REPORTING CRIMES AND EMERGENCIES
Criminal actions and emergencies requiring ambulance, fire, and police assistance should be reported immediately by dialing 911 or 9-911 from any campus extension, then contact Campus Security.

EMERGENCY TELEPHONE NUMBERS
POLICE, AMBULANCE, AND FIRE
Emergency assistance..........................911
(Or 9-911 from a campus extension)

CAMPUS SECURITY
417-448-1455, 8 a.m.-5 p.m., Mon.-Fri.
ext. 2222 or 417-448-4139, after 5 p.m.
or weekends

Mr. Mark Burger, Director of Safety,
Clery, and Title IX Compliance
417-667-6333, ext. 2292 or
417-684-2276

Safety is everyone’s responsibility. If any situation causes you to feel unsafe or become concerned for the safety of others, take appropriate steps to provide for your safety and the safety of others by telling someone. Contact the Campus Security. Campus Security is located in the Physical Plant at Cottey College, behind P.E.O. Hall. If you believe you have information related to a crime, you are also encouraged to contact the Nevada Police Department in addition to notifying Campus Security personnel.

NONEMERGENCY TELEPHONE NUMBERS
(Dial 9 to get an outside line from any phone on campus. All numbers are area code 417)

Nevada Regional Medical Center..........667-3355
Poison Hotline..............................1-800-366-8888
Cottey Switchboard..........................667-8181
Coordinator of Counseling...............ext. 2157
   After hours, contact a member of hall staff
Vice President for Student Life.........ext. 2126
   After 5 p.m. and weekends...........417-448-7466
Interim Director of Housing ............ext. 5050
   After 5 p.m. and weekends........417-684-5555
P.E.O. Hall Director.....................ext. 3050
   ..............................................cell 417-448-9787
Reeves Hall Director....................ext. 4050
   ..............................................cell 417-448-4168
Robertson Hall Director................ext. 5050
   ..............................................cell 417-684-5555

The Counseling Office is located on the second floor of Hinkhouse Center and the counselors are specially trained to support you. Appointments can be scheduled by calling ext. 2157. In case of an after-hours emergency, contact a peer listener, R.A., or hall director. They can help you get emergency medical attention and counseling services.
EMERGENCY PROCEDURES
If an emergency arises in your residence hall or somewhere on campus:
1. Remain calm.
2. Call 9-911 from a campus extension, or 911 from a cell phone, if the emergency involves fire, police or ambulance services.
3. Call 911 using the emergency poles located near Rogers Fine Arts Building; between Ross Library and Rubie Burton Academic Center; Hinkhouse; and between the Chapel and Reeves Hall.
4. Call campus security for other emergencies at ext. 2292 or 417-448-1455, 8 a.m.-5 p.m. Mon.-Fri., or ext. 2222 or call 417-448-4139 after 5 p.m. or weekends.
5. Contact an R.A. or hall director on duty as necessary for assistance in emergency situations within the residence halls. The hall receptionist will put you in contact with the proper staff members.

HOW TO CONTACT COTTEY SECURITY PERSONNEL
Call 417-448-4139, or dial 2222 from any campus phone. Wait for security to answer. Identify yourself, give your location, give your message, and wait for acknowledgement that the message has been received. Speak slowly and carefully.

INTRODUCTION
The purpose of the Student Handbook is to acquaint you with policies, procedures, services, and resources available to students at Cottey College. The Student Handbook is one of the publications with which you should be familiar. It supplements the Cottey College Catalog, the official document related to academic and financial matters at the College.

The Student Handbook is revised and published annually by the Office of Student Life. In some instances, revisions to the Student Handbook may be required during the Fall or Spring semesters due to action by the Cottey College Board of Trustees, the administration of Cottey College, or due to a change in state or federal guidance as it pertains to the policies here within. Should the Student Handbook be re-published during the Fall or Spring semesters due to policy change, a notification email will be dispersed to all students. If non-policy information is adjusted then no notification email will be dispersed.

EQUAL OPPORTUNITY POLICY
Cottey College is committed to providing equal opportunity to its students and employees in all aspects of campus life. The College does not unlawfully discriminate in educational programs, recruitment and admissions of applicants, school-administered activities or programs, or employment opportunities, policies, or practices on the basis of race, religion, color, national origin, citizenship, age, disability, veteran status, sexual orientation, or any other status protected by law.

The coordinator for equal opportunity is the director of human resources, Main Hall, Cottey College, Nevada, Missouri, 64772; telephone 417-667-8181, ext. 2103. The coordinator of student disability services, academic advising, and student success programming is located in the Kolderie Center in the Rubie Burton Academic Center, ext. 2131 from any campus phone.

In addition, and in accordance with Title IX of the Educational Amendments of 1972, Cottey College does not unlawfully discriminate on the basis of sex in its educational programs, school-administered activities or programs, or employment opportunities, policies, or practices.

Cottey College has designated Title IX coordinators to handle all inquiries regarding its efforts to comply with and carry out its responsibilities under Title IX of the Educational Amendments of 1972. As such, the
coordinators are the best contact for employees and students who believe they have suffered discrimination or harassment on any protected basis, including sexual harassment and sexual violence. The Title IX coordinators may be contacted as follows:

**Title IX Coordinator:**
**Mark Burger**
*Director of Safety, Clery, and Title IX Compliance*
*Cottey College*
*1000 W. Austin Blvd.*
*Nevada, MO 64772*
*417-667-8181, ext. 2292*
*mburger@cottey.edu*

**Title IX Deputy Coordinators:**
**Landon Adams, Ed.D.**
*Vice President for Student Life*
*Cottey College*
*1000 W. Austin Blvd.*
*Nevada, MO 64772*
*417-667-8181, ext. 2126*
*ladams@cottey.edu*

**Betsy McReynolds**
*Director of Human Resources*
*Cottey College*
*1000 West Austin Blvd.*
*Nevada, MO 64772*
*417-667-8181, ext. 2103*
*bmcreynolds@cottey.edu*

Inquiries concerning the application of Title IX may also be directed to
**The Assistant Secretary**
*U.S. Department of Education*
*Office for Civil Rights*
*Lyndon Baines Johnson Department of Education Building*
*400 Maryland Avenue, SW*
*Washington, D.C. 20202-1100*

Cottey College seeks to provide an environment where every student and employee will have an equal opportunity to reach her/his full potential and contribute to the College’s success. To that end, Cottey College will not tolerate any form of unlawful discrimination, harassment, or retaliation. It is incumbent upon all students and employees to report any discrimination, harassment, or retaliation that exists so that it can be addressed. These reports can be made directly to your supervisor or the director of safety, Clery, and Title IX compliance and Title IX coordinator, the director of human resources (Title IX deputy coordinator for employees) or the vice president for student life (Title IX deputy coordinator for students). Any alleged violation of this policy will be investigated, and disciplinary action will follow as appropriate.

For more information regarding Cottey College’s commitment to an environment free of discrimination and harassment and a full explanation of its grievance procedures for students, see Section 3 of this handbook, or visit the Cottey College intranet.
2018-2019 ACADEMIC CALENDAR

August 17 Friday Residence Halls Open for New Students Only
18-21 Saturday-Tuesday Orientation
19 Sunday Residence Halls Open for Returning Students
20 Monday Advising; Registration for Fall 2018
21 Tuesday Classes Begin
28 Tuesday, 5 p.m. Deadline for Adding Classes
28 Tuesday Opening Convocation

September 3 Monday Labor Day; No Classes
4 Tuesday, 5 p.m. Deadline for Dropping Classes Without Fee and Without Notation of W on Transcript
28-30 Friday-Sunday Family Weekend

October 8 Monday Mid-Semester Break; No Classes
9-12 Tuesday-Friday Mid-Semester Exam Week

Nov/Dec 7-7 Wednesday-Friday Advising; Registration for Spring 2019

November 14 Wednesday, 5 p.m. Deadline for Withdrawal From Classes
21-23 Wednesday-Friday Thanksgiving Break
26 Monday Classes Resume

December 7 Friday Last Day of Classes
10-13 Monday-Thursday Final Exam Week
13 Thursday, 5 p.m. Winter Break Begins; Residence Halls Close

January 5 Saturday, 2 p.m. Residence Halls Open, Orientation for New Students
7 Monday Class Changes, Registration for New Students, Classes Begin
14 Monday, 5 p.m. Deadline for Adding Classes
18 Friday, 5 p.m. Deadline for Dropping Classes Without Fee and Without Notation of W on Transcript
21 Monday Martin Luther King Day; No Classes

Feb/March 25-1 Monday-Friday Mid-Semester Exam Week

March 2 Saturday, 9 a.m. Spring Break Begins; Residence Halls Close
16 Saturday, 2 p.m. Residence Halls Open
18 Monday Classes Resume
29-31 Friday-Sunday Founder’s Weekend

April/May 10-3 Wednesday-Friday Advising; Registration for Fall 2019

April 12 Friday, 5 p.m. Deadline for Withdrawal From Classes
17 Wednesday Assessment Day

May 3 Friday Last Day of Classes
6-9 Monday-Thursday Final Exam Week
10 Friday, 10 a.m. Writing Awards Ceremony
10 Friday, 7 p.m. Baccalaureate Service
11 Saturday, 10 a.m. Honors and Awards Convocation
11 Saturday, 7 p.m. Capping
12 Sunday, 10 a.m. Commencement (all students are encouraged to attend)
12 Sunday, 5 p.m. Residence Halls Close

June 20 Thursday Advising; Registration for New Students for Fall 2019 (on-campus)
# 2019-2020 ACADEMIC CALENDAR

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<th>Event</th>
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<td>23</td>
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<td>Residence Halls Open for New Students Only</td>
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<td>24-27</td>
<td>Saturday-Tuesday</td>
<td>Orientation</td>
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<td>26</td>
<td>Monday</td>
<td>Advising; Registration for Fall 2019</td>
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<td>26</td>
<td>Monday</td>
<td>Opening Convocation</td>
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<td>27</td>
<td>Tuesday</td>
<td>Classes Begin</td>
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<td>September</td>
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<td>Labor Day; No Classes</td>
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<td>4</td>
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<td>Deadline for Adding Classes</td>
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<td>10</td>
<td>Tuesday</td>
<td>Deadline for Dropping Classes Without Fee and Without Notation of W on Transcript</td>
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<td>27-29</td>
<td>Friday-Sunday</td>
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<td>October</td>
<td>11</td>
<td>Friday</td>
<td>Mid-Semester Break; No Classes</td>
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<td>15-18</td>
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<td>Nov/Dec</td>
<td>6-11</td>
<td>Wednesday-Wednesday</td>
<td>Advising; Registration for Spring 2020</td>
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<tr>
<td>November</td>
<td>20</td>
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<td>Deadline for Withdrawal From Classes</td>
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<td></td>
<td>27-29</td>
<td>Wednesday-Friday</td>
<td>Thanksgiving Break</td>
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<tr>
<td>December</td>
<td>2</td>
<td>Monday</td>
<td>Classes Resume</td>
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<td></td>
<td>13</td>
<td>Friday</td>
<td>Last Day of Classes</td>
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<td>16-19</td>
<td>Monday-Thursday</td>
<td>Final Exam Week</td>
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<td>19</td>
<td>Thursday, 5 p.m.</td>
<td>Winter Break Begins; Residence Halls Close</td>
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<td>January</td>
<td>11</td>
<td>Saturday, 2 p.m.</td>
<td>Residence Halls Open, Orientation for New Students, Classes Begin</td>
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<td></td>
<td>13</td>
<td>Monday</td>
<td>Class Changes, Registration for New Students, Classes Begin</td>
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<td>20</td>
<td>Monday</td>
<td>Martin Luther King Day; No Classes</td>
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<td>21</td>
<td>Tuesday, 5 p.m.</td>
<td>Deadline for Adding Classes</td>
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<td>24</td>
<td>Friday, 5 p.m.</td>
<td>Deadline for Dropping Classes Without Fee and Without Notation of W on Transcript</td>
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<td>March</td>
<td>2-6</td>
<td>Monday-Friday</td>
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<td>7</td>
<td>Saturday, 9 a.m.</td>
<td>Spring Break Begins; Residence Halls Close</td>
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<td>21</td>
<td>Saturday, 2 p.m.</td>
<td>Residence Halls Open</td>
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<td>Monday</td>
<td>Classes Resume</td>
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<td>April</td>
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<td>Friday-Sunday</td>
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<td>April</td>
<td>17</td>
<td>Friday, 5 p.m.</td>
<td>Deadline for Withdrawal From Classes</td>
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<td>Friday</td>
<td>Last Day of Classes</td>
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<td>11-14</td>
<td>Monday-Thursday</td>
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<td>Writing Awards Ceremony</td>
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<td>Friday, 7 p.m.</td>
<td>Baccalaureate Service</td>
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<td>16</td>
<td>Saturday, 10 a.m.</td>
<td>Honors and Awards Convocation</td>
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<td>Saturday, 7 p.m.</td>
<td>Capping</td>
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<td>17</td>
<td>Sunday, 10 a.m.</td>
<td>Commencement (all students are encouraged to attend)</td>
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<td>17</td>
<td>Sunday, 5 p.m.</td>
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**From the President of Cottey College**

Dear Cottey Students:

Welcome to Cottey College! We are so pleased to have you here. Your years at Cottey will be a time for personal and intellectual development as you work toward creating your incredible future; it will be a time for new experiences and new friends. We are happy you have chosen to be a member of the Cottey community.

Cottey College will offer you many opportunities- from intellectual growth in the classroom- to travel within and outside of the United States- to leadership experiences in clubs and organizations and on athletic teams- to the creation of friendships and a network of strong women that will last a lifetime. You will learn and grow through participation in campus life and volunteer service to the College and the Nevada community. I encourage you to become involved in all that Cottey has to offer.

Cottey offers strong, carefully designed academic programs, both at the baccalaureate and associate levels. We encourage you to investigate the various majors and consider a Bachelor of Arts or Bachelor of Science degree with the additional of a minor or two. Each will add to your resume for the job market or graduate school.

The diversity of the student body will help you expand your horizons as you become friends with women from different backgrounds and cultures from throughout North America and the world. Our well qualified faculty members come from around the country and around the world, and they, too, will bring the world into the classroom. The many opportunities for international travel, service, and study will deepen your understanding of contemporary global society.

This handbook has been developed to provide you with important information about student life at Cottey. The Student Handbook and the Cottey College Catalog are intended to supply answers to questions that may arise in the months ahead.

Cottey is a community. Expectations for responsible citizenship, guided by Cottey’s Honor Code, exist for all members of our community. As you read the policies outlined in this handbook, you will gain insights into the expectations held for all who are part of this College.

I urge you to seek guidance and help when you have concerns. Your academic advisors, staff members of the Academic Assistance Center, the student life staff, and others at the College are here to be of service to you. Cottey is proud of its reputation for providing personal assistance to students.

I believe Cottey College offers you the opportunities and resources you will need to create your incredible future. I hope you will participate in our campus community openly and fully. Your rewards will be self-awareness, greater knowledge of the world, and progress toward becoming the person you aspire to be.

Sincerely,

Jann Weitzel, Ph.D.
President
THE MISSION AND LEARNING OUTCOMES OF COTTEY COLLEGE
Cottey College, an independent liberal arts and sciences college, educates women to be contributing members of a global society through a challenging curriculum and a dynamic campus experience. In our diverse and supportive environment, women develop their potential for personal and professional lives of intellectual engagement and thoughtful action as learners, leaders, and citizens.

Upon completion of a program of study and engagement in co-curricular programs at Cottey, a successful Cottey student:

1. **Recognizes the Roles of Women**
   - A Cottey student demonstrates understanding of women’s past, current, and developing contributions.

2. **Enriches Her Knowledge**
   - A Cottey student demonstrates understanding of ideas from a variety of academic disciplines.

3. **Thinks Critically**
   - A Cottey student explores issues before accepting arguments or forming conclusions of her own.

4. **Communicates Effectively**
   - A Cottey student uses appropriate means to communicate clearly.

5. **Solves Problems**
   - A Cottey student creates solutions, integrating and applying knowledge and skills across areas of study and experience.

6. **Respects Diversity**
   - A Cottey student is attentive to cultural contexts, compares and contrasts patterns, and respects differences.

7. **Collaborates Successfully**
   - A Cottey student respectfully engages others to foster a supportive environment, and contributes ideas and effort to advance the work of a group.

8. **Acts Responsibly**
   - A Cottey student is reflective and acts ethically as a personally and socially responsible member of global, national, and local communities.

COTTEY COLLEGE VISION STATEMENT
Cottey College will be a higher education institution of choice for women of diverse backgrounds who seek access to exceptional educational programs and will focus on three guiding threads: leadership, social responsibility, and global awareness. With care and respect for each student, we will empower women to enrich their lives, realize their full potential, and make valuable contributions to society. Cottey College will be a growing, vibrant, distinctive, and selective college for women, well known and respected for programs delivered in multiple and accessible formats, up-to-date facilities, and academic excellence.

COTTEY COLLEGE CORE VALUES
Cottey College’s core values are grounded in tradition and history as set forth by founder Virginia Alice Cottey and supported by the ownership of the P.E.O. Sisterhood. These seven values clarify our identity, past, present, and future.

   **Educate Women** to be knowledgeable and thinking members of a global society.
Promote Intellectual Growth through the study of science, culture, and society, and the development of strong practical skills, including communications, analysis, and problem-solving.

Cultivate Responsibility to encourage positive contributions from women through their personal and professional lives.

Respect Difference by creating a climate of openness and appreciations of a diversity of ideas, perspectives, cultures, experiences, and contributions that comprise a multi-cultural society.

Broaden Global Perspectives by immersing students in new cultures and experiences, and enhancing their understanding of the interconnectedness of our global economy and cultural practices.

Pursue Thoughtful Action by cultivating an atmosphere of inquiry, integrity, honesty and mutual respect.

Develop Women’s Leadership by providing opportunities to grow intellectually, socially, aesthetically, spiritually, and physically in order to realize individual potential.

COTTEY COLLEGE HONOR CODE
The Honor Code of Cottey College defines and expresses the ethical spirit in which we, the members of the Cottey community, pursue the education of women. Recognizing that a community of learning cannot function well without respect for basic moral order, we also understand that the furthering of excellence requires still greater commitments. Thus, in addition to basic moral principles, we also affirm Virginia Alice Cottey’s emphasis on the development of excellent personal character and the more specific ethical standards of the professional associations that oversee the conduct and quality of higher education.

We, the members of the Cottey College community, commit ourselves to act with
1. Personal responsibility.
2. Academic honesty and integrity of work.
3. Moral respect for persons and their property.
4. Ethical concern for the good of the College community and the broader society of humankind.

Embracing these ideals, we aim for the ongoing fulfillment of the mission of this college as a center of higher, humane learning.

ACADEMIC ASPECTS OF THE HONOR CODE
The following items are considered examples of academic violations of the Honor Code.
1. Dishonest preparation of course work. In the preparation of assignments, intellectual honesty demands that a student not copy from another student’s work. When writing a paper, it is proper to acknowledge all sources of information.
2. Dishonest examination behavior. The unauthorized giving or receiving of information during examinations or quizzes (this applies to all types, such as written, oral, lab, or take-home) is dishonest examination behavior. Unauthorized use of books, notes, papers, etc., is not acceptable.
3. Papers borrowed or purchased. It shall be considered an act of dishonesty for a student to submit to a teacher any paper that has been borrowed or purchased from any source whatsoever. Such a work is
not the true work of the student who submits the paper, and such action is as reprehensible as
copying from another paper during a test.

4. **Excessive help.** It shall also be considered an act of dishonesty for a student to receive excessive help
from another student with the preparation or writing of any paper that is to be submitted to an
instructor. Such excessive help shall be held to exist when it exceeds the general discussion of ideas.
In short, excessive help is that in which the helper rewrites all or any portion of the paper. The
individual instructor will define the parameters of legitimate help.

5. **Plagiarism.** Plagiarism is a form of stealing in which another person’s ideas or even his/her very
words are borrowed without acknowledgement or credit being given. Plagiarism may include from
directly copying an entire paper from a single source to merging together of quotations from many
sources; it exists when these sources are not properly identified and when quoted material is not put
in quotation marks or indented. Even when the student paraphrases the ideas of another writer, the
student is obligated to credit that writer.

6. **Aiding and Abetting.** Aiding and abetting, that is participating in any way in cheating, is considered
academic dishonesty and shall be treated with the same consequences.

7. **Unauthorized Collaboration.** A test or assignment is given to the individual with the expectation that it
be completed independently without assistance from another student or outside sources of
information unless collaboration with others or use of resource materials is specified by the
instructor.

The above-mentioned items are not the only violations to be considered. The Cottey College community
maintains that any violation of the spirit of the Honor Code is a violation. If a student is in doubt about
some practice, the student should consult an advisor and/or instructor.

An Honor Code grievance can be filed by any member of the College community including a student who
wishes to grievance themselves, either on their own accord or at the request of another member of the
College community. The chair of the Judicial Board should be notified immediately of any suspected
infraction of the Honor Code.

**Disciplinary Action for Honor Code Violations Including Academic Dishonesty**

Students who violate the Honor Code are subject to a grievance being filed against them. The grievance
will be reviewed by the Judicial Board of the College (see Section 4: Student’s Rights and
Responsibilities). The exception is the case of academic dishonesty. With respect to academic dishonesty,
faculty members of Cottey College are responsible for determining if a situation has risen to the level of
academic dishonesty (cheating) and for the discipline of students whom they believe to be guilty of
academic dishonesty in their classrooms.

The consequence of academic violations of the Honor Code of Cottey College will depend on whether the
violation is a single incident in a class or is the result of multiple violations that occur in one or more than
one class. The result of a single violation in a class may be either a grade of F on whatever work is
involved in the violation, with no possibility of redoing the work, or a course grade of F and expulsion
from the course. The faculty member teaching the class in which the academic dishonesty occurred will
decide which of these consequences to enforce, in accordance with the guidelines set forth above.

