of ways, including, but 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](#)

Initial Assessment

Upon received notice of an alleged violation of the Code of Student Organization Conduct, the Office of Student Conduct (or designee), in consultation with any appropriate University departments, may conduct an initial inquiry to determine if there is a reasonable basis for beginning an investigation into the

approved student organization. This initial assessment will include a review of the information reported and may include:

- An initial interview with the reporting party or parties
- A review of prior misconduct for the organization
- Gathering of video, photographic, or other evidence and information.
- Other reviews of information or materials that may be appropriate.

If the Initial Assessment determines that the alleged violations warrant an investigation or more comprehensive response, the Office of Student Conduct or its designee will communicate with the currently registered president of the organization. In some circumstances, organization advisors, or national affiliations may be contacted as appropriate based on the severity of the alleged violation.

Interim Measures

In cases where a determination is made that continued operations of an approved student organization constitute a reasonable threat of harm to individuals, damage of University premises, or disruption of the educational environment of the University, the Dean of Students or their designee may issue interim measures up to and including the interim suspension of all organization activities, pending the outcome of the investigation. If interim measures are implemented, the registered organization president and advisor will receive notice of these measures in writing.

Organizations wishing to request a review of any interim measures, must submit an appeal to the Dean of Students. This request must be made within three (3) business days of receipt of the notice and should be submitted in writing to dos@drury.edu. The Dean of Students or their designee will then conduct a review of the alleged violation, the interim measures as assigned, and any additional information gathered during the initial assessment. This review will not create a decision on the merits of the underlying case, but will only review what, if any, interim measures are appropriate. The review may lead to a continuance, revocation or modification of any interim measures, including modifications that may be more restrictive than the original measures. The individual filing the request to review the interim measures shall receive notice regarding this decision within five (5) business days of filing the request for a review.

Organizations are expected to comply with all issued interim measures during the review process.

Notice on Interim Measures

The University supports and encourages student involvement in organizations on campus and in the community. As such, the design of interim measures is to stop, prevent, and remedy potential hazards or damages the University or the health, safety and well-being of students. Not every instance of misconduct on the behalf of an organization will warrant an interim measure, and the severity is aimed to be proportional to the severity of the offense and the potential for repeat or dangerous behavior during the conduct process.

Preliminary Meeting

After the initial assessment and the application of any appropriate interim measures, the currently registered president (or similar position) shall receive notice to appear for a preliminary meeting with a Hearing Official as designated by the Office of Student Conduct. In the notice, the president shall receive notice regarding which policies are alleged to have been violated by the organization. During this meeting, the president shall be made aware of more detail regarding the alleged violation and given an initial chance to respond to the allegations. The president shall also be made aware of the potential resolution proceedings based on the seriousness of the reported misconduct. Preliminary meetings should be scheduled no fewer than three (3) business days from the end of the initial assessment and notice of any applicable interim measures.

Preliminary meetings should be attended by the organization president or other officer in an administrative role who has been empowered to make decisions on behalf of the organization. Examples of other officers who may attend are Risk Management Officers, Vice Presidents of Standards, or other officers who may have direct knowledge or insight into the alleged violation or have authority or decision-making power when it comes to organization-directed sanctions or outcomes. Students representing

organizations are also allowed to be accompanied by an advisor. Organizations should limit themselves to no more than one advisor, but exceptions can be made depending on organizational structure.

Failure to Attend the Preliminary Meeting

Organizations failing to have a representative attend their Preliminary Meeting will waive the right to have input as to the Resolution Procedure selected to address the allegations of misconduct. Instead, the Hearing Official will work with the Office of Student Conduct to utilize the most appropriate Resolution Procedure. For some violations, this may mean that the conduct process is completed without the benefit of input from Organization representation.

Bypassing the Preliminary Meeting

In certain severe cases, the University reserves the right to conduct a formal investigation without the preliminary meeting, or a preliminary meeting may take place immediately preceding a formal investigation. Examples of situations that may preclude a preliminary hearing may include, but are not limited to, hazing investigations and allegations of misconduct with immediate health, safety and/or well-being concerns.

Resolution Procedures

Based on the severity of the alleged misconduct based on the information gathered during the initial assessment, and the input of organization leaders during the preliminary meeting, the Hearing Official and organization leaders attending the Preliminary meeting will choose one of the following Resolution Procedures for handling the investigation of the alleged misconduct.

Warning

Based off the information contained in the report and the conversation of the preliminary meeting, the Hearing Official and the organization leader agree that a written warning and notice of the behavior is sufficient to address the concerns.

Partnership Process

Organization representatives will be allowed to return to their organization and conduct an internal fact-finding into the misbehavior to assess the responsibility of the organization.

1. The Hearing Official will provide the organization representative(s), and other appropriate parties, a scope and timeline for the fact-finding based on the nature of the allegations.
2. The organization representative(s) will then submit a written report within the agreed-upon timeline to the Office of Student Conduct. The report must be detailed and specific and should include the names of specific individuals involved in the alleged violations and a record of any internal disciplinary measures the organization has implemented relative to those individuals.
3. The Hearing Official will review the written report and determine if it is complete and thorough in its fact-finding. If complete, the Hearing Official will schedule a resolution meeting with the organization representative(s). If incomplete, the Hearing Official will supply the organization representative(s) with additional guidance for further fact-finding or initiate a formal investigation.
 - Formal investigations will be initiated if the Hearing Official determines the chapter representative(s) intentionally provided inaccurate or incomplete information, intentionally obstructed the process, or are otherwise non-compliant or cooperative.
4. The Hearing Official and Organization representative will hold a resolution meeting after reviewing the written fact-finding report. During this meeting, the Hearing Official will discuss the fact-finding and one of the following determinations will be made:
 - No Policy Violation- the report written by the organization representative(s) and the Hearing Official agree the approved student organization did not violate any policies. Individual members may still be held accountable under the Student Code of Conduct.
 - Responsibility Fully Accepted- the report written by the organization representative(s) and the Hearing Official agree that the approved student organization was responsible for all alleged violations of the Code of Student Organization Conduct.
 - Responsibility Not Accepted/ Partially Accepted- the report written by the organization representative(s) and the Hearing Official do not agree on all outcomes of responsibility. The Hearing Official then determines whether to issue sanctions and outcomes based off

agreed responsibility (if partially accepted) or to initiate a formal investigation through the procedures below.

Any individuals identified as part of the Partnership Process may still be referred to the Office of Student Conduct through the Student Conduct Process for investigation and adjudication. Determinations or responsibility made through the Partnership Process are final and may not be appealed.

Formal Investigation

The Hearing Official will create a series of individual student conduct meetings with organization members in order to assess the alleged misconduct and assess individual as well as organizational responsibility into the misconduct.

Following the completion of all individual student conduct meetings, the Hearing Official will schedule a final meeting with the organization representative(s) and advisor in order to share the findings, sanctions and outcomes from this process. Organization representative(s) will be able to appeal the findings, sanctions & outcomes of a formal investigation.

Appeal Procedures

Individuals who have participated in the Individual Student Conduct Process and Student Organizations participating in a Formal Investigation 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.
3. The severity of their sanctions is disproportionate to the severity of their violation.

After receipt of the appeal request, the Dean of Students or their designee will determine if one of these criteria are met. If none is met, the request for an appeal may be denied.

The Dean of Students or their designee will then review all documents relating to the case. The Dean or their designee may decide 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. In certain cases, the Dean of Students or their designee may convene a Student Conduct Board Hearing to adjudicate the appeal. Potential outcomes for appeals are as follows:

- Uphold findings and sanctions: all initial findings, sanctions & outcomes are confirmed.
- Reverse findings and sanctions: all or some of the findings, sanctions & outcomes may be removed or reversed.
- Modify findings and sanctions: all or some of the findings, sanctions & outcomes could be modified, including findings on lesser or more severe violations, reducing or increasing fines, or altering sanctions.

Sanctions and Outcomes

Funds received from Student Government may not be used to pay for organizational misconduct costs

- Fine: a minimum fine of \$250.00
- Community Service: a minimum of 10 hours/member
- Educational Outcome: requirement to complete a multi-session leadership and culture assessment 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 and Campus Probation: organizations, clubs, or teams will be prohibited from organizing socially or holding any campus events for a minimum of one semester.

Sexual Misconduct

Aiding, abetting, inciting, organizing, approving or otherwise participating in behavior that constitutes a violation of the Sexual Harassment Policy is strictly prohibited. This includes purposefully concealing information relevant to investigations or violations of this policy when requested by a University Official.

Sanctions and Outcomes

Funds received from Student Government may not be used to pay for organizational misconduct costs

- Educational Outcome- requirement to complete a multi-session leadership and culture intervention 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 the Sexual Harassment policy, the University may withdraw recognition of that group for a specified amount of time.