Any student found guilty of academic dishonesty will be reported by the faculty member to the vice
president for academic affairs. If it is determined by one or more members of the faculty that a student is
responsible for academic dishonesty more than once during their enrollment at Cottey, the vice
president, in his or her discretion, will determine whether the consequences for the dishonesty will exceed those for the individual class or classes. Depending on the severity of the violations, the vice president for academic affairs, in his or her discretion, reserves the right to expel the student committing the offenses from the College.

Any student who has had sanctions imposed by a faculty member and/or the vice president for academic affairs may appeal their case before an Academic Appeals Board to be appointed by the President each academic year. The President will appoint two students from the Student Academic Committee and two faculty members from the Faculty Academic Committee to serve on the Board. The Academic Appeals Board will be chaired by the chair of the faculty senate, who will serve in a non-voting capacity except in cases of a tie vote. If the chair of the faculty senate, other faculty member, or student member is involved in the case, the President will appoint an alternate member(s) to serve from the Faculty Senate and Student Academic Committee, respectively. The student appeal must be submitted in writing to the chair of the faculty senate within three school days of the date that the sanction was imposed. A hearing will take place within three school days of the submitted appeal. The decision of the Academic Appeal Board will be final.

Students are ethically responsible under the terms of the Honor Code for reporting occurrences of academic dishonesty to the faculty member in whose classes the alleged cheating may have occurred.

STATEMENT ON ACADEMIC FREEDOM
Cottey's view of academic freedom incorporates the principles of academic freedom stated by the American Association of University Professors (AAUP). The full statement can be found in the Faculty Handbook. The section pertaining to students is as follows:

Faculty share with the College’s administration the duty of providing academic freedom for students. Agreement with an administrator’s or faculty member’s personal opinions shall not be made a condition for academic success. As defined in the AAUP’s 1993 Joint Statement on Rights and Freedoms of Students, these also include freedoms of access to higher education, inquiry and expression, association, limited participation in institutional governance, student publications, and exercise of citizenship. Protection against improper academic evaluation, improper disclosure of academic records, and confusion of institutional authority with civil penalties are also specified.

THE INFLUENCE OF P.E.O. VALUES AT COTTEY
Cottey is the only nonsectarian college in the United States owned and supported by women for women. The College has been owned by the P.E.O. Sisterhood since 1927 when Virginia Alice Cottey presented her life’s work to the organization as a gift. As a philanthropic organization, P.E.O. supports six philanthropies that include the ownership of Cottey College, and five programs that provide higher educational assistance through scholarships, grants, awards, and loans.

In acknowledging the Sisterhood’s acceptance of her college, Virginia Alice Cottey said, “At the time the P.E.O. Sisterhood was beginning to foster the education of women, in a little town in Missouri I was struggling toward the same goal.” She also pointed out that the founders of P.E.O. selected yellow and white as the colors and the marguerite (daisy) as the flower to represent the organization; the same colors and flower were selected by the first group of Cottey students.
Virginia Alice Cottey believed that the College would be an asset to the educational purpose of the Sisterhood. In addition to supporting Cottey, the organization is committed to providing educational opportunities for women through five projects: the P.E.O. Educational Loan Fund, established in 1907, makes loans available to women pursuing higher education; the International Peace Scholarship initiated in 1949, provides grants-in-aid for women from other countries for graduate study in the United States and Canada; the P.E.O. Program for Continuing Education, established in 1973, is a grant program providing financial assistance to women who have previously discontinued their education and wish to resume studies due to changing demands in their lives; the P.E.O. Scholar Awards, approved by the Sisterhood at the 1991 Convention of International Chapter, gives scholarships to women who are pursuing advanced degrees or are engaged in advanced study and research; and the P.E.O. STAR Scholarship, established in 2008, provides a $2,500 award to high school senior women who wish to pursue post-secondary education.

Cottey College and the five projects reflect the primary goal of the P.E.O. Sisterhood—to assist women in pursuing their education. However, the essence of the organization lies in its original purpose. The Sisterhood was founded in 1869 at Iowa Wesleyan College by seven young women who were interested in perpetuating the bonds of their friendship. Those young women selected “general improvement” as their goal. The organization, through its programs and projects, searches for excellence. P.E.O. members continually strive to improve themselves and society and are loyal to five basic virtues—faith, love, purity, justice, and truth. Members maintain high ethical and moral standards, personal integrity, and respect for others.
Section 1:
Facilities, Offices, and Services

ACADEMIC ADVISING

Advisors
Every student is assigned a faculty academic advisor, based on academic interests. Students meet with their advisor to schedule classes for each semester and otherwise throughout the semester to talk about career interests, academic progress, and other topics of import. Student academic interests may change, and, if another faculty member's interests seem more related to a student’s new interests, the student can request an advisor change. Forms to change advisors are located in the Kolderie Center, Rubie Burton Academic Center, room 164. If you have questions about academic advising, please contact the coordinator of academic advising via phone at 417-667-8181, ext. 2131, or email smcghee@cottey.edu.

Student Participation
It is the responsibility of the student to fully participate in the advising process. The academic advisor serves as a resource for course/career planning and academic progress review and as an agent of referral to other campus offices as necessary. After consultation with the academic advisor, it is ultimately the student's responsibility to choose and implement the academic program. Additionally, each student should understand the importance of developing a positive relationship with the advisor since advisors often serve as mentors, references, and strong support systems throughout students’ collegiate careers.

General Statement of Advisor Expectations
The student will do the following:
• Consult with the academic advisor when necessary
• Discuss academic and career-related needs as they develop
• Be knowledgeable about academic policies, requirements, and procedures stated in the College Catalog
• Schedule appointments with the advisor and be on time for those appointments
• Be prepared for the advising appointment and bring appropriate materials
• Come to the advising session prior to course registration with the necessary forms, an idea of the type of courses needed, a list of alternatives, and the catalog for the transfer institution if applicable
• Discuss long-range goals including choice of major and career aspirations with the advisor
• Know academic requirements for continued enrollment and graduation
• Ask questions about policies, procedures, or requirements that are not understood
• Keep copies of relevant academic records
• Consult with the advisor with concerns related to academic progress, a change in program, courses to be taken at another institution, withdrawal from courses, or withdrawal from the College
• Be candid—discuss with the advisor what may be affecting the student’s ability to do the best coursework
• Follow through with appropriate action after the advising session
• Request reassignment to a new academic advisor if desired or if interests change
• Make final decisions and be actively responsible for her academic career
- Notify the registrar if an address change at any time
- Read her college mail on a regular basis, including email

(Adapted from Ohio University)

ACADEMIC AFFAIRS OFFICE
The vice president for academic affairs, VPAA, is the chief academic officer of the College and is responsible for the academic program. The VPAA works with faculty; the Kolderie Center; the Office of Academic Computing; the Library; the Office of Academic Records; the Serenbetz Institute for Women’s Leadership, Social Responsibility, and Global Awareness; and several committees. The Office of Academic Affairs is located in the Rubie Burton Academic Center, room 166.

ACADEMIC COMPUTING
The Office of Academic Computing is responsible for instructional technology, computer labs and suites, e-learning, student technology services, and library technology. The Office of Academic Computing is located in the Rubie Burton Academic Center, room 153.

ACADEMIC RECORDS
The Office of Academic Records is responsible for class scheduling and registration and permanently maintains an academic record (transcript) for each student. Students are responsible for notifying the Office of Academic Records regarding any changes in address or other relevant personal data. Students may request enrollment verifications and academic transcripts, in addition to obtaining necessary paperwork for changes in registration. The Office of Academic Records is located in the Rubie Burton Academic Center, room 168.

ACCESSIBILITY TO FACILITIES FOR PERSONS WITH DISABILITIES
Due to the age of the institution, some Cottey facilities may not be accessible to all individuals with limited mobility. The descriptions of facilities included under “History of Buildings” elsewhere in this handbook briefly notes which buildings may be accessible. If you require accommodations to ensure equal and equitable access or assistance exiting buildings safely in case of emergency, contact the coordinator of student disability services, whose office is located in the Kolderie Center, RBAC, room 164, via phone at 417-667-8181, ext. 2131, or email smcghee@cottey.edu.

ALUMNAE RELATIONS
The director of alumnae relations is the primary contact for alumnae of the College. The director is responsible for Founder’s Day Weekend, the online alumnae community and alumnae social media presence, class reunions, alumnae communications, Cottey Alumnae Clubs, and regional gatherings, as well as communications with current legacy students. The director also manages the Cottey College Alumnae Association (CCAA) Board. The Office of Alumnae Relations is located on the first floor of Main Hall.

ART GALLERIES
The P.E.O. Foundation Art Gallery is located in the Haidee and Allen Wild Center for the Arts. A wide variety of paintings, drawings, photography, sculpture, pottery, and other forms of art are on display throughout the school year. Exhibits include works by faculty members and regional professional artists. The Carolyn E. Conway Student Art Gallery is located in the Rubie Burton Academic Center. This gallery features the works of Cottey students currently enrolled in art courses, including drawing, painting,
photography, digital art, ceramics, and sculpture. The exhibits change many times throughout the year and are an interesting and creative showcase for Cottey's talented students.

**ASSESSMENT DAY**
Assessment Day is held on a Wednesday in April. It is a day set aside to evaluate the strengths of Cottey’s academic and co-curricular programs. Assessment Day began at Cottey in 1999 to answer the national call for more accountability in higher education. Also, in order to maintain its accreditation, Cottey must prove that students learn what our mission and learning outcomes say they will learn, and that the College is continuously working to improve programs for students. Student input is very important in this process, and student participation on this day is vital and expected. Classes do not meet so that students, faculty, and staff can all participate in this important day.

**ATHLETIC DEPARTMENT**
The athletic director is responsible for the College's intercollegiate athletic programs, the Cottey Comets basketball team, cross-country/track and field teams, volleyball team, softball team, and golf team. Cottey is a member of the National Association of Intercollegiate Athletics (NAIA). In addition to coaching, the director and the coaching staff are responsible for the recruitment of student athletes. The athletic department is a division of student life, and staff offices are located on the first floor and lower level of Hinkhouse Center.

**AUSTIN BOULEVARD**
Austin Boulevard is Highway 54; traffic is usually heavy! Please observe laws pertaining to pedestrians, and cross Austin Street only at the stoplight or the specially marked crosswalk. Use EXTREME caution. The following five steps are recommended: 1) always cross at the lights, 2) push the button, 3) wait for traffic to stop, 4) cross quickly, and 5) wave thanks.

**BIL HILL AND LODGE**
BIL Hill and Lodge, eight blocks south of the campus, can be reserved for workshops, recreation, and Friday/Saturday overnight retreats. The kitchen is equipped with cookware and dishes. The Lodge also has a pool table, stereo, TV and VCR/DVD player. A Wii machine is also available, and controllers and games may be checked out from the Library. Students desiring to reserve the Lodge overnight must request use of the facility using Cottey's online facility reservation system at least one week in advance. The request is processed through the Office of Campus Activities. Priority is given to suites and student organizations. Others may reserve the Lodge overnight with special permission by the vice president for student life or her designee.

**BOARD OF TRUSTEES**
The Cottey College Board of Trustees stewards the College and holds legal and ethical responsibility for the actions of the College. They provide direction and oversight through the clarification of the institution’s mission and goals and by setting and monitoring College policies. The board is comprised of 11 members who are appointed by the Executive Board of International Chapter of the P.E.O. Sisterhood, in addition to the president and first vice president of the International Chapter of the P.E.O. Sisterhood, who serve as ex-officio members. Members are selected on the basis of their potential to contribute to the effective operation of the College through their expertise gained as a result of their educational, professional, and community service experiences. Trustees serve a seven-year term and come from throughout the United States.
Cottey College Board of Trustees
June 2018

Kathryn Bayne (2018-2025)
Libertytown, MD

Sandra Laney, Ph.D. (2013-2020)
Seattle, WA

The Honorable James R. Bickel (2016-2023)
Nevada, MO

Diann McChesney (2015-2022)
Ridgefield, CT

Grace Chalker (2014-2021)
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Chris Scheuneman (2013-2020)
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Gary S. Cox, Ph.D. (2012-2019)
Lawrenceburg, KY

Hope Zoeller (2018-2015)
Louisville, KY

Cheryl Denslow (2017-2024)
Parker, CO

Sue Baker, Ex-Officio (2017-2019)
Warren, OH
President, International Chapter
P.E.O. Sisterhood

Georgann Douglas (2017-2024)
Fort Worth, TX

Brenda Atchison, Ex-Officio (2017-2021)
Nevada City, CA
First Vice President, International Chapter
P.E.O. Sisterhood

Tamara Kenworthy (2018-2025)
West Des Moines, IA

BOOKSTORE
The Cottey College Bookstore is located on the ground floor of Main Hall. Students may purchase textbooks, school supplies, posters, gifts, and many Cottey items at the Bookstore. The Bookstore offers a personal charge plan for students. Students may charge textbooks and school supplies only on this account, and a Cottey ID is required at the time of each charge. Students will be required to meet the following payment schedule:

Fall Semester
  Sept. 15—third of balance due
  Oct. 15—half of balance due
  Nov. 15—balance due

Spring Semester
  Feb. 15—third of balance due
  Mar. 15—half of balance due
  Apr. 15—balance due

IF SCHEDULED PAYMENT OBLIGATIONS ARE NOT MET, CHARGING PRIVILEGES WILL BE FORFEITED.

Textbooks may be returned for a refund in the same format as purchased within a one-week period after classes begin each semester. Students must have the receipt or charge slip, and the book must not be damaged or marked in. This is the only time textbooks may be returned except during buy-back, which is held during finals week each semester.
BULLETIN BOARDS
Bulletin boards are located in public areas around campus for general information purposes. Some bulletin boards are marked for use by specific offices, faculty, or student organizations or may be located in suites. Others are available for general postings. General-purpose bulletin boards may be used by students, recognized student organizations, faculty, and administrative offices without prior approval. To keep them attractive and current, the following usage guidelines have been established. Violators will lose the privilege of using bulletin boards and may be subject to disciplinary action.
1. Students and student organizations may not post signs, notices, and posters anywhere other than bulletin boards (such as entrance doors to buildings, exterior building walls, or interior surfaces in public areas) without special authorization from the vice president for student life. Items posted on prohibited surfaces will be removed, and the student or student organization involved may be charged for damages or special cleaning needs which may result.
2. Limitations may be made on the number, size, and length of time materials may be posted on bulletin boards by the coordinator of campus activities or vice president for student life.
3. Event or activity advertisements should be removed by the person or group who posted them within 24 hours after the event.
4. All signs, notices, and posters must include the identity of the sponsoring student, instructional or administrative office, student organization, or public business or organization. Items posted anonymously on bulletin boards will be removed.
5. Students and student organizations are expected to show common courtesy when posting on bulletin boards. For instance, other current signs, notices, and posters should not be removed or covered in order to hang a new item. Students and student organizations preparing items for posting on bulletin boards must also use good taste and judgment.
6. Any signs, notices, and posters, which are judged to be offensive by the vice president for student life or appear to be in violation of College regulations, will be removed.
7. General-use bulletin boards will be cleared of all items at the end of each semester.
8. Commercial advertising or solicitation, except for the personal and occasional sale of small items by members of the College community, must be approved by the vice president for student life. Signs, notices, and posters of a commercial nature, which have not been marked as approved, will be removed.
9. With the exception of events related to alcohol-awareness programs, commercial advertising involving alcohol is specifically prohibited. This includes signs, notices, or posters soliciting student involvement in events where the consumption of alcohol appears to be a significant part of the event.

BUSES
Students may purchase reservations for chartered bus trips to and from Kansas City International Airport (MCI) at the beginning and end of academic breaks and at Thanksgiving for $40 (subject to change) each way. This service is offered as a convenient alternative to the regular commercial bus route between downtown Kansas City and Nevada (Jefferson Lines). Chartered bus tickets are sold on a first-come,
first-served basis. Luggage restrictions are enforced due to space limitations. Students should arrive 30 minutes prior to departure time. Bus schedules, making reservations, and specific information may be found online at Cottey College - Chartered Bus for Current Students, or obtained from the Office of Student Life located in the Student Life Center, second floor, Hinkhouse Center.

**BUSINESS OFFICE**
The Business Office is responsible for the collection, disbursement, and accounting for all financial assets of the College. The office handles all inquiries regarding tuition and fees, student payroll, and student organization purchase requisitions. Students may also cash checks. (See Check Cashing this section.) The Business Office is under the direction of the vice president for administration and finance and is located on the first floor of Main Hall.

**CAMPUS ACTIVITIES OFFICE**
The coordinator of campus activities and calendar works with student organizations, faculty and staff, and numerous agents and performers to schedule and promote activities and events on campus. The coordinator also plans off-campus road trips, provides support to student organizations and sponsors, conducts leadership training, and coordinates individual and series ticket sales. Anyone wishing to reserve campus facilities for meetings or events must complete a facilities request available online. The coordinator also publishes the Cottey Connection, a weekly online newsletter, to inform the campus community of announcements and upcoming events. Submissions to the Cottey Connection may be emailed to connect@cottey.edu by 5 p.m., on Wednesday for inclusion in the next issue. The Campus Activities Office is located in the Student Life Center, second floor, Hinkhouse Center.

*Cottey College Performing Arts Series (CCPAS)*
Each year a well-rounded series of theatrical, musical, and dance performances, along with art gallery exhibitions, are offered for the enjoyment and education of the campus and community. Students and employees are admitted free. These performances require a ticket and some performances may sell out. Season tickets are available for those outside the Cottey community, as well as a patron program. The series is underwritten through endowed funds and gifts.

*Student Activities Committee (SAC)*
This committee plans, promotes, and produces a wide variety of performances including popular musicians, poets, comedians, folk singers, jugglers, and hypnotists, as well as other novelty and variety performances. Other events may include study breaks, lip sync competitions, Easter egg hunts, Grocery BINGO, and various types of free programming. SAC is made up of students, including elected officers, and all are encouraged to join. The coordinator of campus activities serves as its sponsor.

**CAMPUS EMPLOYMENT/FEDERAL WORK STUDY**
Campus employment and federal work-study are financial aid programs managed by the Office of Financial Aid. Student employment is primarily available as a portion of the student's financial aid package. First-year students who are awarded campus employment or federal work-study as part of their aid package, and who accept the award on their award letter, will be assigned to a position on campus. Students may earn up to the amount listed on the award letter. Students are paid at least minimum wage and receive a paycheck twice a month for the hours worked during that pay period. New student employees must complete employment eligibility paperwork (an I-9 form and W-4 forms) during Orientation.
If a position becomes available during the year, the Office of Financial Aid will place a notice in The Cottey Connection stating that applications are being accepted for a specific position. Any student who does not have a campus job may fill out an application.

Beginning in April, the Office of Financial Aid accepts employment applications for the next academic year. Any student who will be returning to Cottey for the next year can apply for a campus job. Even those students who currently work on campus must reapply in order to be considered for a job for the next year. The Office of Financial Aid is located in the Office of Enrollment Management in Main Hall.

**CAREER COUNSELING**
Career information and counseling are available through the Kolderie Center located in the Rubie Burton Academic Center, room 164. The coordinator for career and transfer planning/community liaison helps students explore their interests, skills, values, and personality preferences related to career goals through individual and group counseling. Students use the many resources available to identify majors and careers, including current publications on careers, majors, specific jobs, internships, study abroad, and scholarships. Workshops on résumé preparation, interviewing skills, and major/career selection are offered throughout the year. Information and opportunities for community volunteering, part-time and summer employment, and internships are also available through the coordinator.

**CENTER FOR THE ARTS**
The Haidee and Allen Wild Center for the Arts contains the 495-seat Auditorium, the 150-seat Missouri Recital Hall, and the P.E.O. Foundation Art Gallery. The Ticket Office in the Weber Foyer is open on the evenings of performances when tickets are required.

**CENTER FOR WOMEN’S LEADERSHIP**
The Helen and George Washburn Center for Women’s Leadership, CWL, is the grand 1926 house surrounded by the wrought iron fence located just south of Hinkhouse Center. The CWL contains a classroom, large meeting room, dining room, and full service kitchen and houses the Cottey Career Closet, a lending library of professional clothing. The CWL is also the home to the Serenbetz Institute for Women’s Leadership, Social Responsibility, and Global Awareness and its programs, including the LEO, Leadership, Experiences, and Opportunity, program.

**CHAPEL**
The main floor of the Chapel is used throughout the year for chapel services and other events. The Canadian Room, located on the main floor, is available for student use, and it is comfortably furnished. Campus spiritual life activities are under the direction of the coordinator of spiritual life and campus diversity, whose office is located in the Student Life Center, second floor, Hinkhouse Center, room 203. The coordinator can be reached at esigauke@cottey.edu.

**CHECK CASHING**
For the convenience of students, the Business Office will cash checks up to $125 from 8-9 a.m. and 1-4:30 p.m., Monday-Friday. Two-party checks will only be cashed if they are written to the student from her parents, grandparents, or other Cottey student. No three-party checks may be cashed. A valid student ID/keycard is required to cash a check. There is a $20 service charge for any returned check. A student may lose the check-cashing privilege as a result of writing bad checks. Six full-service banks are available in Nevada: First National Bank, Great Southern Bank, Heritage State Bank, U. S. Bank, Metz Banking Company, and Arvest Bank.
CHELLIE CLUB
The Chellie Club coffee house is located in the lower level of Hinkhouse Center. It is a great place to cozy up by the fire in a comfy chair with a book or join classmates for a group study session. The Chellie Club features deli items, ice cream, specialty coffees, soft drinks, and other snacks at reasonable prices. It is open on a limited basis for student, faculty, and staff use, and escorted guests are welcome.

COMUTER STUDENTS
The Office of Student Life in Hinkhouse Center serves as the primary contact for information for commuter students. The Nevada Room in the Library has been set aside as a special place for commuter students to study and relax, in addition to all the other areas on campus. A computer is available, as well as a refrigerator, microwave, and telephone, for outgoing calls; however, incoming emergency calls should be routed to the Office of Student Life in Hinkhouse Center at 417-667-8181, ext. 2126, so staff can assist in locating students.

Email is the official form of communication for the College. It is the student’s responsibility to check her email on a regular basis. In addition to email, commuter students will receive mailings from the College at their local address and/or their permanent home address, depending on the nature of the mailing.

Almost all College services available to residential students are also available to commuter students. Commuter students are welcome to eat in Raney Dining Room or the Chellie Club. Discount meal tickets are available through Dining Services in Raney Dining Room. Meal plan options are also available through the Business Office. It is possible to stay overnight with a friend or classmate in one of the residence halls, provided the hall director is notified. Interested commuter students may also be “adopted” by a residence hall suite in order to facilitate involvement in general student activities (see the director of housing for more information). Limited use of Hinkhouse Center facilities by family members can also be arranged by obtaining a usage pass from the Office of Student Life. (See “Hinkhouse Center” elsewhere in this section of the handbook.)

The Student Government Association, SGA, has designated one senator position for a commuter student representative. Commuter students may contact their SGA representative or the Office of Student Life if they have questions or if they have ideas that could be pursued in order to better meet the needs of commuter students.

COMPUTER LABS AND SUITES
The main computer labs are located in the Rubie Burton Academic Center, room 156 and the Judy and Glenn Rogers Fine Arts Building, room 218. Students may use any of the personal computers when the buildings are accessible as long as classes are not in session in the lab. The small computer lab is located on the second floor RBAC study lounge. Computer suites are located on the first floor of each residence hall. No food or drinks are allowed in computer labs or computer suites; a $25 fine will be assessed for violations of this policy.

COTTEY CASH
Cottey Cash may be used on campus in the Chellie Club, Raney Dining Room, or for purchases only in the Bookstore. Cottey Cash “dollars” are gift certificates that carry no cash value. They are not redeemable for cash. No credit or change will be given on unused portion of certificate. If you have any questions about Cottey Cash, you may contact the staff in the Office of P.E.O. Relations.
COUNSELING OFFICE AND SERVICES
The Counseling Office is located on the second floor of Hinkhouse Center in the Student Life Center and is designed to offer counseling services and programs to assist students in realizing their potential in all aspects of college life. Two professionally-trained counselors are available to provide counseling services including confidential short-term individual or group counseling for students experiencing personal, academic, or adjustment problems. Outreach through workshops and programs around campus focus on personal growth and development issues such as self-esteem, stress management, assertiveness, substance abuse prevention, eating disorders, depression, sexual assault, and other topics important to college women.

The Counseling Office is open Monday through Friday from 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m. To schedule an appointment, contact the student health office manager at ext. 2157. Please indicate if your needs are urgent to obtain immediate assistance. Crisis intervention is available after office hours and on weekends by contacting an R.A., the hall director on duty, or a peer listener for the emergency on-call number.

HIPAA Compliance
The Patient Privacy Notice describes how Protected Health Information about you may be used and disclosed and how you can get access to this information. Protected Health Information (PHI) is any information that relates to the past, present, or future physical or mental health or condition of an individual; the provision of healthcare to an individual; or the past, present, or future payment for the provision of health care to an individual. The policy is distributed to clients at the time of their first visit to the Health Services Office and the Counseling Office. For additional information, contact the student health office manager at ext. 2157.

The Student Assistance Program
Counselors can help students experiencing more serious emotional or substance abuse problems access the Student Assistance Program. The Student Assistance Program is designed to promote early identification and intervention for students dealing with emotional or substance abuse issues in order to promote the student’s academic success. Students may enter the Student Assistance Program voluntarily or become involved in lieu of certain disciplinary or administrative actions that may otherwise lead to dismissal. Students will be referred (or self-referred) for an initial assessment with a counselor who will make recommendations for continued treatment if needed. If treatment is needed beyond the scope of that available through the Counseling Office, the student will be provided a list of local qualified mental health professionals and will be assisted with referral for continued services at her own expense.

For Those Affected By an Alcohol or Drug Abuser
Persons who have alcohol or drug abuse problems always affect the lives of others, particularly family and friends. Confidential counseling is available through the Counseling Office in the Student Life Center for students affected by the alcohol and drug use of others.

DINING SERVICES
Meals are served in Raney Dining Room, located on the lower level of Robertson Hall. Twenty meals per week, Monday breakfast through Sunday brunch, are provided as part of the board contract for residential students. Commuter students may purchase discount meal tickets through the Dining Services office. A wide variety of food items are provided at each meal. A vegetarian and vegan entree is provided at each lunch and dinner. In addition, a large portion of Cottey’s food offerings is now gluten-free at each
meal. Additional servings of the main entrees are available by simply returning to the service line. Quality food preparation and an attractively decorated dining room both contribute to a pleasant dining experience. Special dietary needs should be expressed within the first few days of the student’s first semester. The director of dining services is available for individual menu planning and nutrition information.

**Your Cottey College ID/Keycard**
Students must present their ID/keycard or a temporary ID to enter the dining room. ID/keycards are not transferable. Students cannot lend their card to another person. Inappropriate use of an ID/keycard for meals will result in confiscation of the card and disciplinary action.

**Meal Policies**
Meals are provided for residential students. Commuter students and other members of the College community are welcome to eat in Raney Dining Room by paying the posted cash price at the door or by purchasing discount meal tickets. Members of the Cottey community are also welcome to bring escorted guests to meals. However, an advance reservation should be made for large groups with the office manager of Dining Services at ext. 2150.

**Dining Room Policies**
Generally, no food or utensils are to be removed from the dining room, and personal containers are not permitted unless approved by Dining Services. Students are asked to leave backpacks at the entrance area. Entrance to the dining room is restricted to the east doors of the dining room. Access for persons with disabilities is provided just south of the main entrance of Robertson Hall and by using the elevator located nearby.

**Conduct and Dress**
Responsible behavior reflecting respect for others and their property is expected of all persons using Raney Dining Room and the Chellie Club. Any student who engages in disruptive or inappropriate conduct will be asked to leave and referred for disciplinary action. No “game-related” activities are allowed in Raney Dining Room without prior approval from the director of dining services and the vice president for student life.

Proper attire is expected in the dining room at all times. No nightwear or swimwear will be allowed. Diners must wear shoes and clothing which covers the body. “DJs” may not be worn in Raney Dining Room without special permission from the director of dining services and the vice president for student life. Any students wearing inappropriate attire may be asked to change clothes before returning.

**Sunday-Dress Dinners and Brunch**
Sunday meals at Cottey have traditionally had more of a formal flair than those served during the rest of the week. Sunday’s semiformal brunch buffet is served from 10:30 a.m. to 1 p.m. and consists of a wide variety of hot breakfast and lunch items. This meal is intended to reinforce the sense of community that typifies Cottey. It is an opportunity to enjoy a leisurely time together, savoring well prepared, nicely served foods and practicing social skills useful to all. Dressier attire including dresses, skirts and blouses, and slacks is expected. Unacceptable attire includes sweats; athletic wear; t-shirts; pajamas; torn, faded, or ripped jeans; and casual shorts. Fashionable, dressy, knee-length shorts are acceptable. Male guests are not to wear caps or hats during dinner.
Special Functions
Dining Services can provide a wide variety of beverages, food, and snacks for receptions and meetings anywhere on campus. Contact the director of dining services for details and procedures to follow. Catering requests are to be submitted at least two weeks in advance of the event. Student organization sponsors should work with organization presidents to help ensure the necessary forms are filled out correctly, signed, and submitted in a timely manner. The director of dining services plans the Centennial Room suite dinners with students. (Refer to “Traditions” located in Section 5.)

Get-Well Meals
Students too ill to come to the dining room, or who are unable to walk, may obtain meals for takeout until they are able to return to the dining room. Contact the assistant to the chef and director of dining at 417-667-8181, ext. 2150 or amosher@cottey.edu to make special dietary arrangements or contact the Health Services office, a hall director, or an R.A. for a special meal ticket if you need this service. Students will be responsible to arrange for someone to deliver the meal to them.

Sack Meals for Off-Campus Events
Dining Services can provide sack meals when a recognized Cottey College organization is taking an out-of-town trip, or a class or department is taking a field trip. A small additional, interdepartmental charge will be assessed to cover the extra cost. Nonresidential students, faculty, or staff will be charged at the normal rate. Contact the assistant to the chef and director of dining at ext. 2150 at least one week in advance for this service.

EMERGENCY FINANCIAL ASSISTANCE
Emergency loan funds are available for students through the Business Office. Emergency loans are not made for personal bills such as telephone charges or car repairs. Those in need of emergency funds should make an appointment with the vice president for administration and finance. Financial assistance may also be available to students experiencing hardship related to their health and well-being or financial hardship that limits their involvement in academic and co-curricular enrichment opportunities.

ENROLLMENT MANAGEMENT OFFICE
The Office of Enrollment Management coordinates all campus visits and tours for prospective students. The vice president for enrollment management is the chief administrative officer responsible for College enrollment efforts. Golden Key, Cottey’s honorary student ambassadors, works closely with the Office of Enrollment Management to provide campus tours and host prospective students in the residence halls. The Office of Enrollment Management is located on the first floor of Main Hall.

FAXES
Students may send and receive faxes through the College switchboard at a cost of $1 for the first page ($2 for international faxes) and $.50 for each additional page ($1 for international faxes) and $.50 per page for incoming faxes. The fee must be paid at the Business Office where a receipt will be issued. This receipt is to be taken by the student to the switchboard to initiate the transmittal or pick up of the fax.

FINANCIAL AID
The Office of Financial Aid is responsible for managing all aspects of the financial aid program, including scholarships, grants, student employment, and student/parent loans. The goals of the financial aid
program are to provide assistance to eligible students with limited financial resources and to reward students for academic achievements and special talents.

The Free Application for Federal Student Aid (FAFSA) is used to apply for federal, state, and institutional financial aid. This application is available on October 1 of each year at www.fafsa.gov. Students must resubmit the FAFSA each academic year. Cottey’s priority deadline for the FAFSA is February 1. The Office of Financial Aid will determine a student’s eligibility for federal, state, and institutional need-based aid from the result of the FAFSA.

The College will coordinate the available sources of funding to assist students in meeting their financial need to the extent possible. Funding is limited, so no promise is made to fully meet a student’s financial need.

Institutions of higher education are mandated to establish and enforce minimum standards of satisfactory academic progress (SAP) for students receiving financial assistance. A student’s cumulative grade point average and the number of hours earned are evaluated by the Office of Financial Aid at the conclusion of each semester. A student must complete 67 percent of the credit hours attempted. A student with fewer than 57 credit hours must have a cumulative grade point average of at least 1.75. A student with 57 or more credit hours must maintain a cumulative grade point average of at least 2.0. Students not meeting the standards will be placed on financial aid warning for the following semester. During the financial aid warning semester, the student will continue to receive aid if otherwise eligible, but the student must meet SAP standards by the end of the warning semester or have an academic plan in place. If at the end of the financial aid warning semester the student has not met the standards, the student will be placed on financial aid suspension which means that a student will receive no further aid until the minimum standards have been met. The Office of Financial Aid is located in the Office of Enrollment Management in Main Hall.

HEALTH SERVICES
Student health services are provided in the Student Life Center on the second floor of Hinkhouse Center. Local physicians under contract with the College provide treatment for minor illnesses and injuries, health counseling, and referral services. The student health office manager is available to assist the physician during examinations and to assist students with their medical needs including referral, insurance questions, prescriptions, and transportation.

Health Services hours are posted in each residence hall. **Students needing to see a doctor should arrive at the Health Services Office at the beginning of the scheduled clinic time. The physicians may leave immediately after they have seen everyone needing their professional services.** If in doubt, contact the student health office manager at ext. 2157 to see if the physician is still available. Health Service hours are subject to last minute change or cancellation due to emergency situations beyond the control of the physicians.

Students who become ill or have an accident requiring immediate attention during hours the Health Services Office is closed should contact an R.A. or residence hall director for assistance. The Nevada Regional Medical Center provides 24-hour emergency medical services. Ambulances may be obtained by calling 9-911 from any campus phone. Many local physicians provide nonemergency care during weekdays between the hours of 8 a.m. and 5 p.m. Nevada also has one urgent care clinic that may provide extended evening hours. Please see “Physicians” in the yellow pages of the Nevada phone directory.
Health consultation services provided by the College are free but limited. Students who do not have complete health forms on file with the Health Services Office may be refused treatment. More complete medical services are available in the local community at the student's expense. Some form of medical insurance coverage is highly recommended to provide a degree of protection against the sometimes astronomical costs that may be associated with an accident or severe illness. If parents or guardian cannot be reached, the College may make decisions concerning emergency health problems for any student.

A Health Services physician cannot excuse a student from class—it is the student's responsibility to make arrangements with instructors for classes missed. However, at the student's request, the student health office manager may send notices to instructors, the academic advisor, and others who have a “need to know” when, in the physician's opinion, a student should not attend class due to illness or injury. This is not an excuse, but rather a notice intended to give the instructor more information about a particular student's absence. Each student is responsible for notifying the Office of Student Life in case of illness or injury requiring hospitalization or an extended absence from classes (more than one week).

Students who have been diagnosed with a contagious illness must notify the Health Services Office immediately. Diseases or illnesses considered public health threats and reportable include diphtheria; measles (rubeola); German measles (rubella); mumps; pertussis (whooping cough); hepatitis type A, B, Non A, or unknown; tuberculosis; meningitis; encephalitis; and AIDS/HIV. Students who leave the College for any length of time due to medical reasons, including mental health, are required to obtain clearance through the vice president for student life for return to the College campus. Students may be required to provide documentation from a qualified health professional that includes the diagnosis, course of treatment, current ability to return to a campus environment, and recommendations for continued care. These records will become part of the student's confidential health/counseling record. Any major change in health status, such as a diagnosis of diabetes, leukemia, epilepsy, or development of other serious health problems, should be reported to the Health Services Office as soon as possible.

HINKHOUSE CENTER
Hinkhouse Center facilities include the Student Life Center, the athletic department, the physical education department, classroom space, the athletic and fitness training facility, the gymnasium, the swimming pool, the Fitness Center, the student lounge, and the Chellie Club. Adjacent are outdoor tennis courts, batting and pitching cages, and playing fields. Several of these facilities double as both instructional and recreational space. Instructional and intercollegiate athletic use of dual-purpose facilities has priority over recreational activities. Previously scheduled intramural competition, aerobics classes, events sponsored by College offices, and activities organized by recognized student organizations (as approved) also have priority over the use of facilities for individual recreational purposes. Anyone interested in using any part of Hinkhouse Center for an event should check the Master Calendar online through SchoolDude for availability and should complete an online facility request.

The use of Hinkhouse Center facilities is normally limited to students, guests of students (with certain limitations), employees and their immediate family members. All persons using the facility must carry their Cottey ID/keycard or pass at all times. Guests must be accompanied by their Cottey host. However, the President of the College, vice president for administration and finance, or vice president for student life may permit other individuals or groups to use specific facilities. Any person engaging in
disruptive or destructive behavior may be subject to loss of facility privileges as deemed appropriate by
the vice president for student life and other College officials.

Dependent IDs for Family Members of Employees
Family members of employees must obtain a dependent ID/keycard or pass for the use of facilities in
Hinkhouse Center from the Office of Student Life on the second floor of Hinkhouse Center. Keycards will
be issued only to dependents who are 18 years of age and older; these are typically valid for the academic
year, or as long as the employee remains affiliated with Cottey. Those charged with supervising the use of
this facility may ask to see this pass for identification purposes at any time.

Usage Limitations. Children under 18 years of age may not be in Hinkhouse Center or any other campus
building unless a parent or another family member age 18 or older is present in that building.

Guests
Employees or their dependents may bring up to two guests with them to use Hinkhouse Center facilities
provided the age requirements noted above are observed. Guests must be accompanied by their Cottey
host.

Usage Limitations Related to Male Guests
Hinkhouse Center goes on keycard at the end of the business day and on weekends. Keycard hours are
listed in the “Emergency Information and Appendixes” section of this handbook. The following policies
define the times and circumstances when men may be in the building.
1. Men may be in Hinkhouse Center while the building is on keycard until the building closes at 1 a.m.
   Students shall not allow their male guests to be in the building after hours. Contact campus security to
   report a violation of this policy. Student hosts will also be held responsible for the behavior of their
guests, including any damages they may cause.

2. Male guests must be accompanied by student hosts. Unaccompanied men, who do not have reason to
   be in the building, should be asked to leave by students, employees, or if assistance is needed or
   desired, by security personnel. Male guests may not wait to meet their student hosts inside the
   building. Exceptions include dances and other occasions authorized by the vice president for student
   life.

   This rule does not apply to male employees, vendors and contractors, law enforcement and fire
   authorities, family members of employees, and special guests of the College. However, all family
   members must carry a dependent ID on their person that confirms their authorization to be in the
   building and use facilities. This card must be shown upon request by security personnel or anyone
   else who has reason to question whether someone should be in the building or is authorized to use a
   particular facility in Hinkhouse Center. Family members of employees may use all of the facilities in
   Hinkhouse Center according to the limitations described in this section of the Student Handbook.

3. Student hosts must be participants in whatever activity their male guests are engaged, and if
   requested, must allow others to use the facility in question.

Athletic and Fitness Training Facilities
The Athletic and Fitness Training Facilities are located on the main floor on the west end of the building.
The golf and multi-use area may be used when classes, athletic practices, or student or employee
wellness events are not in session.
Gymnasium
The gymnasium is located on the main floor. It is available for intramural, recreational, and organizational use when not being used for instructional purposes. Athletic equipment, including balls and tennis rackets, may be checked out and must be returned to a student Hinkhouse Center monitor when on duty. No overnight checkout will be permitted.

Guests of students must be accompanied by their hosts (no more than two male guests per student) and may use the gymnasium only when their hosts are active participants in the recreational activity (such as coed basketball or volleyball). Children under 18 years of age must have a parent or another family member age 18 or older present in the building. Those using the gymnasium before or after scheduled events are expected to abide by any directives from student Hinkhouse Center monitors, physical education instructors or coaches, or security staff; use equipment properly; put equipment (such as volleyball standards) back where found; and report any damage or misuse of equipment.

Hinkhouse Center Lounge
The lounge is located on the lower level next to the Chellie Club and is a great place to relax or to entertain male guests outside of the residence halls. The room is comfortably furnished and has a large screen TV, pool table, and foosball table. Student organizations and other groups may not hold meetings in this room without special authorization from the vice president for student life. Children under 18 years of age must have a parent or another family member age 18 or older present in the building.

Student Life Center
The Student Life Center is located on the second floor of Hinkhouse Center. The center includes the offices of Health Services, Counseling, Campus Activities, Housing, Spiritual Life and Campus Diversity, and the Office of Student Life.

Swimming Pool
The swimming pool is located on the main floor with entrance gained from the downstairs locker rooms. It is available for open swimming to students, employees, and family members of employees during posted hours.

Fitness Center
The Fitness Center is located on the lower level. It is equipped with a variety of cardio and strength training equipment including weight machines, stationary bikes, rowing machines, treadmills, stair climbers, and free weights. Basic use instruction is available through the weight training class instructor or specially-trained students. Except for scheduled classes, the Fitness Center is open during posted hours and may be used by all members of the academic community. Children under age 16 are not allowed in the Fitness Center unless accompanied by a parent or another family member age 18 or older.

HOUSING OFFICE
The mission of the Housing Office is to provide each student with a safe, comfortable, and supportive environment fostering personal growth and enrichment through the cultivation of relationships and life-long interpersonal skills. Residence life at Cottey enables students to focus on becoming learners, leaders, and citizens. The Housing Office is located on the second floor of Hinkhouse Center in the Student Life Center. The director of housing is responsible for the overall administration of all residence hall activities,
including supervision of the work of the hall directors, organization and training of all residence hall staff members, organization and training of suite chairs, and working with the director of the physical plant to see that the physical facilities of all residential buildings are kept in proper repair. The director is responsible for working in conjunction with the vice president for student life in establishing and evaluating residence hall policies and procedures.

ID/KEYCARDS
The ID portion of the ID/keycard is used for identification purposes, as appropriate and necessary, when entering Raney Dining Room; checking out library books; cashing checks; charging on account; borrowing certain pieces of equipment; entering the swimming pool and campus performances; and verifying student enrollment. Students must provide their name and show their ID/keycard when requested by any College employee including security personnel.

The keycard portion of the ID/keycard is part of a system intended to provide building access to students and employees. The system is a vital component of the safety measures the College provides to protect students and, on a secondary level, property. The various keycard readers around campus are programmed to give students access to their residence hall and other buildings on campus according to the schedule printed in the back of this handbook or as described in official notices for special events.

A fee of $10 is assessed annually for a student ID/keycard. ID/keycards are intended to be used only by those to whom they are issued. They may not be sold, given away, used to provide access to nonstudents, or loaned to or borrowed by anyone, including fellow students. It is also improper to hide an ID/keycard outside of a building for later use by oneself or others or possess more than one ID/keycard. Misuse of an ID/keycard for any reason will lead to disciplinary action.

ID/keycards that are lost or defective may be replaced in the Student Life Center in Hinkhouse Center. A fee of $10 will be charged to replace lost ID/keycards and may be paid to the student health office manager who also issues ID/keycards. ID/keycards that become defective due to normal wear and tear will be replaced without charge. Residential students who lose or misplace their ID/keycard should notify the student health office manager at ext. 2157 or the physical plant office manager at ext. 2155 immediately. A temporary ID (for use in the Library, Raney Dining Room, and to cash checks in the Business Office) may be issued by the student health office manager in situations where a student believes the ID/keycard is simply misplaced and needs time to locate the ID/keycard. Lost or defective ID/keycards must be replaced within two weeks.