Social Event Risk Management

Approved student organizations and teams hosting events are responsible for managing and reducing the presence of risky behaviors during their events. As such, organizations may be held responsible for aiding, abetting, inciting, organizing, approving or otherwise participating in of the following activities or actions. Organizations who allow for such misbehaviors to go unaddressed at hosted event or gathering will be considering in violation of this policy.

1. Alcohol-Prohibited Events- Organizations may not have alcohol present at any event highlighting power differentials between members, such as new membership processes, recruitment processes, business meetings, initiations, bid nights, “big/little” or “family” events, or any ritual or ceremony.
2. Event Monitors/Sober Squad- Organizations hosting an event with alcohol must have members serving as event monitors, commonly referred to as “Sober Squad.” Organizations must provide 1 event monitor per 25 individuals on the guest list, with a minimum of 2 sober squad members for any event with alcohol present. Event monitors must be easily distinguishable and must be sober and substance-free before, during and immediately after the event.
3. Event Security- In order to establish a resource for emergency management, all events whether on campus or off campus, are required to have a minimum of one security officer. This individual must be an employee of Drury University, or be a pre-approved third-party security vendor that is registered with Drury Safety & Security.
4. Guest Limitations- Any event with alcohol present must create a guest list of allowed individuals to be filed with the Student Activities Office no later than 12:00pm (noon) on the day prior to the event. This guest list must be kept at a 2:1 ratio. Only individuals on the guest list will be allowed to attend the event.
5. Registration- Approved Student Organizations hosting events that have alcohol present, otherwise known as a “wet” event are required to register that event regardless if it is hosted on or off campus. Organizations are required to register social events 3 weeks prior to the date of the event with the Student Activities Office. The event registration form and process can be found at: <https://www.drury.edu/life-at-drury/student-event-registration>.
6. Single Location- Organizations hosting events with alcohol are required to create a single location for the storage of alcohol not being consumed. Organizations are responsible for ensuring that guests who bring alcohol to an event are storing their alcohol in a single location such as kitchen, bar or room that is monitored by a third-party vendor or event monitor.
7. Snacks/Food, Water and Alcohol- Organizations hosting events with alcohol present are required to provide food or snacks and water to guests and attendees free of charge or obligation. Snacks must be non-salty and substantial enough (proteins, fats, dense carbohydrates) to assist with slowing alcohol absorption.
8. Sponsorships/Co-Hosting- Organizations are prohibited from co-sponsoring or co-hosting an event with any entity that promotes or sells alcoholic beverages. This includes sponsorships in

the form of money, discounts, contests or social media challenges from organizations such as bars, clubs, event planners, or alcohol-affiliated social media channels.

Sanctions and Outcomes

Funds received from Student Government may not be used to pay for organizational misconduct costs

Alcohol-Prohibited Events

- Fine: a minimum of \$200.00
- Educational Sanction: Required training for risk management and leadership culture workshop. A minimum level of attendance will be set ahead of time and must be satisfied to complete this sanction.
- Possible loss of social event privileges

Event Monitors/Sober Squad

- Fine: a minimum of \$50.00
- Educational Sanction: mandatory sober squad training. Required sober squad and risk management training. A minimum level of attendance will be set ahead of time and must be satisfied to complete this sanction.
- Possible loss of social event privileges

Event Security

- Fine: a minimum of \$250.00
- Possible loss of social event privileges
- Educational Sanction: Required training for social event registration and risk management. A minimum level of attendance will be set ahead of time and must be satisfied to complete this sanction.

Guest Limitations

- Fine: a minimum of \$100.00
- Educational Sanction: Required risk management workshop. A minimum level of attendance will be set ahead of time and must be satisfied to complete this sanction.
- Possible loss of social event privileges

Registration

- Written warning (1st violation only, additional violations will result in fines.)
- Educational Sanction: Required training for social event registrations. A minimum level of attendance will be set ahead of time and must be satisfied to complete this sanction.

Single Location

- Fine: a minimum of \$100.00
- Educational Sanction: Required training for sober squad, event registration and risk management. A minimum level of attendance will be set ahead of time and must be satisfied to complete this sanction.
- Possible loss of social event privileges

Snacks/Food, Water and Alcohol

- Fine: a minimum of \$100.00
- Educational Sanction: Required training for sober squad, event registration and risk management. A minimum level of attendance will be set ahead of time and must be satisfied to complete this sanction.
- Possible loss of social event privileges

Sponsorship/Co-Hosting

- Fine: a minimum of \$150.00
- Educational Sanction: Required completion of a risk management and/or leadership culture workshop. A minimum level of attendance will be set ahead of time and must be satisfied to complete this sanction.

Trademark/Copyright Infringement

1. University Copyright- Any unauthorized use or any misuse of university names, images, logos, or trademarks, or other intellectual property including the unauthorized use or misuse of other approved student organization.

2. National Trademark or Copyright- Organizations and their members are prohibited from intentionally misusing intellectual property such as movies, television shows, images, logos, or other copyrighted or trademarked materials, including the unauthorized use of this property.

Sanctions and Outcomes

Funds received from Student Government may not be used to pay for organizational misconduct costs

First Violation

- Written warning
- Removal of offending trademark from electronic materials and/or physical displays

Second Violation

- Fine: a minimum of \$100.00
- Educational outcome
- Removal of offending trademark from electronic materials and/or physical displays

Violations of University Policies/Procedures

Violating, attempting to violate, or assisting in the violation of any University policy, contract, rule, bylaw and/or regulation of the University may constitute a violation of the Code of Student Organization Conduct. Examples include, but are not limited to the Fire Safety Policy, COVID-19 Policies and Protocols, the Technology Resource Policy, Social Event Registration Policies or other university or department policies and procedures not listed in this handbook.

Sanctions and Outcomes

Funds received from Student Government may not be used to pay for organizational misconduct costs

- Appropriate sanctions and outcomes based on the nature and severity of the offense.

Violations of State, Local, and Federal Law

Any alleged violations of federal, state, or local laws may constitute a violation of the Code of Student Organization Conduct. When an offense occurs, over which the University has jurisdiction, the conduct process may move forward regardless of any criminal complaint that may arise from the same incident.

Sanctions and Outcomes

Funds received from Student Government may not be used to pay for organizational misconduct costs

- Appropriate sanctions and outcomes based on the nature and severity of the offense.

Student Travel Procedures

All travel by approved student organizations, clubs, and teams must be 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. Student Travel must have prior approval of the Student Activities Office by submitting a required safety plan.

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 always represent Drury University appropriately 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 always carry a copy of important participant safety documents on them 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 and 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 Requirement 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.

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.

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 and 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. Review 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.
- Drury does carry non-owner excess liability coverage to protect the University and employee in the event of a suit resulting from an automobile accident where 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 number 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 always wear seatbelts.
- 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.

Prohibited Travel

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 and Outcomes

Funds received from Student Government may not be used to pay for organizational misconduct costs

Prohibited Travel

- 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

- Appropriate sanctions and outcomes based on the nature of the participant behavior

- Possible loss of organizational travel privileges

Registration- First Violation

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

Registration- Second Violation

- Fine: a minimum of \$100.00
- Educational Sanction: Required training for travel registration procedures for organization members
- Loss of organizational travel privileges for a specified amount of time

Overnight Accommodation

- Fine: a minimum of \$50.00
- Educational Sanction: Required training for travel registration procedures for organizational leadership
- Possible loss of organizational travel privileges

Specific Policies and Guidelines

Alcohol

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.

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. Unapproved 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. This policy applies to all students on campus, regardless of age.
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 bong, 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 or restricted areas, is prohibited. Consumption of alcohol while a student is in violation of the Unauthorized Use/Trespass policy shall be considered a violation of this policy. In addition, the storage of alcohol in any public or common area such as lounges, grand rooms, classroom, or other spaces outside of assigned rooms/suites/apartments is prohibited. Students possessing or consuming alcohol must follow the below guidelines for 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 Consumption

- Smith and 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 presences 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 presences of a minor (under 21) roommate. All guests must be of the legal drinking age.
- College Apartments and 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 presences of a minor (under 21) roommate. All guests must be of the legal drinking age.
- Fraternity Housing- Residents and their guests of legal age (21+) may possess and consume alcoholic beverages in their fraternity house, including first floor porches. Alcohol may not be present in empty or vacated residence rooms. All alcohol must be stored in private residential suites and not in common areas, including kitchen fridges. All guests must be over the age of 21 where alcohol is being consumed in the fraternity house. Exceptions for this policy may be granted for approved and registered social events.
- Non-Residential Building- Possession or consumption of alcohol in non-residential buildings is prohibited. Exceptions can be made by obtaining the appropriate permissions in conjunction with Special Functions.

Sanctions and Outcomes

Unapproved 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

Unapproved 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

Unapproved 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/Good Samaritan Policy for Alcohol and Other Drugs

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 on Campus

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 always cared for by their owner/handler. Animals cannot be left overnight in University Housing, or in the care of another individual on campus other than the owner/handler. Animals left alone during brief periods of time must be contained in a crate or other enclosure while the owner/handler is absent. If the owner/handler will be absent for an overnight or for an extended period of time, the animal should accompany that individual 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 on campus must be on-leash when on-campus.

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.

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
- 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 inquires 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

Sanctions and 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.

Un-Leashed/Uncontrolled Animal

- Fine: a minimum of \$50.00
- Restitution: Cleaning, repairs, and replacement of damaged property

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 and 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.

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 and 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 or pedestrian traffic and snow removal. Bicycles must not be chained to handicap ramps, light poles, handrails, bus shelters, 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. Operations- 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 always yield to pedestrians 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 your 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 your room when not in use
- If a student believes a bicycle has been stolen or impounded, contact Drury Security at (417) 873-7400.

Impounding and 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 and Outcomes

Storage

- Fine: a minimum of \$25.00
- Possible impounding of bicycle

Operation

- Fine: a minimum of \$50.00
- Educational Outcome

Commercial Use of Building

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 and 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 and Outcomes

- Fine: a minimum of \$50.00
- Educational Outcome

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 of marijuana, or presence in a room, apartment, vehicle, or in the presence of the odor of marijuana will 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 Police department to prosecute individuals manufacturing, selling, or distributing drugs and/or controlled substances.

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 as outlined in the Missouri Constitution, federal law still prohibits Drury University from allowing any form of marijuana on university owned or controlled property for any reason. The University will work to reasonably accommodate students who have a valid patient identification card lawfully obtained from the Department of Health and Senior Services. Students requesting such accommodation should submit a letter outlining the nature of their request to the Dean of Students office so that the University may review such requests.

Sanctions and 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 and 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 and 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

1. Arson/Causing Fire- Individuals who knowingly start fires, or who may unintentionally cause a fire due to possession or misuse a prohibited item may be considered in violation of this policy. Individuals found misusing grills or fire pits, or in possession of prohibited items that may cause fire, such as lit candles, may be found in violation of this policy, even if no fire has occurred. There is a list of prohibited items on page 100.
2. Failure to Evacuate- Individuals are required to evacuate during a fire alarm, or fire safety-preparedness test regardless of the presence of actual fire within the building.
3. Tampering- 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. 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.

Free Speech

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 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.

Exception 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 to 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
- Conduct speech that includes defamatory or obscene language, fighting words—which are those words that by their very utterance tend to provoke an immediate breach of the peace, or is likely to produce imminent lawless action
- Engage in free speech actions that are not allowed by law, damages or destroys University property

Safety and 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.

Sanctions and 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 and 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 and Outcomes

First Violation

- Fine: a minimum of \$50.00
- Letter of Apology
- Educational Outcome
- Community Service: a minimum of 5 hours

Second Violation

- Fine: a minimum of \$100.00
- Letter of Apology
- Educational Outcome
- Counseling Referral
- *In severe cases:* Issuance of No Contact Order and/or Loss of certain campus privileges

Guest Behavior

Drury University students 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 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 and 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 and 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>

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:

Dr. Tijuana Julian

Executive Vice President of Student Affairs and Dean
of Students
Findlay Student Center, 201
(417) 873-7215
tjulian@drury.edu

Nyla Milleson

Vice President and Director of Athletics
O'Reilly Family Event Center, 106
(417) 873-7294
nmilleson@drury.edu

Anna Stark

Director of Greek Life
Findlay Student Center, 124
p (417) 873-7590
astark003@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.

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 and 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 and 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 and Outcomes

- Fine: a minimum of \$50.00
- Confiscation of the “hover board” or motorized scooter

Littering/Improper Disposal of Trash

Drury University takes great pride in the cleanliness and beauty of its campus. As such, trash and recycling should be disposed of in their appropriate receptacles. Leaving or discarding unwanted items, garbage, recycling, or other items considered as trash outside of appropriate receptacles is prohibited.

Sanctions and Outcomes

- Fine: a minimum of \$50.00
- Restitution: Cleaning, repairs, and replacement of damaged property

Outside Games and 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 and 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 and Cooperation

Students are required to respond promptly to any summons, identify themselves and cooperate when asked to do so by university officials. Students are required to comply with reasonable requests and directives from university personnel, including but limited to faculty, staff, security officers, and Resident/Community Assistants acting in their official capacity. 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 in 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 and 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

Retaliation

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 and 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 and 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.
- Always keep your items with you. 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 residence halls or suites behind you.
- Report suspicious activities and persons to the Safety & Security Office at (417) 873-7400.

Sanctions and 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 damage 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. As a reflection of national law, students under the age of 21 are prohibited from possessing tobacco/vaping/smoking products and/or paraphernalia.

Sanctions and 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 and 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 or unlocked rooms or residences to which the student is not assigned, 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 and 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 and 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 of 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 and 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
- *In severe cases:* Disciplinary Suspension or expulsion from the University at the discretion of the Dean of Students

Title IX Sexual Misconduct Policy

Effective 8-1-13, Rev 2-25-14, Rev 6-1-15, Rev 9-1-16, Rev 8-1-18, Rev 12-1-19, Updated 8-14-2020

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 Sexual Harassment. Consistent with the U.S. Department of Education's implementing regulations for Title IX of the Education Amendments of 1972 ("Title IX") (see 34 C.F.R. § 106 et seq.), the University prohibits Sexual Harassment that occurs within its Education Programs or Activities.

For purposes of this policy, Sexual Harassment includes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking.

Sexual Harassment, whether verbal, physical, visual, or digital, is a form of prohibited conduct. The specific definitions of Sexual Harassment, including examples of such conduct, are set forth below.

The University's Sexual Harassment Policy defines the various forms of Sexual Harassment that violate the standards of our community, identifies resources, and outlines the University's process.

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

The University will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the University's Education Programs or Activities.

Scope

This policy applies to Sexual Harassment that occurs within the University's Education Programs or Activities and that is committed by a University employee, including staff, faculty, and administrators; students; applicants for employment; customers; third-party contractors; and all other persons that participate in the University's Education Programs or Activities, including third-party visitors on campus (the "University Community").

This policy does not apply to Sexual Harassment that occurs off-campus, in a private setting, and outside the scope of the University's Education Programs or Activities; such sexual misconduct may be prohibited by the Community Standards Policy if committed by a student, the Faculty Handbook if committed by a faculty member, or Staff Policy Handbook or other University policies and standards if committed by an employee.

This policy prohibits Sexual Harassment even when the Complainant and Respondent are members of the same sex, and it applies regardless of national origin, immigration status, or citizenship status.

Consistent with the U.S. Department of Education's implementing regulations for Title IX, this policy does not apply to Sexual Harassment that occurs outside the geographic boundaries of the United States, even if the Sexual Harassment occurs in the University's Education Programs or Activities. Sexual Harassment that occurs outside the geographic boundaries of the United States is governed by the Community Standards Policy if committed by a student, the Faculty Handbook if committed by a faculty member, or Staff Policy Handbook or other University policies and standards if committed by an employee.

Policy Definitions

- A. "Sexual Harassment" is conduct on the basis of sex that constitutes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, or Stalking.
- B. "Quid Pro Quo Sexual Harassment" is an employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual contact.
- C. "Hostile Environment Sexual Harassment" is unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person access to the University's Education Programs or Activities.
- D. "Sexual Assault" includes the sex offenses of Rape, Sodomy, Sexual Assault with an Object, Fondling, Incest, and Statutory Rape.
 1. "Rape" is the carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. There is "carnal knowledge" if there is the slightest penetration of the vagina or penis by the sexual organ of the other person. Attempted Rape is included.
 2. "Sodomy" is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 3. "Sexual Assault with an Object" is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia.
 4. "Fondling" is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 5. "Incest" is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Missouri law.
 6. "Statutory Rape" is sexual intercourse with a person who is under the statutory age of consent as defined by Missouri law.
- E. "Domestic Violence" is felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Missouri, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Missouri.
- F. "Dating Violence" is violence committed by a person –
 1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 2. Where the existence of such a relationship will be determined based on a consideration of the following factors:
 - The length of the relationship;

- The type of relationship; and
 - The frequency of interaction between the persons involved in the relationship.
- G. “Stalking” is engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
- Fear for their safety or the safety of others; or
 - Suffer substantial emotional distress.
- H. “Consent” refers to words or actions that a reasonable person in the perspective of the Respondent would understand as agreement to engage in the sexual conduct at issue. A person who is Incapacitated is not capable of giving Consent.

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

As defined above, consent is a mutual, voluntary, and informed agreement to participate in specific sexual acts with another person that is not achieved through unreasonable manipulation or coercion—or any kind of physical force or weapon—and requires having cognitive ability to agree to participate. Consent requires an outward demonstration, through mutually understandable words, conduct or action, indicating that an individual has freely chosen to engage in the specific sexual acts. A verbal “no” constitutes lack of consent, even if it sounds insincere or indecisive.