INSTITUTIONAL ADVANCEMENT OFFICE
The Office of Institutional Advancement is located on the first floor of Main Hall. The vice president for institutional advancement is the chief development officer of the College. The vice president for institutional advancement is responsible for overseeing the College’s constituency relations and gifting processes and providing P.E.O.s, alumnae, corporations, foundations, and the Nevada community with information about Cottey College and the gift opportunities available. This office is responsible for recording, transmitting, receipting, and acknowledging all gifts to the College. The following departments are located within Institutional Advancement: Advancement Services, Alumnae Relations, Development, and P.E.O. Relations.

INTERNATIONAL STUDENT SERVICES
A variety of special services for international students are offered by Cottey College. The international education and international student support coordinator provides academic assistance for international students, including support for study abroad and exchange programs. The coordinator also helps international students obtain visas, if needed, to travel with their class on the spring break international trips. The office is located in the Kolderie Center, RBAC, room 164.

The director of financial aid or the international education coordinator is a designated school official or DSO for SEVIS. The DSO reports enrollment information to SEVIS and processes and signs I-20 forms. The office is located in the Enrollment Management Office in Main Hall.

The coordinator of spiritual life and campus diversity is also a significant resource and support for international students. In addition to supporting students’ adjustment to the United States’ culture and the Cottey community, the coordinator can connect international students with area host families. The office is located in the Student Life Center.

**INTERNSHIPS**
An internship is a great way to get early job experience, as well as make valuable networking connections. Internships are available throughout the year with a variety of businesses, organizations, and nonprofit agencies. A successful internship provides students with an opportunity to apply their classroom learning to the workplace. Employers and graduate schools value students who have put classroom concepts and skills to work in a “real world” environment as being both realistic and productive.

An internship database is available in the Kolderie Center with information on both established and potential internships for Cottey students. Past internships include H&R Block, Ward/Kraft, the *Nevada Daily Mail*, the Missouri Board of Probation and Parole, Nevada attorney offices, Vernon County Historical Society (Bushwhacker Museum and Jail), Nevada/Vernon County Chamber of Commerce, Council on Families in Crisis (Moss House), and more. Please contact the coordinator for career and transfer planning/community liaison at rhampton@cottey.edu or ext. 2184.

**JUDY AND GLENN ROGERS FINE ARTS BUILDING**
The Judy and Glenn Rogers Fine Arts Building, built in 2015. Joined to the renovated Neale Hall by an atrium, the facility houses the music, art, and dance departments. It includes studios for the visual arts and practice rooms for the music department as well as classrooms and faculty offices. It is joined to Main Hall by an elevated glass walkway.

**KOLDERIE CENTER**
The Kolderie Center is located in the Rubie Burton Academic Center, room 164, and focuses on student academic assistance, student career planning, international education, and next steps (also see “Career Counseling,” “Library,” and “Volunteer Opportunities” in this section). Professional staff is available to assist students with

1. Academic advising
2. Career planning and college major selection, including both individual career counseling and informal group workshops held throughout the year
3. Student Disability services
4. Individual and group instruction in developing and enhancing college learning skills for academic success
5. Assistance with identifying and securing study abroad placements
6. Résumé preparation, interviewing skills, and full-time and part-time employment
7. Volunteer and internship experiences in the local community and information on internships worldwide
8. Use of the career library that contains college catalogs, videos/CDs and literature, a computer-aided career exploration program, and an extensive collection of career planning references
9. Information regarding TOEFL, ACT, SAT, GRE, LSAT, MCAT, and other graduate program tests

LEADERSHIP EDUCATION AND DEVELOPMENT
Six core beliefs guide the Cottey College commitment to leadership:
1. Leadership can be learned.
2. Leadership is not positional and can be practiced by any member of a team.
3. Leadership development and education can benefit everyone.
4. Leadership includes an ethical component designed to benefit the greater good.
5. Leadership is a process that each woman should understand for herself.
6. Leadership is a relational process that involves both leaders and collaborators.

Cottey supports students’ leadership development and education via several means. Courses in organizational leadership provide students the theoretical foundation on which to build their knowledge, skills, and abilities. Student organizations provide “leadership laboratories” where students develop and grow as leaders. The Serenbetz Institute further supports leadership development through programming, events, and coordination of leadership development efforts across campus.

The Serenbetz Institute for Women’s Leadership, Social Responsibility, and Global Awareness: The Serenbetz Institute for Women’s Leadership, Social Responsibility, and Global Awareness, housed in the Helen and George Washburn Center for Women’s Leadership, was established in the fall of 2010 and named in recognition of a gift to the College by donor Thelma Serenbetz in 2014. The Serenbetz Institute supports Cottey College’s mission to educate women so they may realize their full potential as “learners, leaders, and citizens.” Leadership development opportunities administered by the Serenbetz Institute include the LEO program; events that promote understanding of issues influencing women’s leadership in a changing world, and Serenbetz grant programs. Inquiries regarding Serenbetz initiatives may be directed to the director of leadership development at ext. 2116 from any campus phone or by email at institute@cottey.edu.

LEO Program: Through the LEO (Leadership, Experiences, Opportunity) program, students can achieve four levels of certification as a student leader. Through LEO, students focus on the leadership aspects of activities and organizations in which they are already involved, attend interactive workshops, and participate in special events that include dinners, guest speakers, and cultural activities.

Serenbetz Grants: The Serenbetz Institute supports students’ leadership projects related to the Institute’s themes (Women’s Leadership, Social Responsibility, and Global Awareness). Students may apply for the following Serenbetz grants:
• Summer Leadership Internships – funding for experiences that allow for exploration of leadership from within a community, governmental, political, or non-profit organization.
• Leadership Immersions – funding for intensive academic study or personal enrichment travel experiences related to the three threads of the Serenbetz Institute and the student’s major.
• **Undergraduate Research Grants** – funding for students to explore an area of study through faculty partnership in a research project.

**Curricular Offerings:** Cottey offers a Certificate in Organizational Leadership and a Bachelor of Arts in Organizational Leadership. Organizational Leadership courses offer students an interdisciplinary approach to understanding leadership as well as opportunities to apply their learning to their own leadership development.

**LEARNING SKILLS ASSISTANCE AND THE COTTEY COLLEGE LEARNING CENTER**
The faculty should be the primary source of assistance for students needing help to meet the academic requirements of individual courses. Self-help resources are available in the Kolderie Center. Learning skills classes, titled “Strategies for Academic Success,” are offered each semester and are taught by the coordinator of student disability services, academic advising, and student success programming. The times and locations of these classes are printed in the Class Schedule booklet. During these classes, the student will identify practical techniques to increase academic success at Cottey. Students may also seek individual learning assistance by contacting the coordinator of student disability services, academic advising, and student success programming in the Kolderie Center, RBAC, room 164.

The Cottey College Learning Center, located in the lower level of the Library, houses the Tutoring and Writing Centers. Tutoring services include math and reading specialists as well as writing and content specific peer tutors on a drop-in, first-come, first-serviced basis 6-9 p.m., Monday through Thursday. Content areas may change from semester to semester, based upon tutor availability and interest. An up-to-date schedule of tutoring services is available online through the College website.

**LIBRARY**
The Information Commons on the main floor of the Ross Memorial Library provides areas for group study, class instruction, and assistance from the librarians and other staff. Quiet study areas are found on the lower level and in some areas of the balcony. Also located in the lower level of the Library are the Writing Center and Peer Tutoring. A member of the English department provides oversight for the Writing Center, and the coordinator for academic advising, student support, and student disability services oversees the tutoring program. Students may contact the coordinator to discuss opportunities to become a peer mentor and/or tutor on campus or if they are in need of tutoring in an academic subject area.

Your Cottey ID/keycard is required when checking out library materials or using reserve material. Reserve materials are used at the discretion of the instructor who put them on reserve for a class, and the fine accumulates much faster for a reserve item that is overdue than for other overdue items.

Drinks are restricted to areas where computers are not located and must be contained in covered, no-spill containers. Open food or drink containers are permitted only in the lounge located on the upper level of the Library.

If a student needs a book not found in the Cottey Library, the student may complete a request to obtain the book from another Missouri library in the MOBIUS Consortium. If the student needs an article or a book not found on MOBIUS, it can be requested through the Ross Library’s interlibrary loan service.
Unauthorized removal of library material from the Library is a violation of the Honor Code. If a Cottey Library item is damaged or lost, the responsible student will be charged for replacing the item plus a handling fee. If an item from another library is damaged or lost, the lending library determines the fees. Theft of library material is illegal and may be reported to proper authorities. Unpaid fees may result in a block on the release of the student’s academic record.

LOST AND FOUND
Lost and found bins are located at the receptionist booth of each residence hall. Items found should be turned in to the receptionist. If a student believes the loss is a result of theft, she should notify an R.A. or hall director. At the end of the academic year, items left in a student's room are turned over to Physical Plant.

MAIL AND UPS SERVICES
Student mail is delivered to the residence halls in a timely manner if the address contains the following information: student name, residence hall, address, city, state, and zip code. Delivery may be delayed if the full name and residence hall are not present. All residential students are given a mailbox in their residence halls. Commuter student mail sent from the College is delivered to the student’s local address and/or the permanent home address, depending on the nature of the mailing.

Outgoing mail is picked up in the residence halls and in the Service Center (Main Hall) Monday through Saturday. Packages to be sent by U.S. mail service should be taken to the Service Center no later than 3 p.m., Monday through Friday. A change in permanent home address and/or local address should be reported in writing to the Office of Academic Records and the Service Center.

Packages received from UPS (United Parcel Service) will be delivered directly to each residence hall. The receptionist on duty will notify students who receive packages. Each student who receives a package must claim the package in person as a signature is required. Packages received by other special carriers, such as Federal Express, will be delivered to the Service Center located in the lower level of Main Hall. Service Center personnel will notify students that they have mail for which they need to sign. Oversize mail must also be picked up in the Service Center.

Students who wish to ship packages via UPS may do so at the Physical Plant between the hours of 8:30 a.m. and noon and 1-4:30 p.m., Monday through Friday. All UPS packages must meet size and weight specifications; details on these specifications are available at the Physical Plant. Charges must be paid at the time an item is shipped.

MARKETING AND STRATEGIC COMMUNICATION DEPARTMENT
The Marketing and Strategic Communication Department is the campus-wide voice for both external and internal audiences with the mission of increasing the visibility and reputation of Cottey College. Marketing maintains responsibility for all facets of media relations, website content, social media, branding, and strategic partnership development. This department includes the vice president for marketing and strategic communication, marketing assistant, director of public information, and public information assistant. The Marketing and Strategic Communication department is located on the second floor of Main Hall.
MASTER CALENDAR
The Master Calendar is located online and administered through the Office of Campus Activities. Meetings and programs in College facilities must be requested through the online reservation system, SchoolDude. A meeting or program will normally not be scheduled that conflicts with an event intended for the entire campus. The process for reserving a College facility is found under “Use of Facilities and Related Policies” in this section of the handbook.

P.E.O. RELATIONS
The director is responsible for P.E.O. communications; P.E.O. bus trips and campus P.E.O. visitors; student recruitment packets for P.E.O. use at state/provincial/district conventions, college fairs, counselor visits, and student gatherings; Vacation College; coordination of Cottey P.E.O. Seminar; and managing Cottey’s presence at P.E.O. International Convention. The Office of P.E.O. Relations is located on the first floor of Main Hall.

PHOTOCOPY MACHINES AND “COPY CARDS”
A photocopy machine is available in the Library for general student use at a minimal charge per copy. There is also a photocopy machine in the Service Center, located in the lower level of Main Hall, and the Student Life Center on the second floor of Hinkhouse Center where students can make copies of student organization-related items such as meeting agendas, minutes, constitutions, event notices, etc. Student organization-related copying involves the use of a “copy card,” which is issued by the Service Center manager to organization presidents. These copies will be charged to the organization’s account in the Business Office. Copy cards must be turned into the Service Center prior to the end of the academic year. The fee for lost copy cards is $5 and is paid to the Business Office. Students are expected to comply with all applicable copyright laws.

PRESIDENT’S OFFICE
The President’s Office is located on the second floor of Main Hall. The President is the chief executive officer of the College and is responsible for providing leadership that promotes the mission and goals of the College. The President works closely with the Student Government Association and appoints students to serve on various campus committees as a part of Cottey’s shared governance structure. The President welcomes opportunities to meet students. Appointments may be by contacting the President’s Office.

RUBIE BURTON ACADEMIC CENTER
The Rubie Burton Academic Center (RBAC) is composed of two wings. Alumnae Hall contains classrooms, faculty offices, and student and faculty lounges. The Office of Academic Affairs, Academic Records, Academic Computing, main computer lab, student publications, and the Kolderie Center are also housed in this wing. Grantham Hall houses well-equipped science laboratories, classrooms, faculty offices, and student and faculty lounges.

The Rubie Burton Academic Center is generally open for student use from 7:30 a.m.-1 a.m. Students may study in general classrooms and seminar rooms when they are not in use. Rooms may be reserved for organizational meetings by completing a SchoolDude room request on the intranet.

Food and Beverage Policy Rubie Burton Academic Center
- No food or beverages of any kind are allowed in any of the science or computer classrooms.
- Food and beverages are generally limited to the student lounge area.
• Coffee, tea, or water will be allowed in classrooms and the second floor study room as long as it is in a covered container. Water in bottles is also acceptable. “Covered containers” do not include Styrofoam and paper cups with covers like those provided at fast food establishments.

SERVICE CENTER
The Service Center is located on the lower level of Main Hall. Some of the services available to students at the Service Center are:

1. Copy machine—organizations, faculty, and staff accounts are charged five cents a copy. Personal copies are ten cents a copy.
2. Copy duplicator—charges are 50 cents per master, plus paper cost. Twenty-pound paper is one cent a sheet.
3. Mail services—postage meter applies postage to letter or package.
4. Wrapping packages—brown paper, bubble pack, string, and tape are all free of charge to anyone wishing to wrap her own packages.
5. Print jobs—for clubs, organizations. Jobs printed on the printing press need a lead time of 10-12 days or longer.

SPiritual Life and Campus Diversity
The coordinator of spiritual life and campus diversity provides primary leadership and support for the spiritual life of the campus community and helps create a campus community where diversity and inclusion are appreciated, celebrated, and advanced. The office is located in the Student Life Center, second floor Hinkhouse.

Spiritual Life
The College recognizes spirituality as an important component of personal development. Cottey strives to provide educational opportunities for increased understanding of the significance of spirituality and an appreciation for its many forms by creating opportunities for spiritual development in a nonsectarian atmosphere that is inclusive of a multi-faith perspective reflective of Cottey’s diverse cultural, ethnic, religious, and spiritual community.

The coordinator of spiritual life and campus diversity provides leadership for Cottey’s spiritual life program and collaborates with members of the campus community and others to plan activities throughout the year. Events may include services for special events, on- and off-campus retreats, opportunities for personal discovery and religious and spiritual development, and activities designed to educate the Cottey community about various world religions and faith perspectives through multi-faith dialogue. In addition to providing leadership for the spiritual life program, the coordinator of spiritual life is available to assist students in meeting their spiritual needs by providing individual and group support.

InterVarsity is an active interdenominational student organization. In addition to sponsoring social activities, they also schedule weekly meetings for Bible study and fellowship.

Cottey has a long tradition of student involvement with the Nevada faith community. This rewarding relationship remains a cornerstone of Cottey’s spiritual life plan. Students who express an interest in participating in religious activities in the community are linked with members of the church of their choice. Many churches have “host family” programs that serve to not only enrich the experience of the students and families involved, but also enhance the relationship between Cottey and the Nevada community.
Campus Diversity
Cottey is committed to creating a campus community where diversity and inclusion are appreciated, celebrated, and advanced. The coordinator of spiritual life and campus diversity offers programs that increase awareness and appreciation of diversity and support multicultural understanding, leadership development, equity, inclusion, social justice, peace, and community building. The coordinator provides support for students from ethnically and multiculturally diverse backgrounds and is available for individual mentoring and support. The coordinator also organizes and/or supports campus multicultural observances such as Hispanic Heritage Month, Native American History Month, Black History Month, Martin Luther King Day of Service, Women’s History Month, Peace Week, and similar diversity initiatives. The coordinator also provides opportunities for students to be involved in outreach to the Nevada and surrounding communities that promote diversity and inclusion.

STUDENT DISABILITY SERVICES
Cottey College is committed to assuring equal access for students, staff, and faculty with disabilities, as well as guests and visitors to the campus. It is the College’s policy to permit service animals as defined by the Americans with Disabilities Act and may permit emotional support animal, as determined on a case-by-case basis, to reside in the residence hall with a student with a documented disability as a reasonable accommodation. (See Service Animal and Emotional Support Animal Policy pp. 68-73.)

Cottey College is dedicated to providing qualified students with disabilities equal access to college programs, services, and activities under the Americans with Disabilities Act (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973. The College community, through reasonable accommodations, ensures that no otherwise qualified person with a disability be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination with regard to any program or activity offered by the College.

To initiate a request for disability services, students must complete the Voluntary Request for Student Disability Services form and provide documentation of their disability. Student documentation must adhere to Cottey College’s Documentation Guidelines, which can be found on the College website or by emailing the coordinator of disability services at smcghee@cottey.edu. All documentation and information is confidential and will only be released to appropriate personnel on a need-to-know basis with expressed written communication from the student.

The coordinator of disability services acts as a link between students and Cottey's campus. As such, all accommodations are determined on an individual case-by-case basis, dependent upon the barriers that a student is experiencing. If students received special education services throughout K-12 schooling, no guarantee exists that the same accommodations will be granted to them in college. Students must initiate a request for services and are fully responsible for ongoing assistance. This should be done as early as possible in the academic year, preferably within the first two weeks of each semester, so accommodations can be provided in a timely manner. Accommodations cannot be implemented retroactively.

Assistance is also available for faculty and staff who teach or provide services to students with disabilities. Accommodations are individualized and flexible, based on the student’s request, the nature of the disability, and the academic environment. Requests cannot be guaranteed to be granted. A thorough review of all submitted documentation and an interview takes place before it is determined whether a
disability substantially limits a life function. Complete documentation is required to verify students’ disabilities and to be considered for accommodations.

Students requiring accommodations for access may contact the coordinator of student disability services, academic advising, and student support programming via campus phone at ext. 2131, email smcghee@cottey.edu, or in the Kolderie Center, RBAC, room 164. Any person dissatisfied by a decision concerning academic or residential accommodations may contact the vice president for academic affairs at ext. 2128, in person in the Office of Academic Affairs, or by email at acadaffairs@cottey.edu, the vice president for student life at ext. 2126, in person in the Office of Student Life, or by email at ladams@cottey.edu (residential accommodations) or the director of human resources at ext. 2103, in person in Main Hall, or by email at bmcreynolds@cottey.edu (either). If, after contacting the appropriate vice president or the director of human resources, a student believes that the college has not met its obligations, she may file a complaint with the Office of Civil Rights with the Department of Education. For more information, see OCR Complaint Process.

STUDENT LIFE CENTER
The Student Life Center is located on the second floor of Hinkhouse Center. It includes the offices of Counseling, Health Services, Housing, Campus Activities, Spiritual Life and Campus Diversity, and the Office of Student Life. The athletic department is a division of Student Life, with offices located on the main floor and lower level of Hinkhouse Center. (See each office for a description of services.) In addition to the specialized services available through each office, the staff works together to provide student developmental programming throughout the year. Programming is facilitated through workshops, seminars, groups, and other activities.

STUDENT LIFE OFFICE
The Office of Student Life is located on the second floor of Hinkhouse Center. The vice president for student life is the chief student personnel officer of the College. The vice president reports to the President and is the primary administrative advocate for students. The vice president for student life works with students and College staff to improve the quality of student life. The vice president serves as cosponsor of the Student Government Association (SGA).

TICKETS FOR CAMPUS PERFORMANCES
Tickets are needed for all events occurring in the Center for the Arts that charge an admission fee to the public. Events in Raney, Hinkhouse Center, B.I.L. Lodge, and the Chapel do not require tickets. Tickets are available during office hours in the Office of Campus Activities in the Student Life Center on the second floor of Hinkhouse Center. The Ticket Office in the Center for the Arts is also open on the evenings of performances when tickets are required.

Students are entitled to one ticket per show. Tickets are available on a first-come, first-served basis; however, due to a high demand for popular performances, it is occasionally necessary to limit ticket availability. Students and employees may pick up their tickets prior to going on sale to the community. Remaining tickets are then made available to the community. Students are admitted free to all performances sponsored by the College.

USE OF FACILITIES AND RELATED POLICIES
Space within each Cottey College building (plus its adjacent grounds and any outbuildings associated with it) will be scheduled online through SchoolDude. Building supervisors will deal with policy matters,
and building coordinators will handle day-to-day procedures. Building supervisors will allocate and assign space for long-term use.

Use of campus facilities must be in keeping with the mission of the College and is subject to approval by the coordinator of campus activities. Special or unusual circumstances may be approved by the vice president for student life, the vice president for administration and finance (for use by outside agencies and individuals), or the President.

To reserve space for an event or meeting and to check on facility availability, go into SchoolDude on the intranet and complete a schedule request. The coordinator of campus activities will approve the usage or contact you. Please complete requests at least a week in advance.

**VANEK FAMILY MEMORIAL SOFTBALL FIELD**
The Vanek Family Memorial Softball field was constructed in 2012 with a generous gift from Dorothy Vanek. The field is home to the Comets Softball Team and is where all of their home games are played.

**VOLUNTEER OPPORTUNITIES**
Volunteering provides an excellent avenue for interested students to explore career options while helping the residents of the local community. Volunteer experience gives graduates an advantage in college admission, job placement, internships, and entering a major. Students can volunteer almost anywhere. Some of the more popular volunteer sites include local elementary and middle schools, Nevada Parks and Recreation, Nevada Housing Authority, YMCA, and the Council on Families in Crisis (Moss House), a shelter for families affected by domestic violence. Individualized placements can be arranged based on student interest.