Impairment or incapacitation due to alcohol and/or drug use, permanent/ temporary psychological or physical disability, and being below the age of consent in the applicable jurisdiction are factors which detract from or make consent impossible.

Silence or an absence of resistance does not imply consent, and consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Even in the context of an ongoing relationship, consent must be sought and freely given for each specific sexual act. Consent may be withdrawn at any time. When consent is withdrawn, sexual activity must immediately stop.

- I. “Incapacitated” refers to the state where a person has 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.

An individual is also considered incapacitated, and therefore unable to give consent, when asleep, unconscious, or otherwise unaware that sexual contact is occurring.

Incapacitation can only be found when the Respondent knew or should have known that the Complainant was incapacitated when viewed from the position of a sober, reasonable person. One’s own intoxication is not an excuse for failure to recognize another person’s incapacitation.

Incapacitation may result from the use of alcohol and/or other drugs; however, consumption of alcohol of other drugs, inebriation, or intoxication alone are insufficient to establish incapacitation. Incapacitation is beyond mere drunkenness or intoxication. The impact of alcohol or drugs varies from person to person, and evaluating incapacitation requires an assessment of how consumption of alcohol and/or drugs impacts an individual’s:

- Decision-making ability
- Awareness of consequences
- Ability to make informed judgments
- Capacity to appreciate the nature of circumstances of the act.

No single factor is determinative of incapacitation. Some common signs that someone may be incapacitated include slurred speech, confusion, shaky balance, stumbling or falling down, vomiting, and unconsciousness.

- J. "Retaliation" is intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX and its implementing regulations or because an individual has made a report or Formal Complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy.
- K. "Complainant" means an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment.
- L. "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.
- M. "Formal Complaint" means a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that the University investigate the allegation of Sexual Harassment in accordance with this policy. At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in the University's Education Programs or Activities. A "document filed by a Complainant" means a document or electronic submission (such as an email) that contains the Complainant's physical or electronic signature or otherwise indicates that the Complainant is the person filing the Complaint.
- N. "Supportive Measures" are non-disciplinary, non-punitive individualized services offered, as appropriate, and reasonably available, and without fee or charge, that are designed to restore or preserve equal access to the University's Education Programs or Activities without unreasonably burdening another party, including measures designed to protect the safety of all parties implicated by a report or the University's education environment, or to deter Sexual Harassment. Supportive Measures may include: counseling, extensions of academic or other deadlines, course-related adjustments, modifications to work or class schedules, campus escort services, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of campus, and other similar measures. Supportive Measures may also include mutual restrictions on contact between the parties implicated by a report.
- O. "Education Programs or Activities" refers to all the operations of the University, including, but not limited to, in-person and online educational instruction, employment, extracurricular activities, athletics, residence life, dining services, performances, and community engagement and outreach programs. The term applies to all activity that occurs on campus or on other property owned or occupied by the University. It also includes off-campus locations, events, or circumstances over which the University exercises substantial control over the Respondent and the context in which the Sexual Harassment occurs, including Sexual Harassment occurring in any building owned or controlled by a student organization that is officially recognized by the University.

Understanding Hostile Environment Sexual Harassment

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

The University encourages members of the University Community to report any and all instances of Sexual Harassment, even if they are unsure whether the conduct rises to the level of a policy violation.

Some specific examples of conduct that may constitute Sexual Harassment if unwelcome include, but are not limited to:

- Unreasonable pressure for a dating, romantic, or intimate relationship or sexual contact
- Unwelcome kissing, hugging, or massaging
- Sexual innuendos, jokes, or humor
- Displaying sexual graffiti, pictures, videos, or posters
- Using sexually explicit profanity

- Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities
- E-mail, internet, or other electronic use that violates this policy
- Leering or staring at someone in a sexual way, such as staring at a person's breasts or groin
- Sending sexually explicit emails, text messages, or social media posts
- Commenting on a person's dress in a sexual manner
- Giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship

Reporting Sexual Harassment

Any person may report Sexual Harassment to the Title IX Coordinator. Reports may be made in person, by regular mail, telephone, electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's written report.

The name and contact information for the Title IX Coordinator is:

Title IX Coordinator

Jennifer Baltes

Director of Human Resources

Burnham Hall, 107

(417) 873-6987

Jbaltes01@drury.edu

In addition to reporting to the Title IX Coordinator or Deputy Title IX Coordinators, any person may report Sexual Harassment to any University employee with managerial authority over other employees, including deans, department heads, unit supervisors, and other managers (collectively "Reporting Officials") who must promptly forward such report of Sexual Harassment to the Title IX Coordinator. University employees who are not Reporting Officials are encouraged, but are not required to, forward reports of Sexual Harassment to the Title IX Coordinator.

An anonymous report can also be made at:

<https://www.drury.edu/security/confidential-web-tip-information-system>. However, Reporting Officials cannot fulfill their reporting obligation by using this anonymous mechanism.

A person may also file a complaint with the United States Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting this link:

<https://www2.ed.gov/about/offices/list/ocr/docs/howto.pdf> or by calling 1-800-421-3481.

If a student or employee desires to talk confidentially about a situation, there are resources available. The following resources are available to assist you and will not further disclose any identifying information about you, unless otherwise required to do so by law (e.g., if the victim is a minor):

1. Burrell on Campus Behavioral Health Services is available to students. Burrell 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. Burrell on Campus is located in the Findlay Student Center, Room 114. Students can schedule appointments by visiting <https://www.drury.edu/counseling/forms/MakeAnAppt.php>, or by contacting a counselor directly.

Dr. Phil Swope	Ty Thornton	Andrea Bench
Findlay Student Center 114	Findlay Student Center 115	Findlay Student Center 111
(417) 873-7420	(417) 873-7418	(417) 873-7624
pswope@drury.edu	tthornton003@drury.edu	abench003@drury.edu

2. The University's Chaplain is available to talk with students and employees. Contact information is as follows: Pearsons Hall, Room 308, (417) 873-7231.

Conduct That Constitutes a Crime

Any person who wishes to make a report or Formal Complaint of Sexual Harassment that also constitutes a crime—including Sexual Assault, Domestic Violence, Dating Violence, and 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 person may decline to notify such authorities.

Special Guidance for Individuals Reporting Sexual Assault, Domestic Violence, Dating Violence, or Stalking

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

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

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

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

- 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 Harassment
- Requesting further information about available resources

Drury Safety & Security can assist individuals in obtaining a protective order.

Preliminary Assessment

After receiving a report under "Reporting Sexual Harassment," the Title IX Coordinator will conduct a preliminary assessment to determine:

- Whether the conduct, as reported, falls or could fall within the scope of this policy (see “Scope”); and
- Whether the conduct, as reported, constitutes or could constitute Sexual Harassment.

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

If the Title IX Coordinator determines that the conduct reported could fall within the scope of the policy, and/or could constitute Sexual Harassment, if investigated, the Title IX Coordinator will proceed to contact the Complainant (see “Contacting the Complainant”).

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

Contacting the Complainant

If a report is not closed as a result of the preliminary assessment (see “Preliminary Assessment”) and the Complainant’s identity is known, the Title IX Coordinator will promptly contact the Complainant to discuss the availability of Supportive Measures (see “Supportive Measures”); to discuss and consider the Complainant’s wishes with respect to Supportive Measures; to inform the Complainant about the availability of Supportive Measures with or without filing a Formal Complaint; and to explain the process for filing and pursuing a Formal Complaint. The Complainant will also be provided options for filing complaints with the local police and information about resources that are available on campus and in the community.

Supportive Measures

If a report is not closed as a result of the preliminary assessment (see “Preliminary Assessment”), the University will offer and make available Supportive Measures to the Complainant regardless of whether the Complainant elects to file a Formal Complaint.

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

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

Internal Removal

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

In the case of a Respondent who is a non-student employee (administrator, faculty, or staff), and in its discretion, the University may place the Respondent on administrative leave at any time after receiving a report of Sexual Harassment, including during the pendency of the investigation and adjudication process (see “Investigation” and “Adjudication”).

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

Formal Complaint

A Complainant may file a Formal Complaint with the Title IX Coordinator requesting that the University investigate and adjudicate a report of Sexual Harassment in accordance with the provisions “Investigation” and “Adjudication.” Provided, however, that at the time the Complainant submits a Formal Complaint, the Complainant must be participating in, or attempting to participate in, one or more of the University’s Education Programs or Activities.

A Complainant may file a Formal Complaint with the Title IX Coordinator in person, by regular mail, or by email using the contact information specified in “Reporting Sexual Harassment.” No person may submit a Formal Complaint on the Complainant’s behalf.