Those interested in volunteering should contact the career and transfer planning coordinator/community liaison in the Kolderie Center, RBAC, room 164, through email at rhampton@cottey.edu or call ext. 2184 from any campus phone.
Section 2: Residence Hall Information, Policies, and Procedures

INTRODUCTION
This section contains information and policies applicable to resident students. The “Cottey College Residence Hall Agreement” contains additional information and policies that directly affect residence life.

COTTEY COLLEGE RESIDENTIAL REQUIREMENT
Freshmen and sophomore students are required to live on campus unless they meet at least one of the criteria listed below.
- Live with a parent, guardian or spouse
- Are 21 years of age or older
- Completed 48 credit hours
- Enrolled as a part-time student

To be eligible for housing, a student must be enrolled at the College on a full-time basis for a minimum of 12 credit hours per semester, unless written permission is given by the vice president for student life. Any freshmen or sophomore who is not eligible to live off campus but wishes to do so must submit a written request to the vice president for student life providing details to support an exception to the residential policy.

COTTEY COLLEGE RESIDENCE HALL AGREEMENT
The terms, conditions, and responsibilities regarding living in the residence hall are as follows:

1. Under this agreement, the student may use her assigned space and the residence hall facilities. Rooms may be occupied only by the assigned students or registered guests. Room changes may be made only after written approval is given by the director of housing.

2. The cost of room and board (for double occupancy) is printed in the current Cottey College Catalog. Upon acceptance to Cottey College, a $100 advance fee deposit is due. This fee is credited to the student’s bill for the first term and must be paid prior to the assignment of a room.

3. Halls are closed between semesters and during spring break, except by exception. Rooms are not to be occupied by students during these periods. Residents who have not vacated the residence hall by the designated time prior to a break risk losing all or part of their security deposit.

4. The College may make a room change for a variety of reasons, including a) when the living situation jeopardizes a student’s academic and/or personal growth; b) to ensure maximum utilization of space and resources; or c) when chronic, disruptive behavior interferes with suite, academic, or personal life.
5. The College is not responsible for loss of or damage to personal property or for failure or interruption of utilities, such as heat, water, electricity, etc.

6. Authorized College personnel may enter student rooms without the resident’s permission. Authorized personnel may also search a student’s room, including closets, drawers, desks, and other containers located in the room without notice or consent. Students should have no expectation of privacy in student rooms or shared areas of the residence hall.

7. Student rooms, as well as shared areas of the residence halls, are to be kept reasonably clean and orderly at all times. Periodic or occasional inspections of student rooms may be made to check for and ensure healthy and safe living conditions. Appliances (such as personal refrigerators, microwave ovens, etc.), lofts, pets (except fish), and bicycles are not allowed in the residence halls without advance permission from the director of housing or the vice president for student life. Bicycles may be stored in outside racks or in the designated basement area of P.E.O. Hall. Furniture is not to be stacked, piled, taken apart, or removed from rooms or shared areas.

8. Tacks, nails, screws, tape, and permanent adhesives are not to be used on walls or furnishings anywhere within a suite or a room. Individuals and/or an entire suite will be charged for damages to walls. Carpet in student rooms may not be attached to the floor by the use of carpet glue, any type of tape, etc.

9. Any poster or item that may be offensive or out of harmony with suite décor is prohibited in the suite living room, including the living room side of the bedroom door. Additionally, signs, posters, or messages put on exterior windows must not be offensive. The College’s determination of what is unacceptable is final.

10. Students are jointly responsible for the conditions of general suite living areas, kitchens, and bathrooms. Washing dishes, putting away personal items, cleaning following food preparation, etc., is to be done on a daily basis prior to the arrival of housekeepers. Charges may be assessed for damages, unauthorized use of or alterations to rooms and furnishings, or special cleaning necessitated by improper student or guest use. Whenever the identity of the individual(s) who caused the damages or special cleaning needs cannot be determined, the entire group of students assigned to that area may be required to reimburse the College for repairs, replacement, and/or cleaning expenses. These students may also be required to pay additional fines or suffer other disciplinary consequences if damages and/or cleaning expenses are caused by vandalism or other purposeful acts. This policy extends to parlors, recreation rooms, study rooms, TV/VCR/DVD rooms, laundry areas, storage rooms, and other semipublic areas.

11. Students are responsible for knowing and adhering to Cottey College regulations and procedures as stated in the Student Handbook, the terms of which are incorporated herein and as amended from time to time. Violation of any College regulation can lead to the termination of this agreement and/or dismissal from the College.

12. This Residence Hall Agreement will terminate immediately upon the student’s withdrawal or dismissal from the College. The student is required to vacate the assigned space within two (2) days of such withdrawal or dismissal, unless otherwise specified by the vice president for student life.
However, termination of this agreement shall not release the student from any monetary liability that may have been incurred while this agreement was in effect.

13. Student room charges are determined by room designation. Room designations are made by the College and may be changed at the discretion of the College. Students living in designated single rooms are charged an additional $500 per semester. All Robertson Hall residents are charged an additional $175 per semester. Students are assigned to residence halls and single and double rooms at the discretion of and with the permission of the College.

**Living in a Residence Hall Community**
College housing provides a unique living experience and environment. Residents come to Cottey from all segments of society, from different cultures and countries, and with varying value systems and life experiences. In this living environment, suitemates and hall residents have an excellent opportunity to develop lifelong friendships.

Mutual respect and consideration coupled with an awareness of, and sensitivity to, the needs of others must be the standard of community living. Every resident should be able to expect certain courtesies from roommates, suitemates, and other hall residents:
1. The ability to read and study free from undue disturbance in one’s room.
2. The ability to sleep without undue disturbance from noise, guests, or suitemates during night hours.
3. The expectation that suitemates will respect one’s personal belongings.
4. A clean environment in which to live.
5. Free access and reasonable cooperation in the use of one’s room and facilities without pressure from roommates or suitemates.
6. The ability to host guests with the provision that guests are to respect the rights of the suitemates and other residents.
7. The ability to address any and all conflicts in an atmosphere of openness and mutual respect. Housing staff members and peer listeners are available for assistance in settling various conflicts. Freedom from intimidation, harassment, discrimination, and physical and/or emotional harm.
8. The expectation that one’s roommates and suitemates will not violate residence hall and College policies and will uphold the Honor Code.
9. The opportunity to confront one’s roommate when it is believed the roommate is not fulfilling the mutual agreements, and when appropriate, to involve a member of the hall staff or peer listener in the discussion.
10. The opportunity to make mistakes, to take responsibility and be honest about those mistakes, and to learn and grow from them.

**Resolving Problems**
Residence life at Cottey College is designed to promote academic pursuits, group living, open communication, and problem solving in constructive ways. Channels of communication and means of support exist to assist students in accomplishing these goals. When dealing with any residence life questions and problems the students should
1. Address the issue openly with all students or staff involved.
2. See a peer listener, an R.A., or a hall director to help clarify the situation and to assist all parties involved.
3. See the hall director and/or the director of housing to learn of possible alternative housing arrangements or to get additional input.
4. See the coordinator of counseling to gain understanding of developmental issues, interactive systems, and communication skills.
5. See the vice president for student life to determine possible alternate plans.

While the College does not anticipate that everyone will always get along, it is expected that roommates and suitemates cooperate in room and/or suite mediations when requested or mandated. Failure to participate or failure to cooperate in an effort to mediate issues may result in an administrative housing reassignment for some or all of the involved parties.

RESIDENCE HALL STAFF AND ORGANIZATIONS
Each residence hall functions under the direction of a paid professional and student staff with the cooperation of hall governments, boards, and spokespersons. These individuals and groups are concerned with promoting a living atmosphere beneficial to all hall residents.

Housing Office
The Housing Office is located on the second floor of Hinkhouse Center in the Student Life Center. The director of housing is responsible for the overall administration of all residence halls. (For complete information about the services available, please refer to Section 1, Housing Office.)

Hall Directors
The hall directors have overall responsibility for supervision of their halls, for making room changes within the hall, for upholding the policies of the College, and for overseeing the functioning of the hall government, the hall staff, the reception desk staff, and activities in the hall. The hall director is responsible for the general welfare of the students living in the hall and has the authority to take necessary and appropriate action when working with students and dealing with situations that affect the general welfare. All of the hall directors have training in working with college students, and they have a desire to assist students’ development in every possible way. Hall directors are exempt from certain regulations included in the Student Handbook.

 Resident Assistants
The resident assistants, R.A.s, are upperclassmen representing the College in the residence hall. R.A.s assist the hall director in the overall supervision of the hall and are the persons most readily available to assist the residents. They have the authority to maintain the regulations of the residence hall and of the campus; however, they are equally concerned with the academic, social, emotional, and cultural development of the students. R.A.s are available to students for information, advice, and referral.

 Peer Listeners (PEP)
Peer listeners are members of Cottey’s Peer Empowerment Program (PEP). They are second-, third-, and fourth-year students trained in communication skills, conflict resolution, helping students with personal issues, and providing peer education and crisis intervention. Peer listeners will listen, provide support, and help students decide on a course of action. Services are free and confidential. They are also trained to provide referral services if needed. Peer Listeners are supervised by the coordinator of counseling.

 Hall Governments
Each residence hall functions under a democratic constitutional form of government with the affairs of the hall conducted by an executive committee composed of officers and representatives elected by the residents of the hall. The hall director serves as a sponsor to the executive committee, attends meetings, and assists in its decision-making process. The executive committee provides an opportunity for students to participate in residence hall government. It is concerned primarily with the improvement of residence hall living with a particular emphasis on the coordination of activities.

**Hall Receptionists**
Hall receptionists are college work-study students assigned to the residence hall reception areas. They answer the hall telephone, announce visitors, operate the building intercom system, deliver the mail, oversee the hall parlor, and generally work with the public. The hall intercom systems (“all-calls”) are operated by hall receptionists to relay messages to individual students and communicate items of interest to all residents. The receptionist on duty is the only person permitted to operate the intercom under the direction of the hall director, a resident assistant, or the head receptionist.

**Housekeepers**
Each weekday, housekeepers in each hall clean the bathrooms, suites, and parlors, but do not clean or enter into individual student rooms. They are responsible for normal dusting, vacuuming, mopping, and emptying suite trash. The supervisor of housekeeping makes periodic inspections of general suite living areas, kitchens, and bathrooms to ensure a safe and clean environment for residents. Student cooperation with housekeepers in keeping dishes washed and sinks, shower stalls, tub areas, and parlors clear of personal items will help in their daily cleaning efforts. If one or more areas of the suite do not meet minimal standards, students will be notified of problem areas.

**Suite Chairs**
Suite chairs are students elected to be the spokespersons of individual suites. They may be either first-year students or upperclassmen. Suite chairs meet with their respective hall director to receive and share information about hall business or activities. The suite chairs also meet regularly with the director of housing in an orientation program. This suite chair program is intended to assist the suite chair with recognizing and addressing concerns of suite members as well as learning how to deal with common situations shared by suites.

**AEROBICS IN THE RESIDENCE HALLS**
Aerobics-related activities (including games/activities such as Dance Revolution) can be disruptive in a residence hall environment and dangerous to persons or property when performed in a restricted area without proper facilities and guidance. Please perform aerobics in the gymnasium, dance studio, or student lounge during scheduled hours, and not in the residence halls. In addition, skateboarding and rollerblading and the use of sports equipment (dribbling basketballs, etc.) are not allowed in the halls.

**BICYCLES AND HOVERBOARDS**
A small storage area behind each residence hall is provided for bicycles. At no time are bicycles or scooters permitted in any residence hall other than P.E.O. Hall basement storage room. During the winter months and vacation periods, space is provided in the basement of P.E.O. Hall for storage of bicycles. The P.E.O. Hall bicycle storage room is locked and will be open during regularly scheduled trunk room hours. Students must obtain a tag from the Physical Plant and attach it to the bike before being stored in the P.E.O. Hall basement. Students are urged to lock their bicycles when not in use and register their bikes.
with the City of Nevada for purposes of identification and reclaiming. Cottey is not responsible for the safety of bicycles. Hoverboards are not allowed on campus.

**CANDLES, INCENSE, OIL LAMPS, AND EFFUSION LAMPS**
Students may possess candles, incense, oil lamps, and effusion lamps in student rooms, but these items may not be lighted or burned. They may also not be used in the residence halls for serenades, candle lightings, or other activities. Use of lighted candles anywhere on campus is allowed only by special permission from the President.

**CLEANING RESPONSIBILITIES**
Students are responsible for cleaning their rooms. Students should not ask housekeepers to clean their rooms or to do any other work for them. However, the housekeepers or hall staff will gladly supply you with cleaning equipment such as vacuums, mops, and buckets as they are available. Students must supply their own cleaning supplies. Rooms judged to be health or fire hazards by authorized personnel might be cleaned at the residents’ expense. Housekeepers will not clean unnecessary messes in the hall. Your cooperation in caring for the facilities will make their job much easier and will create a pleasant atmosphere.

Suitmates are jointly responsible for the conditions of general suite living areas, kitchens, and bathrooms. Washing dishes, putting away personal items, cleaning following food preparation, etc., is to be done on a daily basis, prior to the arrival of housekeepers. Charges may be assessed for damages, unauthorized use of, or alterations to rooms and furnishings or special cleaning necessitated by improper student or guest use. The suite common area should be kept free of personal items. Personal items include any item not belonging to the College such as books, paper, clothing, dirty dishes, food, soap, shampoo, curling irons, throw rugs, boxes, etc. The suite area is student to use; do not abuse this privilege.

**COMPUTERS AND WI-FI**
A Wi-Fi network is available in most campus locations.

**COMPUTER SUITES**
Air-conditioned computer suites are located on the first floor of each residence hall. Food and drink are not allowed and violations of this policy will carry a $25 fine. To report equipment or software problems, use the numbers posted in the suite to contact computer support personnel.

**DAMAGE DEPOSIT AND CHARGES**
All residential students are charged $125 that provides security against loss or damage to Cottey property. This damage deposit is to remain intact throughout the school year. All fines assessed during the year are expected to be paid in full at the time of assessment. Students may be charged for extra work on the part of maintenance staff (such as retrieving earrings from sinks).

Damage to a suite living area will be evaluated by the College. The College will determine the nature of the damage, the cost of repair or replacement, and any applicable cleaning and/or labor costs. Multiple assessments against the same suite may lead to additional administrative action.

End-of-the-year damages and/or cleaning fees for an individual or suite will be deducted from the $125 damage deposit. Damage deposits for returning students are carried over; however, the deposit must be
replenished before the second school year begins if end-of-year deductions occurred. The deposit, or that portion of the deposit remaining, will be refunded when the individual ceases to be a student at Cottey College.

ELECTRICAL APPLIANCES
Irons and other items of this nature can usually be borrowed. Each suite has a refrigerator and hotplate in the kitchen. A color TV and conventional oven are located in each basement recreation room. Due to our location, television cable service is necessary. Cable outlets are not available for individual use. Students may not have personal refrigerators, air conditioners, swamp coolers, space heaters, microwave ovens, or other large appliances in their rooms or suites, unless special permission is granted by the vice president for student life.

FOOD OUTSIDE OF THE SUITE
Food and beverages may be consumed in the suite area, recreation room, and parlor. Residents are responsible for cleaning up after snacking and should something be spilled, the costs for cleaning furniture or carpets.

GUESTS
Cottey College Visitation Philosophy
Visitation privileges at Cottey College allow students to have non-student guests in their rooms in accordance with the policies outlined in the Student Handbook. Visitation must not interfere with a roommate’s free access to the room at all times. A roommate must not be deprived of the ability to have privacy, study time, or sleep because of a guest, whether male or female. Students are reminded that displays of physical intimacy are very private matters and must not be expressed in the presence of others.

Visitation is...

- An organized method by which residents have friends, relatives, and fellow students be their guests in their primary living areas for the purpose of studying, relaxing, and socializing.
- A set of reasonable parameters within which roommates and suitemates may determine collectively how to balance study, sleep, and social activities within their living quarters.
- A privilege extended to students living within College-owned housing.
- A means by which the College facilitates responsible growth and development among residence hall students to prepare them to handle freedom they will encounter when choosing to pursue independent living.

Visitation is not...

- Open access to residence halls.
- Permission to engage in illegal or illicit activities.
- A means by which a student’s ability to host guests supersedes another student’s ability to sleep or study.
- The College assuming a parental role with our students. (Adapted from Randolph College 2006)

Throughout the year, many people visit the College—prospective students, members of the P.E.O. Sisterhood, commuter students adopted by the suite, and student guests. The Cottey hostess is responsible for the conduct of non-student male or female guests while on campus property or at Cottey-sponsored activities off campus. Students in any residence hall, even those in which they do not reside,
are responsible for upholding College and residence hall policies. All guests must enter and leave through the front doors. All non-student guests should use the call box located on the outside of the building to contact the receptionist and wait there either for entry or their hostess.

Students need to remember that maintenance and security personnel, as well as male guests, may have to be in the halls at unusual times. Therefore, students are expected to dress appropriately at all times for public areas when greeting guests, visiting in the parlor, doing laundry, and visiting outside of a suite area.

Female Guests
Female guests (prospective students, adopted commuter students, or personal guests) may stay overnight on campus (defined as any period of time between 11 p.m., Sun.-Thurs. and 1 a.m., Fri.-Sat. until 9 a.m.) only with the College’s permission. Overnight guests should be at least 16 years old, unless special permission is obtained. A maximum of two guests per student at any one time is permitted. Guests are limited to a maximum stay of three nights in a row not to exceed a total of six nights per semester. The sponsoring student must fill out an overnight guest form and have it approved by the hall director at least 24 hours in advance. The College may refuse entry to nonresident guests or require them to leave the premises whenever it is necessary. The Office of Enrollment Management will assign Golden Key members to host prospective students for a campus visit.

Male Guests
Male guests may visit students in the suites and in student rooms only during visiting hours. A maximum of two male guests per hostess is permitted. All males must check in at the hall reception area, leave their driver’s licenses with the receptionist, and wait until the student comes to the parlor to accompany them to the suite. Males must check out at the hall reception area after leaving the suite. Male guest policies do not apply to male Cottey employees who are in the residence halls as a part of their work assignment.

<table>
<thead>
<tr>
<th>Male Visitation Hours</th>
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<tbody>
<tr>
<td><strong>In Suites</strong></td>
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<tr>
<td>Monday - Thursday</td>
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<tr>
<td>1 p.m.-10:30 p.m.</td>
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<td>1 p.m.-12 a.m.</td>
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<td>10 a.m.-12 a.m.</td>
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<td>Sunday</td>
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<td>10 a.m.-10:30 p.m.</td>
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1. During visitation hours, male guests are permitted in the suite living area, student bedrooms, and in the kitchen area of each suite, but not in the bathrooms. Males may be only in the bedroom in which the hostess, who signed him in, resides. Male visitation in student bedrooms is allowed only with permission of all suitemates present and the roommate of the hostess. Male guests are not permitted to be in recreation rooms, laundry rooms, study rooms, or TV/VCR rooms.

2. If a student lets a male visitor into or out of the building through any place other than the front door, fails to have a male visitor announced, or fails to escort a male visitor to and from the suite, the
student will be subject to disciplinary action. The male visitor will be assumed to be trespassing on private property.

3. Students may receive special permission from the hall director for an out-of-town male relative to visit her suite outside of normal visiting hours. Permission is granted by the hall director, and if she cannot be found, the director of housing or the vice president for student life should be contacted. Do not ask a receptionist, hall officer, R.A., or other student for permission. If permission is granted, then she should go through the stated procedure with the suite and receptionist.

4. Men cannot be in the halls before halls are open or after closing. Men who are in the halls at any time in violation of this policy are subject to arrest for trespassing on private property.

5. Open house is held in the residence halls on special occasions. During open house and check-in, male visitors do not have to be announced or escorted. All other regulations must be observed.

Additional information regarding male visitation is located on the bulletin board in each suite.

P.E.O. Visitors
Because many of the suite living rooms are sponsored by state P.E.O. chapters, many members visit to see the suite that is furnished by their state chapter. The appropriate administrative office will call the suite to notify them of the guests.

Young Guests
Young guests (younger than 16 years old) must be accompanied by a student at all times. Hall receptionists will record the names of the hostess and the guest and the nearest telephone number. Baby-sitting is not allowed in the residence halls even if the service will be provided without pay.

Founder’s Weekend Guests
No guests will be allowed to stay in the suites overnight during Founder’s Weekend. In addition, no former Cottey College students may stay overnight during the week before or the week after Founder’s Weekend. Returning alumnae and/or female guests are, of course, welcome to visit with their enrolled friends while the hall is on keycard until the start of regularly scheduled quiet hours, provided they are signed in at the desk. Additional policies concerning guests for Founder’s Weekend will be in effect for the consideration of the privacy of hall residents.

Thanksgiving Break Guests
Although students may remain on campus over Thanksgiving break, the reception desks are closed; a full complement of hall staff is not available, and the halls are on keycard 24 hours a day.

KEYCARD ACCESS TO THE RESIDENCE HALLS
All students are required to purchase an ID/keycard when paying fees for the first time. Residential students must use this card to gain access to their halls. With rare exceptions, the halls are on keycard at all times.

LAUNDRY FACILITIES
Each residence hall is equipped with coin-operated washers and dryers. Please be careful and considerate when using these facilities. If the person is not present, or if the laundry is not moved within
a few minutes of completion, it may be respectfully removed by the person wanting to use the machine and placed either in a basket or on the table. Please do not dye clothing in these machines.

MUSICAL INSTRUMENTS
Musical instruments may be played and students may sing for the purpose of performing for others (with permission from all suite members present) in suite areas and individual rooms daily between noon and 10 p.m. Rooms are located in the Rogers Fine Arts Building for the purposes of practicing. It is expected that musicians will be considerate of those around them in the residence hall (including adjoining suites and those suites above and below the suite) and if asked to stop by anyone, will do so.

PARLOR AREAS
Each hall has a large formal parlor area. Parlor furniture is not to be rearranged by students. Special care of the furnishings is expected by students and their guests. A television is located in the parlor to enable residents to remain informed of world events and for leisure use.

P.E.O. GIFTS TO A SUITE
The following instructions regarding gifts from P.E.O. chapters will ensure that information regarding gifts is employed in the best interest of the Cottey student(s) and the P.E.O. chapter concerned. Inquiries about appropriate gifts that a P.E.O. chapter could make to Cottey should be referred to the vice president for institutional advancement. If a suite receives a gift from an individual or chapter other than a “care package,” the Office of Institutional Advancement should be notified of the gift for their records, including items such as kitchen appliances, dishes, artwork, books, or any item that is intended to become the property of the suite for future residents to enjoy. Whenever a P.E.O. chapter sends money or a check to a suite, the Office of Institutional Advancement should be notified by the suite chair. Residents of a suite receiving gifts from a P.E.O. chapter are expected to extend their appreciation to that chapter in writing.

PETS
Students may not keep pets on campus with the exception of fish. Students who are found having pets will get an automatic fine of $50.

Do not feed stray or feral animals. This policy is for student health as well as to attempt to prevent stray animals from getting into the halls or approaching students. Stray or feral animals may not be kept on campus, even in outside areas.

PUBLIC DISPLAYS OF PHYSICAL INTIMACY
Living successfully in a community like Cottey is dependent upon balancing freedom for the individual with a sensitivity to and respect for the rights of others. To this end, all members of the Cottey community are encouraged to refrain from displays of intimacy in public places, including suites, and any area with others present. If at any time you feel uncomfortable, you are encouraged to communicate directly with the persons involved. To discuss your concerns and seek assistance with a concern, contact a peer listener, an R.A., your hall director, or other member of the student life staff.

QUIET HOURS/NOISE AT OTHER TIMES
The noise level in the residence halls must always be kept at a reasonable level, with all residents acting in a courteous and respectful manner toward others, even outside of the designated quiet hours. The judgment of the R.A.s and/or hall director will be respected and followed. During established quiet hours, it should be quiet enough in all areas of the residence halls for study and sleep. Noises from any suite or
room should not be disruptive in other rooms or suites when the doors are closed. During final exam periods, quiet hours are extended.

**Quiet Hours**

- Sunday-Thursday: 11 p.m.-8 a.m.
- Friday and Saturday: 1 a.m.-8 a.m.
- (Saturday and Sunday mornings)

If you encounter a noise problem, ask the offenders to be quiet. If they persist, contact an R.A. or hall director. Disciplinary procedures will be employed if necessary.

Study in the suite living areas is discouraged, as these areas are always to be available for relaxation and conversation. A quiet study room is located in each residence hall and is open at all times. Quality study environments exist in the Blanche Skiff Ross Memorial Library and the Rubie Burton Academic Center.

The use of televisions, stereos, and computers should be used mainly in student rooms and operated at reasonable, considerate, and agreed upon volumes. The use of headsets is encouraged to eliminate distraction of others and competition between different sources of sound. Personal speakers must not be placed in windows (broadcasting outside) or outside on lawns or porches at any time.

Late night noise near front entrances can be very disturbing. Students are expected to instruct or request their companions to leave these areas. Unwelcome, off-campus visitors may be charged with trespassing or disturbing the peace if their behavior is inappropriate. Always inform the hall staff or campus security of such problems.

**QUIET STUDY ROOMS**

An air-conditioned quiet study room is located on the first floor of each residence hall for quiet study. Each has study carrels. Food and drinks are permitted in this area. Students should remove all trash and personal items upon leaving. This quiet study space is available 24 hours a day.

**QUIET SUITES**

Noise levels in all areas of the residence halls are to be kept at reasonable levels 24 hours a day. However, the College has made a commitment to provide a quieter environment for those students wanting less noise in the suite area. Nine suites have been designated as quiet suites. They are Washington, Ohio, and Michigan suites in Reeves Hall; Arizona, Louisiana, and Wheatlake suites in Robertson Hall; and Oregon, Illinois, and California-Gardner suites in P.E.O. Hall. All of these residents must sign a Quiet Suite Agreement. All members of a designated quiet suite will work together at the beginning of the year to establish optional, additional quiet hour policies for their suite.

**RECREATION ROOMS**

A recreation room is located in the basement of each residence hall for the relaxation of students. Each has a television and comfortable sofas. There is also a conventional oven and vending machines. Food and drinks are permitted in this area. Students should remove all dishes and trash upon leaving. Recreation rooms may not be reserved by any group or organization without special permission from the hall director, director of housing, or the vice president for student life. These rooms should be available for the use of all residents at all times.
RECYCLING
Recycling containers can be found in various locations on campus. Some student organizations sponsor recycling and will provide information to residents about practices for depositing recyclables.

REPAIRS
If an emergency maintenance problem exists, call ext. 2155 during regular business hours (8 a.m.-5 p.m., Monday through Friday). If an emergency maintenance problem develops at other times, please contact the resident assistant or hall director on duty. An emergency consists of flooding water or similar problem where if immediate action is not taken, a danger of personal injury or damage to the facilities exists.

Please report non-emergency repair requests to the Reeves hall director via email at workorders@cottey.edu. The hall director will submit a work order. If the repair is not completed within two weeks, please notify the hall director.

Repairs are made by the Physical Plant staff every day, but they do prioritize the requests according to the type of problems involved and certain other criteria. Some repairs may be delayed because of a low priority or the need to order parts.

RESIDENT GUEST ROOMS
Resident guest rooms are used on occasion for temporary housing for students or guests of the College. At other times, they are generally available for use by students who are too ill to stay in suites or when physical mobility has been impaired. The resident guest rooms are not available for personal guests of residents.

ROOM ASSIGNMENTS, CHANGES, AND CHECK-OUT PROCEDURES
Assignment of residence hall rooms is the responsibility of the Housing Office. Preferences for specific halls will be honored as much as possible, but the College makes all final decisions in assigning rooms and roommates. The date individual advance fee deposits are received by the College may be a factor in determining room assignments for first-year students. Final adjustments to room and board fees will be made September 30 and February 15 to accommodate any changes in room assignments. To be eligible to live in a residence hall, a student must normally be a full-time student carrying at least 12 credits.

Continuing students are usually, but not always, given priority over first-year students in considering room assignment requests. If a student is not satisfied with a room or roommate, this should be discussed with the hall director or R.A. to see if internal alternatives are available. The College does not make or change room assignments on the basis of race, color, national origin, religion, or any other inappropriate factor.

All room changes must be approved in advance by the hall director and director of housing. Students must complete a room change request and have all the required signatures before requesting to be checked into a new room. The new room will be unlocked by hall staff, and when the move is complete, the student will turn in her old key before signing for and receiving her new room key.
ROOM DECORATIONS
Tacks, nails, screws, tape, and permanent adhesives are not to be used on walls or furnishings. Items may be hung from hooks on the ledge near the ceiling. White, nonpermanent adhesive compound is available for posters and small, lightweight decorations. Other items may stain the walls. Students will be charged if putty, poster tape, or other items are not completely removed from the walls or room door when they vacate the room. While ceiling and wall decorations such as stars are permitted, they must be attached with white putty and removed before vacating the room. Students who wish to have carpet in their rooms may not attach the carpet to the floor through any means, including tape or glue.

Due to fire safety concerns, nothing may be hung on the ceiling or hung vertically in a manner that may obstruct doorways or other means of exit. Items may not be hung or stretched across the ceiling—all items must be hung along a wall surface, including posters, sheets, banners, and items placed on the floor inside of the door, which are intended to block the door (rolled up towels, clothing, etc.). Additionally, signs, posters, or messages put on exterior room windows must not be offensive. The hall director’s determination of what is unacceptable is final. (Also, see “Suite Common Areas - Sponsors, Usage, Ambiance, and Decorations” in this section of the handbook.)

ROOM INSPECTIONS
Student rooms, as well as shared areas of the residence halls, are to be kept reasonably clean and orderly at all times. Periodic or occasional inspections of student rooms may be made. Inspections focusing primarily on suite living rooms and other shared areas will always be made over winter and spring breaks.

Authorized College personnel may enter student rooms without the resident’s permission. Authorized personnel may also search a student’s room, including closets, drawers, desks, and other containers located in the room without notice or consent. Students should have no expectation of privacy in student rooms or shared areas of the residence hall. Observed suspected contraband will be confiscated and/or suspected violations of College policies, rules, or regulations will be referred to the appropriate disciplinary board for action. Violations of local, state, and federal law will be reported to local law enforcement.

ROOM KEYS
Each student must sign for receipt of the assigned room/closet key by residence hall staff. The fee to replace a lost key is $20. To replace a key, pay the fee at the Business Office and take the receipt to the Physical Plant where a new key will be made. Failure to turn in any assigned keys at the end of the school year or upon withdrawal will result in a $20 (per key) deduction from the $125 damage/security deposit every residential student has on deposit with the College. Students who lose a room key are expected to get a replacement. If the student does not get a replacement key, residence hall staff may stop providing the student access to the room.

ROOM AND SUITE FURNISHINGS
The College furnishes each room with appropriate numbers of beds, dressers, closets, desks, chairs, and a mirror. Because of safety regulations and potential wear and tear on mattresses and bed frames, Cottey College requires that students use bed frames in the intended manner and leave the mattresses on the frames. If students wish to raise beds higher off the floor, they may do so by purchasing bed risers made exclusively for this purpose. They may be available at larger home stores or online. The use of concrete blocks, bricks, or other similar materials for risers is not permitted for safety reasons.
The kitchen in each suite has a refrigerator, cupboards, sink, microwave, and hotplate that are provided by the College. Students are responsible for purchasing kitchen utensils, dishes, pots and pans, dish soap, and towels. Suite sponsors or former suite members may provide additional small appliances for use by the suite. Appliances obtained in this manner will not be repaired or replaced by the College.

Each suite living room is furnished with carpet, drapes, sofas, chairs, tables, a bulletin board, shelves, lamps, and wall decorations. Furniture is not to be altered, removed, damaged, or claimed as a “passdown.” The unauthorized possession or removal of College furniture will result in its being replaced or reclaimed by Physical Plant personnel. A fine and/or disciplinary action will also be enacted. Personal furnishings of students, including passdowns, are not permitted in the suite area.

ROOM UTILIZATION POLICY
In situations where there are several unassigned beds or rooms on campus, the College may require room changes necessary to close off a suite or section of a residence hall as a means of conserving energy and limiting maintenance/housekeeping expenses. The College will generally not require students to change rooms within one month of the end of a semester in order to consolidate suite usage.

The College also may provide necessary accommodations by increasing capacity in the residence halls. Capacity may be increased through the reconfiguration of rooms from singles to doubles and doubles to triples and use of guest rooms and/or use of other space(s).

SECURITY CAMERAS
Security cameras are located at the main entrances of each residence hall and at the side doors within the halls. Side door alarms are automatic and are not turned on by security personnel. The exterior cameras are monitored by the student receptionists when on duty. Recordings may be reviewed by campus officials for safety and disciplinary purposes.

SIDE DOOR ALARMS
All persons must enter the residence hall through the front door. Students may exit the building through a side door until 11 p.m. daily. At 11 p.m., an alarm is set. The alarm signals when someone has either exited or been given access to the building inappropriately. Security personnel must reset an alarm after it has sounded. The alarm is very noisy and annoying, so please take careful note of this rule. Persons exiting through the side doors after 11 p.m., or allowing others to gain access will be subject to disciplinary action.

Caution tape is hung on side doors to serve as visual reminder that the alarms are on. However, the absence of the caution tape does not mean the alarms are not set. In case of emergency such as fire alarms, please unhook the tape and exit through the side door.

STUDENT VOICEMAIL
The College provides one phone per suite; no phone hookups exist in the individual rooms. Voicemail is provided for each student, and phone messages can be accessed through the student’s Cottey email account.

SUITE COMMON AREAS—SPONSORS, USAGE, AMBIANCE, AND DECORATIONS
All of the 34 suites are maintained through the gifts of a suite sponsor. An expensive process, both the College and individual suite sponsors have a strong interest in the proper care and use of suite
furnishings. Students are jointly responsible for conditions in the suite. Jumping on, standing on, writing on, or otherwise abusing the furniture is not permitted. Personal items should be put away on a daily basis. Articles of clothing may not be hung or laid out to dry in the suites. Suite furnishings may be arranged by residents; however, due to fire evacuation concerns, a three-foot wide walkway must be maintained through all traffic areas. In addition, sectionals and sofas are not to be arranged with the seating areas touching in a way that creates a seating style similar to a playpen or crib.

Maintaining the intended room ambiance is important to suite sponsors and the College. Student-owned posters, signs, pictures, furniture, and decorative items are prohibited in the suite living area. Suite residents may hang personal items, including posters, signs, pictures, etc., on the suite side of their room door as long as these items can be affixed without damaging the door, and all adhesive is removed when the room is vacated. All items on the suite side of the door must be deemed appropriate for public display as determined by the hall director or the director of housing. Bulletin boards are provided in suites to hang official memorandums and other items of interest to all residents.

Holiday or special occasion decorations (such as birthdays or engagements) are an exception to suite decoration limitations and may be hung in suite living rooms. The decorations must be non-offensive in nature, hung in an approved manner (no decorations may be hung from the suspended ceiling tiles or framework), and may be up two weeks before a holiday and removed with 24 hours afterwards. Special occasion decorations such as for birthdays may remain for a total of 48 hours. (Also see “Student Room Decorations” in this section of the handbook.) Decorations shall not be attached to lighting or fire safety equipment. Extremely flammable or combustible decorations are strictly prohibited anywhere in the residence halls.

Only artificial Christmas trees are permitted in residence halls. Only lights in good operating order are permitted and all lights shall bear the UL label. Trees shall be placed away from heaters. Tree lights shall be turned off whenever the area in which the tree is located is unoccupied. Artificial snow is not permitted for decorating, as it causes damage to window frames, doors, and other furnishings with which it comes in contact. All decorations must be removed and stored in the trunk rooms before winter break begins. Because of the danger of fire, violation of any of these regulations is considered grounds for immediate confiscation of the decorations not in compliance.

SUNBATHING
Sunbathing is permitted south of Reeves and Robertson Halls and in the Hinkhouse Center field area. Students are not permitted to sunbathe on roofs, porches, or other areas on campus.

TRUNK ROOM POLICIES
The wood and wire bins in the trunk rooms are for the purpose of long-term storage of student articles. The College does not take responsibility for student possessions or for bins. The trunk rooms are open on a 24/7 basis. The following steps are given for use of the trunk rooms:
1. All bins are emptied during the first week of classes.
2. Advance notice of the deadline for removal of items from the trunk room is given by email, on hall bulletin boards, through R.A.s, and by all-calls.
3. Any items remaining are removed by Physical Plant personnel.
4. Trunk rooms are cleaned (the same day) by housekeepers.
5. Hall directors notify all students of their new bin assignments.
6. Trunk rooms are opened for use, beginning that evening.
7. Students are encouraged to provide locks for their bins (even if empty) to protect their spaces and their possessions.
8. At the end of the year, students who will not be returning should remove all their items and their locks by the dates posted in the halls.
9. Bins are reassigned to returning residents for summer storage. Due to space limitations, only one oversized item may be stored above the bins in P.E.O. and Reeves Hall. Robertson Hall residents may store one oversized item above the bins in Reeves Hall. All items must be clearly identified with the student’s name and hall. Students with more items than will fit in their trunk bin and more than one oversized item should seek additional storage space off campus.

In general, student items should always be boxed, labeled, and maintained within the bins. Perishable, flammable, illegal, or hazardous materials may not be stored on campus. Items in bins may be inspected by College officials when there is reasonable cause to suspect any of these items are being stored. Any items left outside trunk bins will be removed by Physical Plant and sold at the scholarship auction.

Storage space is available for items belonging to student organizations in a room adjacent to the Reeves recreation room. Students may not keep personal possessions in this room without permission from the director of housing.

Closets for hanging formals and coats and for storing decorations and frequently used items are located on most residence hall floors. Closets are to be cleaned by students. Empty boxes are not to be stored in these areas.

**TV/VCR/DVD ROOMS**

Small rooms equipped with a TV and DVD player are located in each residence hall where students can watch movies. The TV/DVD rooms are located in the basements of P.E.O. and Reeves Halls and in Indiana Suite in Robertson Hall. The room should be reserved at the receptionist desk.

**WINDOW SCREENS**

For safety and maintenance reasons, screens may not be removed from windows.
Section 3: General College Policies

ADDITIONAL COLLEGE POLICIES RELATED TO SAFETY APPEAR IN SECTION 6 OF THIS HANDBOOK.

ACADEMIC BREAKS AND FINAL EXAMS
The starting time for academic breaks and holidays is noted on the official College calendar, and students are responsible for making arrangements to meet all class and academic obligations through the final period of classes or examinations prior to a scheduled break (Thanksgiving, winter, and spring break). DO NOT MAKE ARRANGEMENTS TO LEAVE CAMPUS PRIOR TO THE CONCLUSION OF ALL CLASSES, EXAMINATIONS, AND WORK-STUDY COMMITMENTS FOR WHICH YOU ARE RESPONSIBLE. Students should also be back on campus after breaks by the date when classes are scheduled to resume. Be sure to make your travel plans in relationship to your class schedule and final exams.

You may not be excused or have a final changed because you have a travel itinerary already planned. If you will need transportation to the Kansas City International Airport, you should consult the shuttle service schedule through the Office of Student Life.

ALCOHOL
Possession of alcoholic beverages of any kind by students is prohibited on College property including cars and B.I.L. Hill and Lodge and in conjunction with College activities (with the exception of the international trip consistent with the laws of the country being visited). Students found in violation of this policy through the consumption, possession, or distribution of alcohol are subject to campus disciplinary action. The College administration may also involve local law enforcement or emergency agencies in situations involving alcohol whenever deemed appropriate. Examples of these types of situations include students or guests who refuse or fail to comply with orders or directives of College officials when asked to forfeit suspicious beverages, who become disruptive due to alcohol consumption, and who are obviously intoxicated to the point that they present a clear and present danger to themselves or others. Pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may notify the parents of students under the age of 21 who are alleged to be in violation of this policy. The College may contact parents prior to any disciplinary hearing and is not required to inform students of the notification. The vice president for student life will maintain a record of any parental disclosures that will be provided to the student involved, upon request.

The possession of empty alcohol containers (including passdown bottles) is prohibited, and students will be subject to disciplinary action. (Also see “Drug-Free Schools and Communities Act Amendments of 1989” and “Counseling Office and Services” elsewhere in this handbook.)

Possession, consumption, or distribution of alcoholic beverages (or empty containers) on any part of the campus including student vehicles is a Major Violation, subject to the Major Violation Grievance Procedure.
Medical Amnesty and Good Samaritan Policy Relating to Alcohol and Drugs
Because Cottey College considers student health and safety of the utmost importance:

- No student seeking emergency medical treatment for the abuse of alcohol or drugs or assisting another student in obtaining such treatment will be subject to College sanctions punitive in nature.
- Student(s) seeking medical amnesty will be required to attend a substance abuse education session or assessment.
- Students(s) acting as a Good Samaritan may be required to attend a substance abuse education session or assessment.
- Serious and/or repeated incidents will prompt a higher degree of concern and response and may include other sanctions at the discretion of the vice president for student life.

ANTI-VIOLENCE POLICY
Cottey College strives to provide students and employees with a safe environment. Therefore, the College will not tolerate violence on campus. Students who violate this policy may be subject to disciplinary action up to and including dismissal. Furthermore, the College may take disciplinary action if a student’s conduct off-campus represents a threat to the health, safety, or welfare of any member of the College community or to the good of the College. Violence, or the threat of violence, against any member of the College community or other conduct that intentionally or recklessly threatens, endangers, or causes reasonable apprehension for the health, life, or safety of oneself or other person(s) is a Major Violation subject to the Major Violation Grievance Procedure. Students will also be subject to any local, state, or federal statutes that may apply. The following terms are used to illustrate Cottey’s policy with regard to violence on campus:

a. Acts of violence include any physical action, whether intentional or reckless, that harms or threatens the safety of another individual.

b. A threat of violence includes any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to another individual.

c. The possession of a weapon on campus, at a College facility, or at a College event shall be considered a violation of this policy unless written permission has been previously given by the vice president for administration and finance.

d. The word “campus” includes all College facilities and off-campus locations where students, faculty, or staff are engaged in College business.

AUTOMOBILES
Possession and/or operation of motor vehicles at Cottey College is a privilege given to all students by the College. Any violation of the College automobile rules may result in the loss of that privilege.

All students must comply with the following procedures:

- Car registration is free; however, all student cars need to be registered and have their parking permit in the front windshield on their car no later than two weeks into each semester. Students who change cars or get a car during a semester must register their car within one week of having the car on campus.
- With the exception of Orientation periods when car registration occurs during Orientation, all cars should be registered with the director of safety. Failure to have a car registered after these deadlines could result in a $25 fine.
Parking in front of Main Hall is reserved for visitors. Parking is available for students living in Reeves and Robertson Halls in the lot south of Robertson Hall. Students in P.E.O. Hall may park in the lot west of Main Hall and in the Center for the Arts parking lot. Parking is also available in the lot behind the Rubie Burton Academic Center. It is important to avoid restricted parking spaces designated with a sign or curb/pavement markings (paint). Any vehicle parked in a designated fire lane or other restricted use parking spaces longer than the time necessary to load or unload may be ticketed and/or impounded. Parking in the Chapel drive is limited to 15 minutes for students and employees. Students with disabilities requiring parking accommodations should contact the coordinator of student disability services for special parking permits. All lots have disabled parking spots available. Students are encouraged to utilize campus parking lots.

The College’s policy is to support the city police in enforcing the motor vehicle laws of the state and the city on the College campus and in the vicinity. Students leaving vehicles on campus over Christmas or spring break should park in the designated area.