In any case, including a case where a Complainant elects not to file a Formal Complaint, the Title IX Coordinator may file a Formal Complaint on behalf of the University if doing so is not clearly unreasonable. Such action will normally be taken in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the University Community. Factors the Title IX Coordinator may consider include (but are not limited to): (a) was a weapon involved in the incident; (b) were multiple assailants involved in the incident; (c) is the accused a repeat offender; and (d) does the incident create a risk of occurring again.

If the Complainant or the Title IX Coordinator files a Formal Complaint, then the University will commence an investigation as specified in “Reporting Sexual Harassment” and proceed to adjudicate the matter as specified in “Adjudication,” below. In all cases where a Formal Complaint is filed, the Complainant will be treated as a party, irrespective of the party’s level of participation.

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

Consolidation of Formal Complaints

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

Dismissal Prior to Commencement of Investigation

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

- The conduct alleged in the Formal Complaint would not constitute Sexual Harassment, even if proved; or
- The conduct alleged in the Formal Complaint falls outside the scope of the policy specified in “Scope” (that is, because the alleged conduct did not occur in the University’s Education Programs or Activities and/or the alleged conduct occurred outside the geographic boundaries of the United States).

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

Notice of Formal Complaint

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

- A physical copy of this policy or a hyperlink to this policy;
- Sufficient details known at the time so that the parties may prepare for an initial interview with the investigator, to include the identities of the parties involved in the incident (if known), the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident (if known);
- A statement that the Respondent is presumed not responsible for the alleged Sexual Harassment and that a determination of responsibility will not be made until the conclusion of the adjudication and any appeal;
- Notifying the Complainant and Respondent of their right to be accompanied by an advisor of their choice, as specified in “Advisor of Choice.”
- Notifying the Complainant and Respondent of their right to inspect and review evidence as specified in “Access to Evidence.”
- Notifying the Complainant and Respondent of the University’s prohibitions on retaliation and false statements specified in Sections “Retaliation” and “Bad Faith Complaints and False Information.”
- Information about resources that are available on campus and in the community.

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

Investigation - Commencement and Timing

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

Equal Opportunity

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

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

Documentation of Investigation

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

Access to the Evidence

At the conclusion of the evidence-gathering phase of the investigation, but prior to the completion of the investigation report, the Investigating Officer will transmit to each party and their advisor, in either electronic or hard copy form, all evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including evidence the University may choose not to rely on at any hearing and inculpatory or exculpatory evidence whether obtained from a party or some other source. Thereafter, the parties will have ten (10) days in which to submit to the investigator a written response, which the investigator will consider prior to completing the investigation report.

The parties and their advisors are permitted to review the evidence solely for the purposes of this grievance process and may not duplicate or disseminate the evidence to the public.

Investigation Report

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

Adjudication Process Selection

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

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

Adjudication Hearing Process

The default process for adjudicating Formal Complaints is the hearing process specified in this Section ("Hearing Process"). The hearing process will be used to adjudicate all Formal Complaints unless both parties' timely consent to administrative adjudication as specified in "Adjudication Process Selection."

Hearing Officer

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

Hearing Notice and Response to the Investigation Report

After the hearing officer is appointed by the Title IX Coordinator, the hearing officer will promptly transmit written notice to the parties notifying the parties of the hearing officer's appointment; setting a deadline for the parties to submit any written response to the investigation report; setting a date for the pre-hearing conference; setting a date and time for the hearing; and providing a copy of the University's Hearing Procedures. Neither the pre-hearing conference, nor the hearing itself, may be held any earlier than ten

(10) days from the date of transmittal of the written notice specified in this Section (“Hearing Notice and Response to the Investigation Report”).

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

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

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

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

Pre-Hearing Conference

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

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

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

Issuance of Notices of Attendance

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

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

The University will not issue a notice of attendance to any witness who is not an employee or a student.

Hearing

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

The hearing will be conducted live, with simultaneous and contemporaneous participation by the parties and their advisors. By default, the hearing will be conducted with the hearing officer, the parties, the advisors, witnesses, and other necessary University personnel together in the same physical location. However, upon request of either party, the parties will be separated into different rooms with technology enabling the parties to participate simultaneously and contemporaneously by video and audio. In the hearing officer's discretion, the hearing may be conducted virtually, by use of video and audio technology, where all participants participate simultaneously and contemporaneously by use of such technology.

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

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

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

During the hearing, the parties and their advisors will have access to the investigation report and evidence that was transmitted to them pursuant to "Access to Evidence."

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

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

The hearing is not a formal judicial proceeding and strict rules of evidence do not apply. The hearing officer will have discretion to modify the Hearing Procedures, when good cause exists to do so, and provided the minimal requirements specified in this Section ("Hearing") are met.

Subjection to Questioning

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

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

In applying this Section ("Subjection to Questioning"), the hearing officer will not draw an inference about the determination regarding responsibility based solely on a party or a witness's absence from the live hearing and/or refusal to submit to questioning by the parties' advisors.

Deliberation and Determination

After the hearing is complete, the hearing officer will objectively evaluate all relevant evidence collected during the investigation, including both inculpatory and exculpatory evidence, together with testimony and non-testimony evidence received at the hearing, and ensure that any credibility determinations made are not based on a person's status as a Complainant, Respondent, or witness. The hearing officer will take care to exclude from consideration any evidence that was ruled inadmissible at the pre-hearing conference, during the hearing, or by operation of "Subjection to Questioning." The hearing officer will resolve disputed facts using a clear and convincing standard of evidence (that is, "concluding that a fact is highly probable to be true") and reach a determination regarding whether the facts that are supported by a clear and convincing standard of evidence constitute one or more violations of the policy as alleged in the Formal Complaint.

Discipline and Remedies

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

Written Decision

After reaching a determination and consulting with the appropriate University official and Title IX Coordinator as required by "Discipline and Remedies," the hearing officer will prepare a written decision that will include:

- Identification of the allegations potentially constituting Sexual Harassment made in the Formal Complaint;
- A description of the procedural steps taken by the University upon receipt of the Formal Complaint, through issuance of the written decision, including notification to the parties, interviews with the parties and witnesses, site visits, methods used to gather non-testimonial evidence, and the date, location, and people who were present at or presented testimony at the hearing.
- Articulate findings of fact, made under a clear and convincing standard of evidence, that support the determination;
- A statement of, and rationale for, each allegation that constitutes a separate potential incident of Sexual Harassment, including a determination regarding responsibility for each separate potential incident;
- The discipline determined by the appropriate University official as referenced in "Discipline and Remedies";
- Whether the Complainant will receive any ongoing support measures or other remedies as determined by the Title IX Coordinator; and
- A description of the University's process and grounds for appeal, as specified in "Appeal."

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

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

Administrative Adjudication (Optional)

In lieu of the hearing process, the parties may consent to have a Formal Complaint resolved by administrative adjudication as a form of informal resolution. Administrative adjudication is voluntary and must be consented to in writing by both parties and approved by the Title IX Coordinator as specified in "Adjudication Process Selection." At any time prior to the issuance of the administrative officer's determination, a party has the right to withdraw from administrative adjudication and request a live hearing as specified in "Hearing Process."

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

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

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

- To the extent the party disagrees with the investigation report, any argument or commentary regarding such disagreement;
- Any argument that a particular piece or class of evidence should be categorically excluded from consideration at the hearing based on privilege, relevance, the prohibition on the use of sexual history specified in "Sexual History," or for any other reason;
- Argument regarding whether any of the allegations in the Formal Complaint are supported by a clear and convincing standard of evidence;
- Argument regarding whether any of the allegations in the Formal Complaint constitute Sexual Harassment.

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

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

Thereafter, the administrative officer will consult with any University official and the Title IX Coordinator, in the manner specified in "Deliberation and Determination" and will prepare and transmit a written decision

in the manner as specified in "Written Decision" which shall serve as a resolution for purposes of informal resolution.

Transmittal of the administrative officer's written determination concludes the administrative adjudication, subject to any right of appeal as specified in "Appeal."

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

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

Dismissal During Investigation or Adjudication

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

- The conduct alleged in the Formal Complaint would not constitute Sexual Harassment, even if proved; or
- The conduct alleged in the Formal Complaint falls outside the scope of the policy specified in "Scope" (that is, because the alleged conduct did not occur in the University's Education Programs or Activities and/or the alleged conduct occurred outside the geographic boundaries of the United States).

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

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

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

Appeal

Either party may appeal the determination of an adjudication, or a dismissal of a Formal Complaint, on one or more of the following grounds:

- A procedural irregularity affected the outcome;
- There is new evidence that was not reasonably available at the time the determination or dismissal was made, that could have affected the outcome;
- The Title IX Coordinator, investigator, hearing officer, or administrative officer, as the case may be, had a conflict of interest or bias for or against complainants or respondents generally, or against the individual Complainant or Respondent, that affected the outcome.
- The Severity of Sanction assessed is unreasonable.