BODY PIERCING AND TATTOOING
Due to health and safety concerns, and out of consideration for all members of the campus community, performing body piercing and/or tattooing is not permitted on campus. This policy applies even if the person performing the piercing and/or tattooing is licensed and/or performs this service off campus for pay.

COLLEGE PROPERTY
Students, student organizations, and other members of the academic community are held responsible for the loss or destruction of College property.

COMPLYING WITH ORDERS OR DIRECTIVES OF COLLEGE OR CITY OFFICIALS
Students must comply with orders or directives of College officials, hall staff, faculty, security officers, or other law enforcement/fire department personnel acting in the performance of their duties.

CONDUCT AND DRESS ON CAMPUS
Students enrolling in Cottey College assume an obligation and are expected by the College to conduct themselves in a manner compatible with the functions and missions of an educational institution. The behavior of a student should reflect seriousness of purpose, propriety of action, responsible behavior in all social settings, and an awareness of the obligation as a student in the College and a citizen of the community. Students may not engage in disruptive or disorderly conduct nor lewd, indecent, or obscene conduct or dress on campus property.

No duck mascot related activities, including the wearing of “DJs,” are to be held in the Rubie Burton Academic Center, Main Hall, Hinkhouse Center, Rogers Fine Arts Building, the Library, the upper floors of the Chapel, and Raney Dining Room. Any students wearing or possessing any attire related to any groups or traditions that are now prohibited may be subject to disciplinary action. Students may also not harass or require other students to wear or refrain from wearing certain colors, symbols, or distinctive garments on specific days of the week or require restrictions in speech or behavior as a part of any student tradition. Violators will be subject to disciplinary action (see policies on Harassment and Hazing to follow in this section). Students are expected to wear dressier clothing for Sunday brunch. This expectation is described in more detail in Section 1 of this handbook under “Dining Services.”
All persons are required to wear shoes with soles (shoes, flip flops, sandals) in all buildings. The exceptions to this policy include residence halls and any instructional space where being barefoot is a usual and customary part of the activity therein, such as within dance studios and in the pool area. Any other exceptions related to co-curricular activities, such as an observance of One Day Without Shoes or other awareness activity must be granted in advance by the vice president for student life.

Supervisors and instructors may require higher standards, such as close-toed shoes for safety reasons in specified areas.

**CONVOCATIONS**

Two convocations are scheduled during the academic year. These events include the Opening of School Convocation and the Honors and Awards Convocation at the end of the academic year. Honors and Awards Convocation is held to recognize outstanding student achievement in academic subjects and extracurricular activities. All members of the Cottey community are encouraged to attend.

**DRUGS**

The possession, use, or distribution of illegal and synthetic drugs is prohibited on campus or at College-sponsored events. These drugs include the following:

- illegal drugs (also includes any form of marijuana containing THC**);  
- synthetic drugs (K2 and other synthetic cannabinoids, bath salts, or other legal or illegal products which, when consumed mimic the effects of cannabis or other illegal drugs);  
- over-the-counter medications for which the student has not been prescribed or which the student uses counter to the directions of a valid prescription.**(see medical marijuana notation below)

**Although medical marijuana may be legal in Missouri under certain restrictions, possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Campuses Regulations [EDGAR, 34 CFR Part 86], the use and/or possession of marijuana continues to be prohibited for all Cottey students on campus or at College-sponsored events.

Additionally, possession of drug paraphernalia, including hookahs, is also prohibited. Anyone found guilty of violating this regulation may be dismissed from campus. Those found responsible for a violation of Cottey College’s Drug Policy will be subject to the institution’s Major Violation Grievance Procedure and could face disciplinary sanctions including, but not limited to, expulsion from the institution.

As a matter of policy, the College also notifies and involves local law enforcement authorities in all situations where a violation of Missouri or federal laws governing controlled substances appears to have occurred. Pursuant to FERPA, the College may also notify the parents of students under the age of 21 who are alleged to be in violation of this policy. The College may contact parents prior to any disciplinary hearing and is not required to inform students of the notification. The vice president for student life will maintain a record of any parental disclosures that will be provided to the student involved upon request (also see “Drug-Free Schools and Communities Act Amendments of 1989” in this section of the handbook and “Alcohol/Drug Abuse Treatment Program” in Section 1).

**Medical Amnesty and Good Samaritan Policy Relating to Alcohol and Drugs**

Because Cottey College considers student health and safety of the utmost importance:
• No student seeking emergency medical treatment for the abuse of alcohol or drugs or assisting another student in obtaining such treatment will be subject to College sanctions punitive in nature.
• Student(s) seeking medical amnesty will be required to attend a substance abuse education session or assessment.
• Students(s) acting as a Good Samaritan may be required to attend a substance abuse education session or assessment.
• Serious and/or repeated incidents will prompt a higher degree of concern and response and may include other sanctions at the discretion of the vice president for student life.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS OF 1989
The Drug-Free Schools and Communities Act Amendments of 1989 require an institution of higher education, as a condition of receiving funds or any other form of financial assistance under any federal program, to certify that it has adopted and implemented a program to prevent the unlawful possession, use, manufacture, or distribution of illicit drugs and alcohol by students and employees. As part of its drug and alcohol prevention program for students and employees, every student and employee of Cottey College shall receive a copy of the program annually. Additional copies of the prevention program can be obtained from the Office of Student Life or the Human Resources Office. Cottey’s prevention program includes institutional policy regarding the use of alcohol and other drugs, educational information including federal, state, and local laws, and health risks associated with the use of alcohol and other drugs. Also included is information regarding campus and community resources for assistance with alcohol and other drug-related problems.

EMAIL
The College may determine the appropriate vehicle for official communication about matters affecting students. Along with other forms of campus communications, students are responsible for receiving, reading, complying with, and responding to official email communications from the College.

All students are assigned an official Cottey College email address, and all official College communications are sent to this email address. The official Cottey email address for each student is listed in the College directory.

The College provides several mechanisms so that a student may access their official Cottey email account. Optionally, a student may forward her email from the official Cottey email address to another email address of her choice. A student who chooses to forward her email to another email address does so at her own risk. Cottey College is not responsible for email forwarded to any other email address. A student’s failure to receive or read in a timely manner official communications sent to the student’s official email address does not absolve the student from knowing and complying with the content of the official communication.

Students are expected to check their Cottey email on a frequent and consistent basis in order to remain informed of College-related communications. The College recommends checking email at least daily.

Faculty and staff will assume that a student’s official College email is a valid mechanism for communicating with a student. Faculty may use email e-Learning and Jenzabar for communicating with students registered in their classes. This policy ensures that all students are informed of course requirements communicated to them by email and e-Learning from their course instructors. Students
must submit coursework according to the acceptable guidelines established by their instructors. For further assistance, students should contact the director of academic computing at ext. 2275.

Students are required to comply with the College technology policy at all times, Cottey College Technology Policy.

**EMERGENCY LEAVE FROM CAMPUS**
If an emergency or a death in the family requires that a student leave campus for several days, the student should notify her hall director and the Office of Student Life prior to leaving. Instructors will be sent a notice (not an excuse) concerning the intended absence. It is the student’s responsibility to make arrangements for completing all of missed academic work.

**FIREARMS, WEAPONS, EXPLOSIVES, FIRECRackers, Etc.**
Unauthorized use or possession of firearms, other weapons, explosives, firecrackers, or chemicals within or upon the grounds, buildings, or any other facilities of the College is prohibited. This policy shall not apply to any police officer. “Weapons” may include, but are not limited to, B-B guns, slingshots, martial arts devices, brass knuckles, Bowie knives, daggers or similar knives, and switchblades. A harmless instrument designed to look like a firearm, weapon, or explosive, which is used by a person to cause fear in or assault to another person, is expressly included within the meaning of firearms, weapons, or explosives. The exception to this policy includes pepper spray, mace, or Tasers/stun guns carried and/or used for personal protection. Unauthorized use or possession of firearms, weapons, explosives, firecrackers, or chemicals is a Major Violation subject to the Major Violation Grievance Procedure.

**GAMBLING**
Gambling of any form is not allowed on campus.

**HAZING**
Cottey Policy
Any action taken or situation created, which produces, or is likely to produce, mental or physical discomfort, embarrassment, intimidation, harassment, or ridicule is defined as hazing. Students may not knowingly participate in or perpetrate acts of hazing on or off campus. Such activities and situations will include, but not be limited to, personal servitude; paddling in any form; creation of excessive fatigue; physical and psychological shocks; inappropriate or illegal quests, treasure hunts, scavenger hunts (such as theft of specified items), road trips, or any other such activities; wearing publicly apparel that is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; late work sessions that interfere with scholastic activities; threatening a person with social or other ostracism; encouraging excessive consumption of alcoholic beverages or drugs; and any other activities not consistent with the mission statement of this institution.

Any member of the Cottey community, including faculty, staff, and students, may file a grievance against a student who has or is apparently violating a rule. (See Major Violation Grievance Procedure, Section 4.) Local law enforcement may also be contacted. (Also, see Professional Conduct and No Harassment Policy later in this section.)

Cottey College’s policy on hazing is in addition to the prohibition on hazing as provided by Missouri law set forth below.
Missouri Revisor of Statutes - Revised Statutes of Missouri, RSMo Section 578.365 Hazing — consent not a defense — penalties.

"Hazing" – consent not a defense—penalties

1. A person commits the offense of hazing if her or she knowingly participates in or causes a willful act, occurring on or off the campus of a public or private college or university, directed against a student or a prospective member of any organization operating under the sanction of a public or private college or university, that recklessly endangers the mental or physical health or safety of a student or prospective member for the purpose of initiation or admission into or continued membership in any such organization to the extent that such person is knowingly placed at probable risk of the loss of life or probable bodily or psychological harm.

Acts of hazing include:

(1) Any activity which recklessly endangers the physical health or safety of the student or prospective member, including but not limited to physical brutality, whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug or other substance or forced smoking or chewing of tobacco products; or

(2) Any activity which recklessly endangers the mental health of the student or prospective member, including but not limited to sleep deprivation, physical confinement, or other extreme stress inducing activity; or

(3) Any activity that requires the student or prospective member to perform a duty or task which involves a violation of the criminal laws of this state or any political subdivision in this state.

2. Public or private colleges or universities shall adopt a written policy prohibiting hazing by any organization operating under the sanction of the institution.

3. Nothing in this act shall be interpreted as creating a new private cause of action against an educational institution.

4. Consent is not a defense to hazing. Section 565.010 does not apply to hazing cases or to homicide cases arising out of hazing activity.

5. The offense of hazing is 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.

Missouri Revisor of Statutes - Revised Statutes of Missouri, RSMo Section 565.090 Harassment, first degree, penalty.

1. A person commits the offense of harassment in the first degree if he or she, without good cause, engages in any act with the purpose to cause emotional distress to another person, and such act does cause such person to suffer emotional distress.

2. The offense of harassment in the first degree is a class E felony.

3. This section shall not apply to activities of federal, state, county, or municipal law enforcement officers conducting investigations of violation of federal, state, county, or municipal law.
Missouri Revisor of Statutes - Revised Statutes of Missouri, RSMo Section 565.091 Harassment, second degree, penalty.

1. A person commits the offense of harassment in the second degree if her or she, without good cause, engages in any act with the purpose to cause emotional distress to another person.

2. The offense of harassment in the second degree is a class A misdemeanor, unless the person has previously pleaded guilty to or been found guilty of a violation of this section, of any offense committed in violation of any county or municipal ordinance in any state, any state law, any federal law, or any military law which if committed in this state would be chargeable or indictable as a violation of any offense listed in this subsection, in which case it is a class E felony.

3. This section shall not apply to activities of federal, state, county, or municipal law enforcement officers conducting investigations of violations of federal, state, county, or municipal law.

LEAVE OF ABSENCE

Medical Leave of Absence
A student with a medical or psychological condition that severely impairs her ability to be a successful student at the college may petition for a Medical Leave of Absence. The student may be granted a medical leave of absence with the approval of the vice president for academic affairs and in consultation with the registrar and her college instructors. A medical leave of absence is for finishing out the current semester and may be in effect for a maximum of two consecutive semesters unless approval for additional time is granted. A student asking for medical leave of absence must provide written documentation from a medical health professional recommending the medical leave of absence.

Leave of Absence
When a financial or other problem makes it impossible or unwise for a student to continue at Cottey, she may apply for a leave of absence. A leave of absence permits the student to return to Cottey without reapplying for admission, to register as a continuing student, to be guaranteed campus housing, and to complete her degree under the degree requirements of the catalog in effect when she matriculated. Leaves may be approved for a period of up to one year. A petition for leave of absence should normally be submitted before the end of the semester preceding the semester for which the leave is requested. The vice president for academic affairs will not approve such petitions unless the student has a cumulative grade point average which would allow her to return in good standing.

MOVIES SHOWN FOR ENTERTAINMENT PURPOSES
Copyright protected movies that are owned, rented, or borrowed by students for entertainment purposes may not be viewed in public areas on campus, such as the Missouri Recital Hall.

PERSONAL PROPERTY
The College shall not be liable directly or indirectly for loss or damage to personal property by fire, theft, or any other cause. Each student is encouraged to review her family personal property insurance coverage. The College will assist in verifying a loss for an insurance claim provided the necessary theft report has been completed (see Theft to follow in this section). The College is not responsible for any vehicle, registered or unregistered, or its content while parked on College property; additionally, the
College responsible for damages that may result from improper towing or storage of parked vehicles. Cars should be locked at all times.

**POLICY AND FEE CHANGES**
The College may change policies and practices stated in this handbook at any time. Generally, 30 days’ notice will be given to students prior to any changes taking effect. The College may also change the fees and charges whenever necessary (beyond the date of the current Catalog).

**PRIVATE INSTRUCTION IN COLLEGE FACILITIES**
Members of the Cottey community may not offer privately arranged instruction (with or without compensation) using campus facilities or equipment unless the administration has given prior approval. This policy does not include assistance provided by instructors to students outside of the classroom setting. Individuals wanting to give private lessons should contact the vice president for student life, the vice president for academic affairs, or the vice president for administration and finance, as appropriate. Prior approval is necessary even though the individuals giving or receiving instruction may be affiliated with the College.

**PROFESSIONAL CONDUCT AND NO HARASSMENT**
*(Including the prohibition of harassment based on race, religious, spirituality, sexual orientation, gender presentation, disability, and national origin as well as sexual harassment)*

Cottey College’s policy is to maintain an environment for all employees and students that is free of harassment, illegal discrimination, and unprofessional conduct. In keeping with that policy, the College prohibits any form of harassment by or against any employee, applicant for employment, customer, supplier, student, or any other person whether such harassment is lawful or unlawful. It is never justifiable to harass an employee or admitted student because of his/her race, religion, color, national origin, citizenship, age, disability, veteran status, sexual orientation, spirituality, sex, gender presentation, or any other status protected by law.

Harassment of any form is counterproductive and does not serve the principles on which Cottey College operates. The College respects the dignity and worth of each student and employee and believes that each student and employee should be free to develop fully her or his potential, neither hindered by artificial barriers nor aided by factors that are not related to merit. Cottey College also prohibits unprofessional conduct and comments that may not amount to unlawful harassment. All employees are expected to use good judgment and to avoid even the appearance of impropriety in all of their dealings with students and with other employees. Supervisory employees especially must exhibit the highest degree of personal integrity at all times, refraining from any behavior that might be harmful to their subordinates or to the College. Similarly, faculty members must demonstrate the utmost professionalism when interacting with students.

Harassment is expressly prohibited including any verbal, written, electronic, or physical act in which race, religion, color, national origin, citizenship, age, disability, veteran status, sexual orientation, spirituality, sex, gender presentation, or any other status protected by law is used or implied in a manner that would make another person uncomfortable in the educational or work environment or that would interfere with another person’s ability to participate in an educational program or activity or to perform her or his job. Examples of harassment include jokes that include reference to any protected status; the
display or use of objects or pictures that adversely reflect on a person’s any protected status; or use of language that is offensive due to a person’s any protected status.

Harassment on the basis of sex is subject to the Cottey College Title IX Grievance Procedure for Students. All other forms of harassment are Major Violations, subject to the Major Violations Grievance Procedure.

**Sexual Harassment and Misconduct Policy and Title IX**

The College will not tolerate any type of sexual harassment, including dating violence, domestic violence, sexual assault, stalking, or other misconduct. The College is committed to taking all appropriate steps to eliminate sexual harassment, misconduct, and violence and prevent its recurrence and address its effects.

All members of the College community must live and work within the guidelines of a comprehensive sexual harassment and misconduct policy. This policy applies to all forms of harassment or discrimination, including sexual violence, sexual assault, dating violence, domestic violence, and stalking. This policy applies to both on-campus and off-campus conduct. In particular, off-campus behaviors that adversely affects, or has the potential to adversely affect, any member of the Cottey College community or Cottey College fall under this policy. Students and employees who violate this policy may be disciplined up to and including dismissal/termination.

Any student or employee who believes that she or he may be the victim of sexual harassment may bring the matter to the attention of the director of safety, Clery, and Title IX Compliance. He/she may also contact the director of human resources, Title IX Deputy Coordinator (for employees), or the vice president for student life, Title IX Deputy Coordinator (for students), or the vice president for academic affairs, who will report the matter to the Title IX Coordinator.

The College’s authority over visitors to the campus who commit sex offenses on campus is limited to reporting them to local law enforcement officials and issuing a “No Trespass” directive from campus property. Individuals banned from campus may be arrested for trespassing if they refuse to leave. Campus authorities will also assist victims in obtaining a protection order.

Students or employees who become victims of sex offenses, whether on or off campus, are encouraged to report the crime to local law enforcement authorities. Campus officials are available to assist students or employees in this process. The professional counselors and the coordinator of spiritual life who work in the Student Life Center are encouraged to inform the persons they are counseling of the option to report crimes on a voluntary confidential basis, through their offices to the vice president for student life if and when they deem it appropriate, so that a “timely warning” can be made if appropriate and the incident can be included in the annual report; the vice president for student life will also notify Campus Security personnel and the Nevada Police Department of any confidential anonymous report.

Campus officials will facilitate changes in academic or living conditions which happen to be connected in some manner to an offense, if reasonable options for change are available.

**Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when
• Submission to the conduct is made either explicitly or implicitly a condition of participation in an educational program or activity or a condition of employment.
• Submission to or rejection of the conduct is used as the basis for an employment decision or decision regarding participation in an educational program or activity affecting the harassed employee or student.
• Such conduct has the purpose or effect of substantially interfering with the student’s or employee’s educational performance or work or creates an intimidating, hostile, or offensive learning or work environment.

Prohibited acts of sexual harassment can take a variety of forms, ranging from off-color jokes to subtle pressure for sexual activity to physical assault. Sexual harassment need not be sexual in nature. It includes offensive remarks about an individual’s sex or gender. Both victim and harasser can be either a woman or a man, and the victim and harasser may be the same sex. It is not possible to identify each and every act that may constitute sexual harassment. Examples of conduct that may constitute sexual harassment are
  • Repeated or unwelcome sexual flirtations, advances, propositions, touching, remarks, or requests for sexual favors
  • Repeated verbal abuse of a sexual nature
  • Graphic verbal comments about a person’s body
  • Sexually-degrading words used to describe a person
  • The display of sexually suggestive objects or pictures
  • Unwelcome questions or comments about private sexual matters
  • Slurs, “off color” jokes, or degrading comments related to gender
  • Demeaning, discourteous conduct, or negative stereotyping
  • A sexual relationship with a subordinate or a student
  • Sexual assault, domestic violence, dating violence, and stalking

**Domestic Violence**
Felony or misdemeanor crimes of violence committed by a current or former spouse 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, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

**Dating Violence**
Violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship, (ii) the type of relationship, and (iii) the frequency of interaction between the persons involved in the relationship.

**Stalking**
Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others or (B) suffer substantial emotional distress.

**Sexual Assault**
Any nonconsensual sexual act proscribed by Federal, tribal or State law, including when the victim lacks capacity to consent.
Consent
Lack of consent is a critical factor in determining whether sexual violence, sexual assault, or related conduct has occurred. Consent requires an affirmative act or statement by each participant. Consent is not passive.

- Consent to engage in sexual activity must exist from the beginning to end of each instance of sexual activity. Consent consists of an outward demonstration indicating that someone has freely chosen to engage in sexual activity. In the absence of an outward demonstration, consent does not exist. Consent is informed, knowing, and voluntary. Consent is demonstrated through mutually understandable words and/or actions that indicate a willingness to engage in sexual activity. Consent is not effective if it results from the use of physical force, intimidation, coercion, or incapacitation. If a sexual act is occurring and physical force, intimidation, coercion, or incapacitation develops, there is no longer consent.

- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.

- Being in a romantic relationship with someone does not imply consent to any form of sexual activity.

- Consent to engage in sexual activity may be withdrawn by either party at any time and may be expressed by either words or non-verbal acts. Once withdrawal of consent has been expressed, sexual activity must cease.

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

No Retaliation
It is strictly against College policy to retaliate against anyone who reports or assists in making a good faith complaint of prohibited discrimination or harassment of any kind. Retaliation is contrary to this policy statement and may result in discipline up to and including termination or dismissal. Anyone who feels that retaliatory action has been taken because of his or her report or assistance in making a complaint of prohibited conduct should immediately bring the matter to the College’s attention as described below.

How to Report Instances of Harassment or Retaliation
The College cannot resolve matters that are not brought to its attention. Any student or employee, regardless of position, who has a complaint of or who witnesses discrimination, harassment, or retaliation of any campus community member by anyone, including supervisors, managers, employees, students, faculty members, or even non-employees, has a responsibility to immediately bring the matter to the College’s attention. Students may tell any faculty or staff member; however, they are encouraged to tell the vice president for student life, the Deputy Title IX Coordinator, the vice president for academic affairs, the director of safety, Clery, and Title IX Compliance, the director of human resources, or the Deputy Title IX Coordinator. If the complaint or observation involves someone in an employee’s direct line of command, or if the employee is uncomfortable discussing the matter with his or her direct
supervisor, the employee is urged to go to another supervisor, a member of the President's Council, or to the director of human resources. Any member of the Cottey community, including faculty, staff, and students may file a grievance against a student who has or is apparently violating a rule. (See Major Violation Grievance Procedure, Section 4). Local law enforcement may also be contacted.