No other grounds for appeal are permitted.

A party must file an appeal within seven (7) days of the date they receive notice of dismissal or determination appealed from or, if the other party appeals, within three (3) days of the other party appealing, whichever is later. The appeal must be submitted in writing to Dr. Tijuana Julian, tjulian@drury.edu, (417) 873-7215, who serves as the appeal officer. The appeal must specifically identify the determination and/or dismissal appealed from, articulate which one or more of the three

grounds for appeal are being asserted, explain in detail why the appealing party believes the appeal should be granted, and articulate what specific relief the appealing party seeks.

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

If the appeal officer confirms that the appeal is timely and invokes at least one permitted ground for appeal, the appeal officer will provide written notice to the other party that an appeal has been filed and that the other party may submit a written opposition to the appeal within seven (3) days, ensuring minimum the seven (7) days from receipt of the original finding. The appeal officer shall also promptly obtain from the Title IX Coordinator any records from the investigation and adjudication necessary to resolve the grounds raised in the appeal. Upon receipt of any opposition, or after the time period for submission of an opposition has passed without one being filed, the appeal officer will promptly decide the appeal and transmit a written decision to the parties that explains the outcome of the appeal and the rationale.

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

No further review beyond the appeal is permitted.

Although the length of each appeal will vary depending on the totality of the circumstances, the University strives to issue the appeal officer's written decision within (21) days of an appeal being filed.

Advisor of Choice

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

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

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

The University is not required to provide a party with an advisor in any circumstance except where the party does not have an advisor present at the hearing specified in "Hearing," and requests that the University provide an advisor.

Treatment Records and Other Privileged Information

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

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

- Information or records protected from disclosure by any other legally-recognized privilege, such as the attorney client privilege; unless the University has obtained the party's voluntary, written consent to do so for the purposes of the investigation and adjudication process.

Notwithstanding the foregoing, the investigator and/or adjudicator, as the case may be, may consider any such records or information otherwise covered by this Section if the party holding the privilege affirmatively discloses the records or information to support their allegation or defense, as the case may be.

Sexual History

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

Informal Resolution

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

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

- Describes the parameters and requirements of the informal resolution process to be utilized;
- Identifies the individual responsible for facilitating the informal resolution (who may be the Title IX Coordinator, another University official, or a suitable third-party);
- Explains the effect of participating in informal resolution and/or reaching a final resolution will have on a party's ability to resume the investigation and adjudication of the allegations at issue in the Formal Complaint; and
- Explains any other consequence resulting from participation in the informal resolution process, including a description of records that will be generated, maintained, and/or shared.

After receiving the written notice specified in this paragraph, each party must voluntarily provide written consent to the Title IX Coordinator, before the informal resolution may commence.

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

If the parties reach a resolution through the informal resolution process, and the Title IX Coordinator agrees that the resolution is not clearly unreasonable, the Title IX Coordinator will reduce the terms of the agreed resolution to writing and present the resolution to the parties for their written signature. Once both parties and the Title IX Coordinator sign the resolution, the resolution is final, and the allegations addressed by the resolution are considered resolved and will not be subject to further investigation, adjudication, remediation, or discipline by the University, except as otherwise provided in the resolution itself, absent a showing that a party induced the resolution by fraud, misrepresentation, or other misconduct or where required to avoid a manifest injustice to either party or to the University.

Notwithstanding the foregoing if the form of informal resolution is Administrative Adjudication as specified in "Administrative Adjudication," there shall not be an agreed resolution requiring the parties' signatures; instead, the determination issued by the administrative officer shall serve as the resolution and conclude the informal resolution process, subject only to any right of appeal. With the exception of a resolution

resulting from the Administrative Adjudication process specified in “Administrative Adjudication,” all other forms of informal resolution pursuant to this Section are not subject to appeal.

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

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

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

Presumption of Non-Responsibility

From the time a report or Formal Complaint is made, a Respondent is presumed not responsible for the alleged misconduct until a determination regarding responsibility is made final.

Resources

Any individual affected by or accused of Sexual Harassment will have equal access to support and counseling services offered through the University. The University encourages any individual who has questions or concerns to seek support of University identified resources. The Title IX Coordinator is available to provide information about the University’s policy and procedure and to provide assistance. A list of University identified resources is located at the following link:

Conflict of Interest, Bias, and Procedural Complaints

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

Objections Generally

Parties are expected to raise any objections, concerns, or complaints about the investigation, adjudication, and appeals process in a prompt and timely manner so that the University may evaluate the matter and address it, if appropriate.

Free Speech and Academic Freedom

The University will construe and apply this policy consistent with the Free Speech Policy and the principles of academic freedom. In no case will a Respondent be found to have committed Sexual Harassment based on expressive conduct that is protected by the Free Speech Policy or the principles of academic freedom.

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

Relationship with Criminal Process

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

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.

Recording

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

Vendors, Contractors and Third Parties

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

Amnesty

The University recognizes that an individual who has been drinking alcohol or using drugs may be hesitate to report Sexual Harassment. To encourage reporting, the University will not take disciplinary action for drug or alcohol use against an individual reporting Sexual Harassment, 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 and False Information

While the University encourages all good faith complaints of Sexual Harassment, the University has the responsibility to balance the rights of all parties.

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

Retaliation

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

Confidentiality

The University will keep confidential the identity of any individual who has made a report or Formal Complaint of Sexual Harassment or Retaliation including any Complainant, the identity of any individual who has been reported to be a perpetrator of Sexual Harassment or Retaliation including any Respondent, and the identity of any witness. The University will also maintain the confidentiality of its

various records generated in response to reports and Formal Complaints, including, but not limited to, information concerning Supportive Measures, notices, investigation materials, adjudication records, and appeal records. Notwithstanding the foregoing, the University may reveal the identity of any person or the contents of any record if permitted by FERPA, if necessary to carry out the University's obligations under Title IX and its implementing regulations including the conduct of any investigation, adjudication, or appeal under this policy or any subsequent judicial proceeding, or as otherwise required by law. Further, notwithstanding the University's general obligation to maintain confidentiality as specified herein, the parties to a report or Formal Complaint will be given access to investigation and adjudication materials in the circumstances specified in this policy.

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

Note that certain types of Sexual Harassment are considered crimes for which the University must disclose crime statistics in its Annual Security Report that is provided to the campus community and available to the public. These disclosures will be made without including personally identifying information.

Other Violations of This Policy

Alleged violations of this policy, other than violations of the prohibitions on Sexual Harassment and Retaliation, will be subject to review under the Community Standards Policy if committed by a student, the Faculty Handbook if committed by a faculty member, or Staff Policy Handbook or other University policies and standards if committed by an employee.

Signatures and Form of Consent

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

Deadlines, Time, Notices, and Method of Transmittal

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

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

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

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

The parties will be provided written notice of the modification of any deadline or time period specified in this policy, along with the reasons for the modification.

Where this policy refers to notice being given to parties “simultaneously,” notice will be deemed simultaneous if it is provided in relative proximity on the same day. It is not necessary that notice be provided at exactly the same hour and minute.

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

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

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

Other Forms of Discrimination

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

Education

Because the University recognizes that the prevention of Sexual Harassment, including Sexual Assault, 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, and sanctions; 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.

Outside Appointments, Dual Appointments, and Delegations

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

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

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

Training

The University will ensure that University officials acting under this policy, including but not limited to the Title IX Coordinator, investigators, hearing officers, administrative officers, informal resolution facilitators,

University provided advisors, and appeals officers receive training in compliance with 34 C.F.R. § 106.45(b)(1)(iii) and any other applicable federal or state law.

Recordkeeping

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

Definitions Herein

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

Discretion in Application

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

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

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

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,
Executive Vice President of University
Relations & General Counsel
(417) 873-6819
ajones11@drury.edu

Dr. Tijuana Julian
Executive Vice President of Student Affairs &
Dean of Students
Findlay Student Center, 201
(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, both parties will be so informed.
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 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.

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 with in 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 two (2) break periods in which class is not in session: 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 Request

Students who desire to stay in their residence hall or fraternity house over a break period must submit a Housing Break Access Request on MyDrury for each break. There is an additional per-night charge for residents who stay over any break unless that student's registered permanent address is over 250 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 Housing and Residence Life. Requests may be denied for reasons including, but not limited to policy violations, outstanding fees or conduct sanctions or outcomes, or 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 and 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 and Checkout Procedures

Check-In Procedures

Each resident checking into a residence must complete and sign their online Room Inventory and Condition form (RIC) 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
- Properly cleaning the entire kitchen and bathroom areas (toilets, showers, sink areas, refrigerators, microwaves, stove tops and ovens, all kitchen appliances, etc.) In the residence halls and fraternities, mini-fridges must be defrosted and cleaned thoroughly
- Mopping floors
- Wiping down walls
- Cleaning any outdoor patio areas or balconies
- 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.
- Directly following 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).

Traditional Checkout for Smith, Wallace, Sunderland, and Fraternity Houses

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 check-out 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.

Express Checkout for Apartment and houses

Residents are responsible for completing the checkout checklist listed above, with no personal walkthrough. Residents must notify the Area Director of their move out date and time. The resident should clean their space thoroughly. Keys must be returned to the Safety and security Office or the designated express checkout location assigned to the resident by the Housing Office. Keys not returned 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.

Cleaning/Damage Responsibility

Trash and recycling service are provided for all residents of university housing, but residents are responsible for taking their own trash/recyclables to appropriate bins. Trash must be placed in a plastic bag, tied and placed inside the designated trash bin. Recyclables may be co-mingled in many of our green receptacles. 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 in toilets and bathroom sinks. Additional trashcans are not allowed outside apartments, in hallways or on decks or patios. Trash found outside a residence, on patios, in entryways or on porches or decks is prohibited, and fines will be assessed for all trash (bagged or loose) found. Apartment-style residents are responsible for keeping the stovetop and oven free of grease accumulation to prevent fires.

Midtown house residents on Robberson, Jefferson & Calhoun (except 517 Calhoun) have trash service that comes weekly. These residents are responsible for seeing that the University-provided trash carts are taken to the street the night before trash pick-up.

Trash Bin Locations

- North side of College Park cottages and studios on Lynn St.
- West side of College Park Phase III in parking lot
- Fraternity house parking lots
- East side of University Suites
- Parking lot behind 517 E. Calhoun
- Jefferson Park and Jefferson Park West parking lots
- Summit Park parking lot
- Sunderland/Wallace Hall parking lot
- Behind the Findlay Student Center (south of Smith Hall)

Green Co-Mingled Recycling Dumpsters.

- College Park: the fire lane near the north of the studios
- Jefferson Park: Jefferson Park parking lot
- Manley Hall: Jefferson Park parking lot
- Fraternity houses: Parking Lot D
- Summit Park: Summit Park parking lot
- Midtown houses: Any of the green recycling dumpsters on campus, or the Recycling Center at the intersection of Central & Summit Streets
- University Suites: Behind the Rose O'Neill house on the Northeast of the complex

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		COOKING APPLIANCES	
Cabinets dirty	\$20.00	Oven dirty	\$70.00
Counter tops dirty	\$20.00	Drip pan replacement	\$8.00 each
Sink dirty	\$20.00	Stovetop dirty	\$35.00
Kitchen floor dirty	\$30.00	Microwave dirty	\$20.00
 REFRIGERATOR/FREEZER		 DOORS & WINDOWS	
Refrigerator not emptied	\$30.00	Screen damaged	\$25.00
Refrigerator dirty	\$35.00	Broken lock	\$50.00/ core
Freezer not emptied	\$10.00	Failure to return room key	\$200 minimum
Freezer dirty	\$20.00	Latches (time to repair)	\$45.00/hour
Freezer not defrosted (does not apply for apartment-style housing.)	\$30.00	Failure to return mail key	\$25.00
		Blinds/Windows damage	Price assessed
 BATHROOM		 BATHROOM WASH AREA	
Floor dirty	\$10.00	Sink/counter dirty	\$20.00
Toilet dirty	\$20.00	Cabinets not emptied	\$20.00
Seat broken	\$30.00	Cabinets dirty	\$20.00
Toilet broken	\$150.00	Tub/shower/fixtures dirty	\$35.00
		Damage to/missing curtain or rod	\$25.00
		Tub repair	Price assessed
 LIVING AREAS/BEDROOMS		 FURNITURE	
Trash on floor not picked up	\$20.00	Bed not assembled	\$45.00
Carpet not vacuumed/swept	\$20.00	Moving furniture within unit	\$25.00/each
Carpet stained beyond normal wear and tear	\$40.00/room	Removal of damaged furniture	\$25.00/each
Tears/burns in carpet	Price assessed	Replacement/Repair of broken University-owned furniture	\$30.00
 ELECTRICAL FIXTURES		 WALLS	
Cover plates broken/missing	\$8.00	Nail holes (time repair)	\$45.00/hour
Cover plates dirty	\$5.00	Paint/spackle repair	\$45.00/hour
TV connector missing	\$25.00	Walls/ceilings dirty	Price assessed
Fire Safety equipment damage	Price assessed		
 CLOSETS		 FRATERNITY HOUSE COMMON AREAS	
Not cleaned out	\$25.00	Common area trash on floor	\$45.00/hour
Closet rod/shelf missing	\$25.00	Common area floor/walls dirty	\$45.00/hour
Closet door damaged	Price assessed	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.

Deposits and Refund

Drury no longer requires housing deposits for incoming students. Students who currently live on campus will not need to pay another housing deposit, as it carries forward each year. The deposit will be refunded after graduation or when a student leaves Drury, assuming he/she follows proper check-out procedures and does not have an outstanding balance with the University

Health and 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 ensure their personal belongings by purchasing renter's insurance. Rooms should be kept locked when unoccupied, and front doors should be shut at all times.

Laundry

The University provides laundry spaces on campus for students to utilize. All fees for laundry services are included with housing costs, and machines do not utilize quarters or card services for students. By providing these services, Drury University does not take responsibility for laundered items. Students should not leave items within laundry machines outside of the normal washing or drying cycle. Drury University is not responsible for missing or damaged items.

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.

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 those who have 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.
3. Pickup keys for the new housing assignment from the Safety & Security Office.
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 rlife@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 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 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 over the course of the summer.

Work Order and 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.

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 experienced. If a residence hall room needs to be sprayed, submit a general maintenance work order.

Residential-Specific Policies

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. 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 except for lawn chairs and properly stored 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 and 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 always escort them.

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 and Outcomes

First Violation

- Fine: a minimum of \$50.00

Second Violation

- Fine: a minimum of \$100.00
- Possible temporary suspension of guest privileges

Second 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 and 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), Scooters, and any combustion engines -
- Gasoline, propane, or combustible fuels or oils (ex. Lighter fluid, paint thinner, solvents, lamp oil)*
- Fireworks*
- Gas Grills
- Empty Glass bottles
- Appliances with open heating elements
- Insta-pots, air fryers, 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
- Candles with wicks or incense (with or without indication of being burnt) *

- Extension cords that are not UL-approved, have a grounding wire and circuit breaker. *

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/ Air Fryers
- Hot Plates/ Crock Pot

Sanctions and Outcomes

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

*Candles, flammable objects and fuels, fireworks, space heaters, and non-UL approved extension cords are also considered to be a violation of the Fire Safety Policy and are sanctioned in accordance with that policy which can be found on Page 20 of the Handbook.

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 and Outcomes

- Fine: a minimum of \$50.00
- Restitution: Restitution: Responsibility for repairs and replacement of damaged property

Safety and Security Policies and Guidelines

Drury University Security Policies and Guidelines apply to all Drury students and university employees 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 or employees.

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 always displayed on the driver's side upper corner of the windshield and visible. 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 a special permit from the City of Springfield.** Midtown residents can apply for a Midtown parking permit at <https://www.springfieldmo.gov/FormCenter/Finance-9/Licensing-Midtown-Parking-Permit-Online--104>

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 6 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 and Permit Requirements

Non-Residential Parking

NUMBERED parking lots are for Non-Residential students, staff, faculty and visitors.

LOT	LOCATION	RESTRICTIONS
1	CURRENTLY UNAVAILABLE	CURRENTLY UNAVAILABLE
2	South of Shewmaker Communications building	Non-residential permit
3	East side of Hammons School of Architecture	Non-residential permit
4	North of HPER/Weiser Gym and east of Turner Hall	Non-residential permit Valid Drury ID required for gate Restricted at times for Special Events
5	West of Martin Alumni Center	Non-residential permit

6	West of Benton Street and north of Central High School	Non-residential permit Valid Drury ID required for gate Restricted at times for Special Events
7	East of Summit Street and north of Harrison Stadium	Open parking Restricted at times for Special Events
8	East of Clay Street and north of Pool Art Center	Non-residential permit
9	North of Congregation Hall	Non-residential permit or Honors House guest permit
10	West of Facilities and Pool Art Center	Non-residential permit
11	Between Breech Hall and O'Reilly Family Event Center	Open parking Restricted at times for Special Events
12	South end of O'Reilly Family Event Center	Open parking Restricted at times for Special Events

General Residential Parking

LETTERED parking lots are for residential students only.

LOT	LOCATION	RESTRICTIONS
A	West of Summit Ave., South of Freeman Hall and Findlay Student Center	Residential Permit Parking Only, Handicap Parking for Findlay Student Center Bookstore 15-minute parking in marked spots.
B	West of Summit Ave., North of Freeman Hall & East of Smith Hall	Residential Permit Parking Only
C	South of Calhoun St., North of Wallace & Sunderland Hall	Residential Permit Parking Only
D	Robberson Ave. & Lynn St., near the Greek Quadrangle	Residential Permit Parking Only

SPECIFIC RESIDENTIAL PARKING

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

LOT	SPECIAL INSTRUCTIONS/RESTRICTIONS
SUMMIT PARK	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.
JEFFERSON PARK	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.
MANLEY HALL	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
MIDTOWN HOUSES	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.
UNIVERSITY SUITES	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.

OTHER PARKING

LOCATION	SPECIAL INSTRUCTIONS/RESTRICTIONS
DRURY LANE	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.
FSC CIRCLE	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.
BURNHAM CIRCLE	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.
CITY STREET PARKING	Midtown Parking Permits for street parking must be obtained from the City of Springfield. Apply here: https://www.springfieldmo.gov/FormCenter/Finance-9/Licensing-Midtown-Parking-Permit-Online--104 .

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 Key

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:

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

Fire Pits and 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 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

- 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.
- 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.
- Fires should not be lit and must be extinguished if wind speeds exceed 10 miles per hour. Drury University Security personnel may deny, cancel or postpone a reservation due to inclement weather.
- 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.
- Possession or use of alcohol at the fire pits or BBQ grills is prohibited.
- BBQ grills should only be used for cooking food and for no other purpose.
- If fire becomes unmanageable with use of fire extinguisher, call 9-1-1 and immediately follow-up with a phone call to Drury Security. If extinguisher is deployed, notify Drury Security immediately.

Reservation Process

- Safety and Security 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 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, 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 Security in the condition it was given, unless used for emergency purposes.
- 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. Security will check on the status of fire pit clean-up after the reservation expires.
- Drury Security will check whether a fire pit was used and will perform an inspection of the fire pit to check if it was properly cleaned after it has been used.
- 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 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

- 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
- Reservations are made through the Safety and Security in FSC 101/College Park Substation (417) 873-7400 or (417) 873-7911

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 not 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.

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
- endanger the health or safety of any Drury University community member or other person
- cause harm or damage to property of the University or the personal property of others.
- be a violation of federal, state or local laws or statutes.
- 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 should make every reasonable effort to protect the health and safety of the Drury community and guests from any hazard's incidental to operations of the University. For most routine activities such as regular meetings or social gatherings, 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. If 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 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.

Series 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.

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 ensure 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 HALL– Immediate shelter can be taken in the back area of the restroom hallway. If there is time, go east to the Breech Building, seek shelter in the first-floor hallways, restrooms, or downstairs in the dressing rooms.
- BREECH HALL– Proceed to the first-floor hallways, restrooms, or downstairs in the dressing rooms.
- BURNHAM HALL– Proceed to the south stairs down to the basement, under the stairwell and in the men’s restroom. Overflow proceed north to Pearsons Hall basement or Olin Library basement.
- CLARA THOMPSON HALL– Proceed down the stairs to the men’s and women’s restrooms. Overflow proceeds to the basement of Lydy (south) or O’Bannon (north).
- COLLEGE PARK– Proceed to the first-floor apartment hallways or restrooms. If one is unable to gain access to the first-floor area, go to the College Park Community Center restrooms or Kappa Alpha House basement.
- COLLEGE PARK COMMUNITY CENTER– Proceed to the men’s and women’s restrooms.
- COMMERCIAL STREET CENTER– Proceed to the northwest corner of the building or restrooms.
- CONGREGATIONAL HALL– Proceed to the interior hallway. If there is time, go southeast to Findlay Student Center, seek shelter in the lower-level restrooms, hallways, or student activities game area.
- CURRY SPORTS COMPLEX– Immediate shelter can be taken in the restrooms or locker rooms. If there is time, go northeast to the O’Reilly Family Event Center tornado shelter in the lower-level room 126. Overflow proceeds to the lower-level hallway or locker rooms.
- DIVERSITY CENTER– Immediate shelter can be taken in the restrooms. If there is time, go south to Trustee Science Center basement area hallways, restrooms, or classrooms.
- FACILITIES SERVICES– Proceed to the office, restrooms, or hallways.
- FINDLAY STUDENT CENTER– Proceed to the lower-level restrooms, hallways, or student activities game area.
- FREEMAN HALL– Proceed to the lower-level hallway or suites.
- HAMMONS SCHOOL OF ARCHITECTURE– Proceed to the wood shop basement. Overflow proceeds to the first-floor stairwells or restrooms.
- HONORS HOUSE– Proceed to the basement.
- HPER/WEISER– Proceed to the lower-level hallway, classrooms, offices, or locker rooms. Overflow proceed to O’Reilly Family Event Center tornado shelter in the lower level room 126, hallway, or locker rooms.
- JEFFERSON PARK NORTH AND SOUTH– Proceed to the first-floor apartment hallways or restrooms. If one is unable to gain access to the first-floor area, go to the Martin Alumni Center basement, College Park Community Center, or Findlay Student Center.
- JEFFERSON PARK WEST– 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.

- LAW ENFORCEMENT ACADEMY– Immediate shelter can be taken in the offices or restrooms. If there is time, go north to the O'Reilly Family Event Center tornado shelter in the lower-level room 126.
- LAY HALL– Proceed to the basement hallways, restrooms, or lower level of the first-floor auditorium.
- LYDY HALL– Proceed to the basement hallway or classrooms.
- MANLEY HALL– Proceed to the basement hallways, apartments, or laundry room.
- MARTIN ALUMNI CENTER– Proceed to the basement.
- MIDTOWN HOMES– Immediate shelter can be taken in the basement or interior room. If there is time, go to the Findlay Student Center, seek shelter in the lower-level restrooms, hallways, or student activities game area.
- O'BANNON HALL– Proceed to the basement hallway or classrooms.
- OLIN LIBRARY– Proceed to the basement area hallway, restrooms, or meeting rooms. Stay away from the glass areas (especially the middle stairwell).
- O'REILLY FAMILY EVENT CENTER– Proceed to the lower-level room 126, a designated tornado shelter. Overflow proceeds to the lower-level hallway or locker rooms.
- PATTERSON HOUSE– Immediate shelter can be taken in the first-floor foyer or apartments. If there is time, go east to Findlay Student Center, seek shelter in the lower-level restrooms, hallways, or student activities game area.
- PEARSONS HALL– Proceed to the basement hallway or classrooms.
- POOL ART CENTER– Proceed to the first-floor hallways, restrooms, or classrooms.
- ROSE O'NEILL HOUSE– Immediate shelter can be taken in the basement. If there is time, go west to Findlay Student Center, seek shelter in the lower-level restrooms, hallways, or student activities game area.
- SHEWMAKER COMMUNICATION CENTER– Proceed to the first-floor interior hallways, restrooms, or offices.
- SIGMA NU– Proceed to basement of the Kappa Alpha House.
- SIGMA PI– Proceed to basement of the Kappa Alpha House.
- SMITH HALL– Proceed to the first-floor hallways or laundry rooms. Overflow proceeds south to Findlay Student Center, seek shelter in the lower-level restrooms, hallways, or student activities game area.
- SPRINGFIELD HALL– Immediate shelter can be taken in the first-floor hallway or restrooms. If there is time, go south to the Breech Building, seek shelter in the first-floor hallways, restrooms, or downstairs in the dressing rooms.
- STONE CHAPE – Proceed to the first-floor restrooms or kitchen.
- SUMMIT PARK– Proceed to the first-floor apartment hallways or restrooms. If one is unable to gain access to the first-floor area, go south to Findlay Student Center, seek shelter in the lower-level restrooms, hallways, or student activities game area.
- SUNDERLAND HALL– Proceed to the first-floor hallways or laundry room. Overflow proceeds east to Findlay Student Center, seek shelter in the lower-level restrooms, hallways, or student activities game area.
- TRUSTEE SCIENCE CENTER– Proceed to the basement hallways, restrooms, or classrooms.
- UNIVERSITY SUITES– Proceed to the first-floor apartment hallways or restrooms. If one is unable to gain access to the first-floor area, go west to Findlay Student Center, seek shelter in the lower-level restrooms, hallways, or student activities game area.
- WALLACE HALL– Proceed to the basement hallways or laundry room. Overflow proceeds south to Findlay Student Center, seek shelter in the lower-level restrooms, hallways, or student activities game area.
- WAREHOUSE 3– Proceed north to the O'Reilly Family Event Center, seek shelter in the lower-level room 126, a designated tornado shelter. Overflow proceeds to the lower-level hallway or locker rooms.
- WARMACK FACULTY STUDIOS– Proceed to the hallway or restrooms.
- WHITE WAREHOUSE– Immediate shelter can be taken in the restrooms. If there is time, go west to the O'Reilly Family Event Center, seek shelter in the lower-level room 126, hallway, or locker rooms.