**How the College Will Investigate Complaints**

The College will conduct a prompt, fair, and impartial internal investigation and resolution of all claims of discrimination, harassment, or retaliation. The investigation and hearing will be conducted by officials who receive annual training on these issues, including those related to sexual harassment, domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Allegations of harassment on the basis of sex, including sexual harassment, sexual assault, or sexual violence, are subject to the Title IX Grievance Procedure. A detailed description of the entire Title IX Grievance Procedure process is contained herein under the Title IX Grievance subsection of Section 3. Allegations of other forms of harassment are subject to the Major Violation Grievance Procedure found in Section 4. If an investigation confirms that harassment or retaliation has occurred, the College will take prompt, corrective action, as is appropriate. Complaints of harassment and retaliation will be kept as confidential as possible.

**Academic Complaints**

Student complaints in the academic area should begin with a discussion with the relevant faculty member. If the student is not satisfied, or is not comfortable speaking with the faculty member, the student should meet with the Vice President for Academic Affairs.

**Cottey’s Commitment to an Effective No Harassment Policy**

If any person feels the College has not met its obligations under the policy, he/she should contact the vice president for administration and finance.

**SAFETY PROCEDURES AND SERVICES FOR VICTIMS OF SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING**

The College has safety procedures in place that serve students who report sexual assault, domestic violence, dating violence, and stalking. These procedures can be found in Safety Information and Appendices in Section 6.

**Cottey College Title IX Grievance Procedure for Students Alleging Discrimination or Harassment Based on Gender, Including Sexual Harassment**

**Purpose**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any educational programs, including those at Cottey College. The College provides this grievance procedure because it is critical that students are treated fairly and receive prompt responses to problems and complaints concerning sex discrimination, including allegations of sexual harassment or sexual violence made against another student, a faculty or staff member, or a third party. This grievance procedure is adopted to ensure prompt and equitable resolution of any claims.
Cottey College's Title IX Coordinator and Deputy Coordinators are available to assist with this procedure, and students should freely use this procedure without fear of retaliation. The College will work to ensure that all issues are addressed appropriately and that no student will be retaliated against.

A student believing discrimination or harassment has happened is free and encouraged to discuss the problem, in confidence, with a member of the counseling staff in the Counseling Office, the student health office manager or physician, in Health Services, the coordinator of spiritual life and campus diversity, or other private professional providers. In addition, no College policies or procedures in any way proscribe a student's rights to report to law enforcement authorities conduct that she believes may be criminal.

1. **How to Report Student Complaints of Discrimination Based on Gender, Including Sexual Harassment.**

Student complaints alleging that another student, an employee, or a (non-student) third party on campus violated the College’s Equal Employment Opportunity or Professional Conduct and No Harassment Policy should be reported to a Title IX Coordinator and/or Deputy Coordinator. The following individuals are the Title IX Coordinator/Deputy Coordinators at Cottey College:

**Title IX Coordinator:**

*Mark Burger*

**Director of Safety, Clery, and Title IX Compliance**

*Cottey College*

1000 W. Austin Boulevard

Nevada, MO 64772

417-667-8181, ext. 2292

mburger@cottey.edu

**Title IX Deputy Coordinators:**

*Landon Adams, Ed.D.*  
**Vice President for Student Life**  
*Cottey College*

1000 W. Austin Boulevard  
Nevada, MO 64772  
417-667-8181, ext. 2126  
ladams@cottey.edu

*Betsy McReynolds*  
**Director of Human Resources**  
*Cottey College*

1000 W. Austin Boulevard  
Nevada, MO 64772  
417-667-8181, ext. 2103  
bmcreynolds@cottey.edu

Although a student is free to report allegations of inappropriate conduct to the coordinator or deputy coordinator (or other College employees), most reports by students will be referred to the vice president for student life, and that person is a good primary contact for most student issues. The Title IX coordinator and deputy coordinators will collaborate to investigate and respond to the complaint.

A written statement should be provided to the Title IX coordinator/deputy as soon as possible. The written statement (if available) and this procedure will be provided to the accused, the complainant, and the appropriate vice president. If the complaint relates to an employee, the Title IX Coordinator/deputy will notify the relevant vice president as soon as possible after receiving the complaint.

2. **Grievance Procedure Applicable to Complaints of Gender Discrimination, Including Sexual**
Harassment

The Title IX Grievance Procedure applies to claims of sex-based discrimination and harassment. Sex-based discrimination involves treating someone unfavorably because of that person’s sex. Discrimination against an individual because of gender identity, including transgender status, or because of sexual orientation is sex-based discrimination. Therefore, this procedure applies to complaints by a student alleging a violation of the College Equal Employment Opportunity or Professional Conduct and No Harassment Policy and stating the student has been discriminated against or harassed because of her gender. All other claims of harassment are subject to the Major Violation Grievance Procedure. (See Section 4).

After receiving a report, the Title IX coordinator/deputy will initiate an initial investigation by notifying the accused that a complaint has been filed against her or him and inform her or him of the nature of the complaint, providing a written copy of the complaint to the accused (if available). The Title IX Coordinator/deputy will explain the process and the relevant avenues of redress to the complainant and the accused and provide them a written summary of the process.

Informal Procedures

The informal procedures (mediation) are designed to resolve complaints quickly, efficiently, and to the mutual satisfaction of all parties involved. Where circumstances allow and both parties agree to participate, informal procedures will be initiated as soon as possible and within five school days, absent any unusual circumstances. A complainant may elect to terminate a formal complaint process and enter into mediation at any point, including after the commencement of the formal process.

Mediation is a voluntary process intended to allow the parties involved in an alleged complaint of discrimination or harassment to discuss their respective understandings of the incident with each other through the assistance of a trained mediator. Mediation is designed to encourage each person to be honest and direct with the other and to accept personal responsibility where appropriate. Mediation is only offered as an option if both the complainant and the accused are members of the Cottey College community and agree to participate. Informal mediation is not appropriate for certain cases, such as alleged sexual assaults, even on a voluntary basis.

Upon the consent of all parties to the complaint, the Title IX Coordinator/deputy, or other appropriate individuals, will seek an outcome through mediation conducted by qualified College staff member or an external professional engaged by the College. Any resolution through mediation also must be mutually agreed upon by all parties to the complaint. In certain circumstances, the Title IX Coordinator/deputy may use the services of an Employee Assistance Program counselor to assist in resolving a complaint. Both the complainant and the accused have the right to bypass or end the informal complaint process at any time in order to begin the formal stage of the complaint process.

Formal Procedures

If the allegation of harassment is not resolved by the informal procedures or is inappropriate for mediation, a formal investigation will be initiated.
The party making the allegations should provide a formal written complaint to the Title IX Coordinator/deputy. The accused then will be afforded fourteen (14) calendar days in which to provide a written response to the allegations. A copy of any response will be provided to the complainant. The Title IX coordinator/deputy will then conduct an investigation. The investigation of all formal complaints shall include interviews of (i) the complainant, (ii) the accused, and (iii) any witnesses and other persons identified as having relevant information related to the alleged incidents, so long as they agree to be interviewed. The parties will have the opportunity to present witnesses and other evidence for consideration by the Title IX coordinator/deputy. The Title IX Coordinator/deputy shall have the authority to take all reasonable and prudent interim measures to protect both parties pending completion of the investigation and during the informal or formal procedures to resolve the complaint.

**Allegations of Misconduct by a Student**

A complaint that a student has engaged in unlawful discrimination/harassment or sexual harassment (including, but not limited to, sexual assault or sexual misconduct) in which a formal hearing is sought must be made in writing to the vice president for student life by filing a disciplinary grievance form. All investigations shall be conducted by the College in a timely manner. A report of the findings of the investigation shall be provided to the complainant and the accused, and to the Title IX Student Hearing Board (the “Board”), if a formal hearing is held. More information on the Board and its procedures is contained below.

Generally, a formal hearing will take place before the Board. Complainants and accused students have the right to be present during any formal hearing. If complaints are made near the end of the semester, or in other circumstances where the vice president for student life determines that the complaint cannot otherwise be resolved in a timely manner, other procedural options may be considered in consultation with the student/employee who raised the issue. In particular, a hearing under these circumstances may instead take the form of an administrative hearing by a designee of the vice president for student life. The student will have the same rights regardless of the hearing format. If a formal hearing takes place, the hearing procedures set forth in the Cottey College Student Handbook will apply.

The hearing procedures, outcomes, and appeal rights and process are generally those detailed in the Major Grievance Procedure found in the Cottey College Student Handbook in Section 4. All students/employees who file a complaint will be informed of a likely timeline for resolution at the beginning of the adjudicative process, notified in writing of the outcome at the end, and allowed to appeal any decision. All decisions will be made using a preponderance of the evidence standard.

**Allegations of Misconduct by a College Employee**

If a student alleges misconduct by an employee, the student is entitled to the same basic rights, protections, and procedures explained above (prompt resolution, the right to present witnesses and evidence, appeal, etc.). Any hearing, however, will be an administrative hearing in front of the appropriate College vice president. If allegations are made against a faculty member, the vice president for academic affairs will hear the evidence and decide the outcome. If allegations are made against another College employee, the vice president for administration and finance will hear the evidence and decide the outcome. Allegations against a College employee will not be heard by the Title IX Student Hearing Board.
Regardless of against whom allegations are made, all students can be assured the College will work with them to promptly and equitably resolve their issues and that in no instance will any student be retaliated against for bringing an issue to either a Title IX coordinator/deputy or another College employee.

**Title IX Student Hearing Board**

**Composition and Purpose**
The vice president for student life/Title IX Deputy Coordinator will appoint the College’s Title IX Student Hearing Board. The Board will be composed of selected trained professional faculty and staff members who serve in the Cottey College Disciplinary System. The director of housing or a designee will serve as the chair of the Board.

**Formal Adjudication by the Board**
A hearing before the Board is the formal adjudication of a complaint of discrimination, harassment, or sexual harassment (including, but not limited to, sexual assault or sexual misconduct) made by a student or employee against a student. The Board will seek to encourage an open exchange of information within the rules of confidentiality articulated in these procedures. While the Board’s procedures are designed to ensure due process for the parties involved, the Board is not bound by the rules of criminal or civil procedure that govern judicial proceedings in court. A finding of responsibility must be supported by a “preponderance of the evidence.” A “preponderance of the evidence” means that it is more likely than not that the accused student is responsible for the committing of the act or acts complained.

See the Cottey College Student Handbook for a description of the formal disciplinary hearing process. The hearing procedures that are outlined in the Cottey College Student Handbook will generally apply, with the following exceptions:

1. **Timelines:** The timelines outlined will be amended to allow for the College to conduct a formal investigation in a timely manner.

2. **Questioning:** Only the chair and Board members may ask questions of hearing participants. The complainant and accused student may, however, ask the Chair to pose additional questions or inquire further into specific matters by submitting these requests in writing. If necessary, a brief recess may be granted to allow both parties an opportunity to prepare and submit such requests.

3. **Appeals:** Either the accused student or the complainant may appeal the Board’s decision by notifying the vice president for student life in writing within three (3) school days of the date of the Board’s decision. See the appeals process outlined in the Cottey College Student Handbook.

**REPORTING THE ABUSE OF A MINOR ON CAMPUS**
In addition to state reporting mandates, all employees and students who become aware of or suspect child abuse, sexual abuse of minors, and/or criminal acts against minors will report that information to her/his supervisor or the vice president for student life. The supervisor will immediately report said acts to the vice president for administration and finance, the director of human resources, or the vice president for student life who will contact local law enforcement and the Missouri Department of Social Services without delay.

**SERVICE ANIMAL AND EMOTIONAL SUPPORT ANIMAL POLICY**
Cottey College is committed to assuring equal access for students, staff, and faculty with disabilities, as well as guests and visitors to the campus. It is the College’s policy to permit service animals as defined by
the Americans with Disabilities Act and may permit emotional support animal, as determined on a case-
by-case basis, to reside in the residence hall with a student with a documented disability as a reasonable
accommodation. An individual with a disability is defined by the Americans with Disabilities Act (ADA) as
a person who has a physical or mental impairment that substantially limits one or more major life
activities, a person who has a history or record of such impairment, or a person who is perceived by
others as having such an impairment. (Source: http://www.ada.gov/cguide.htm, as accessed 7/9/2018.)
This policy and the following requirements are designed to facilitate a process for assuring equal access
while addressing health and safety concerns, particularly in residence halls. This policy supports Cottey
College’s commitment to comply with state and federal laws, rules, and regulations pertaining to the
Americans with Disabilities Act of 1990, as amended and related laws, rules, and regulations, including
794) and comply with the Fair Housing Act as applies to college residential settings. Adherence to these
policies and requirements is essential to support a foundation of understanding, comfort, and security
that make Cottey College a welcoming and accessible place for all.

Section 1: Service Animals under the Americans with Disabilities Act (ADA)
Definitions:
- Handler/owner: A person with a disability that a service animal assists or a personal care
  attendant who handles the animal for a person with a disability
- Service Animal: Any dog* 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 and meets the definition of “service animal” under the Americans with Disabilities Act
  (“ADA”) regulations at 28 CFR 35.104. The work or tasks performed must be directly related to the
  individual’s disability. (*Note: Under particular circumstances set forth in the ADA regulations at
  28 CFR 35.136(i), a miniature horse may qualify as a service animal.)

Students who wish to bring a service animal to Cottey College are protected by Title II of the ADA and
thus may bring their service animals to campus. In order to ensure that the College is able to meet the
needs of all students, the College requests that individuals who will be using service animals on campus
notify the coordinator of student disability services, academic advising, and student success
programming prior to arriving on campus with their service animal. Service animals are permitted in all
public areas of campus, except where specific restrictions apply as described in the Restricted Areas
section below. Missouri State laws also support access to public places for service animals and their
handlers. The policies below apply to students as well as visitors, guests, and temporary residents.

Examples of Service Animal Tasks: The work or tasks performed by a service animal must be directly
related to the individual’s disability. Examples of work or 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, pulling a wheelchair, assisting an individual
during a seizure, retrieving items such as medicine or the telephone, providing physical support and
assistance with balance and stability to individuals with mobility disabilities, and helping persons with
psychiatric and neurological disabilities by actively preventing or interrupting impulsive or destructive
behaviors. The crime deterrent effects of an animal’s presence and the provision of emotional support,
well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition
(ADA, March 15, 2011).
**Identification:** Service animals (including puppies and trainees) may be reasonably identified to the community by harness or service animal vest or other gear when not in a private or student residence in accordance with the provision stated under Control Requirements. If there is no identification, College staff may ask the two questions below to determine if a dog is a service animal:

1. Is the dog a service animal required because of a disability?
2. What work or task has the dog been trained to perform?

Staff may not ask about the individual's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.

**Control Requirements:** Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

**Care of Service Animals:** Individuals with disabilities who use service animals are expected to

1. Attend to the wellbeing and cleanliness of their animal.
2. Control animals at all times, avoiding disruption to others, or they may be removed.
4. Have a plan in place for animal care in the event of an emergency.
5. Arrange alternative shelter if the animal has to be removed from campus due to disruptive or unsafe behavior or environmental conditions or if the handler becomes unable to care for the service animal.
6. Comply with all state and local licensing requirements.

**Relief Areas**
Relief areas may be designated on an individual basis with the collaboration of the coordinator of disability services, academic advising, and student success programming or the director of human resources and the director of the physical plant for individuals, events, or programs.

**Service Animals in Training/Service Puppies:** Generally speaking, a service animal being trained has the same rights as a fully trained service animal when accompanied by a trainer and identified as such in any place of public accommodation. Handlers of service animals in training must adhere to all of the requirements for service animals and service animals in training are subject to removal as outlined in College policy.

**General Rules:**

a. Service animals are allowed in public areas where food is sold or prepared even if state or local health codes prohibit animals on the premises.

b. Allergies and fear of dogs are not acceptable reasons for excluding a service animal, but cooperation is essential to accommodate those with allergies or other conflicting disabilities when necessary.

c. Those individuals with conflicting requests may be asked to show documentation of a disability to help determine appropriate accommodations.

d. An individual with a service animal may not be isolated or treated less favorably than others.

e. College staff is not required to provide food or care for service animals.

**Removal of a Service Animal:** A person with a disability can be asked to remove his or her service animal when the animal is out of control and the handler does not take action to control it, when the animal is not housebroken, or when it poses a threat to health and safety. When there is a legitimate
reason that a service animal must be removed, staff must offer to still provide services or assistance without the animal being present.

**Restricted Areas:** The College may prohibit the use of service animals in certain locations due to health or safety hazards, where service animals may be endangered, or where their use may compromise the integrity of research or fundamentally alter the nature of a program or activity. Restricted locations may include, but are not limited to, research laboratories, classrooms with demonstration/research animals present, medical areas, research areas using radioactive materials or lasers, mechanical rooms or custodial closets, workshops with operating machinery, and food preparation areas. The safety of locations will be individually considered by the coordinator of disability services or director of human resources, the laboratory director or professor, or the director of the service area, and the vice president responsible for the areas and persons involved. If a location is determined to be unsafe for the use of a service animal, alternative reasonable accommodations will be explored and provided as appropriate to ensure the individual equal access to the activity. Exceptions to restricted areas may be granted on a case-by-case basis by contacting the coordinator of disability services or the director of human resources. In making the decision, the coordinator/director will consult with the appropriate department and/or laboratory representative regarding the nature of the restricted area and any ongoing research or other service provided in that area of the College.

**General Community Guidance**

**Public Etiquette by Students/Staff/Faculty on Campus**

Service animals are working animals; they perform tasks and are not pets. Accordingly, the College recommends that members of the Cottey community adhere to the following best practices when interacting with service animals.

- Do not pet a service animal while it is working. Service animals are trained to be protective of their partners and petting distracts them from their responsibilities.
- Always speak to the service animal’s owner/handler first, and ask before interacting with the service animal.
- Never feed a working service animal.
- Do not deliberately startle, tease, or taunt a service animal.
- Do not separate or attempt to separate a partner from her/his handler.
- Ask the service animal’s owner/handler if she/he would like assistance if the team seems confused about a direction in which to turn, an accessible entrance, the location of an elevator, etc.
- Never feed service animals alcoholic beverages. To do such may result in disciplinary action through the Offices of Student Life or Human Resources.
- Don’t be offended if the service animal’s owner/handler does not want to discuss the animal, their disability, let you pet the animal, or otherwise interact.

Any claims of discrimination on the basis of a disability or failure to provide reasonable accommodations regarding the use of a service animal on campus may be brought by any person (student, faculty, staff, and visitor) pursuant to the College’s Grievance Procedures.

**Section II: Service Animals and Emotional Support Animals in College Housing**

Service animals as defined by the ADA are allowed in College housing as a reasonable accommodation. Under the Fair Housing Act, a person with a disability may request to keep an emotional support animal in her room as an accommodation when there is an established need for the therapeutic nature of the animal that is connected to the individual’s disability. An Emotional Support Animal (ESA) provides
emotional support to persons with disabilities who have a disability-related need for such support. The ESA is indicated as necessary for an individual with a disability by an appropriate and relevant healthcare professional. An ESA is *not* a pet. It is an animal deemed necessary by a qualified healthcare/mental healthcare professional for an individual with a disability to have equal access and enjoyment of their housing. **Unlike a Service Animal, an Emotional Support Animal is not specifically trained to assist a person with a disability with activities of daily living or accompany that person at all times.** Emotional Support Animals may be considered in conjunction with access to College housing but they are *not permitted in other areas of the College (e.g. libraries, academic buildings, classrooms, dining areas, labs, work areas, student centers, etc.).** In order to qualify for such an accommodation, the emotional support animal must be necessary to afford the individual an equal opportunity to use and enjoy a dwelling or to participate in the residential life program. Further, there must be a relationship, or nexus, between the individual's disability and the assistance that the presence of the emotional support animal provides. To request such an accommodation:

**Application process:**
1. Students with service animals as defined by the ADA are asked to notify the coordinator of student disability services, academic advising, and student success programming, and the director of housing that they will be bringing a service animal to campus prior to the arrival of the animal.
2. Students requesting to have an emotional support animal residing in College housing must register with the coordinator of disability services and provide medical documentation of a disability that also describes the assistance the animal provides and the need for this type of accommodation. Documentation guidelines and all necessary forms can be found on the disability services webpage.
3. Students requesting ESAs as housing accommodations are required to make ESA-related housing requests in a timely manner. Students should submit a written request to the coordinator of disability services outlining the reason for the request and why it is necessary no later than June 1 for fall semester or October 1 for spring semester; otherwise 30 days in advance during the school year and 30 days prior to room assignments for the following year. Current students with roommates/suitemates must submit the Roommate/Suitemate Consent form with their written request. Students must obtain approval for the ESA prior to bringing their ESA to campus.
4. The coordinator of disability services will initially review all requests and determine whether the necessary information or documentation is present. The coordinator will make a determination, in cooperation with the director of housing and with other appropriate College staff, about whether this is a reasonable accommodation.
5. Upon approval, the student will be notified and a plan must be made with the coordinator of disability services for proper care and control of the animal as described in other sections of this policy.
6. Alternative accommodations may be discussed during this process and offered where appropriate.

**Restrictions:**
- Cottey will not allow assistance animals if it would fundamentally alter the nature of the program.
- Assistance animals must be kept in student rooms, are not allowed in public areas of the residence hall/house except to enter or exit the building, and are not allowed in other campus buildings. Assistance animals may be allowed in the student's assigned suite only with the signed agreement of all suitemates.
- Animals that may pose a health risk or danger to others will not be permitted.
Responsibilities for Animals in College Housing

1. The handler/owner is responsible for assuring that the service or emotional support animal does not unduly interfere with the routine activities of the residence or cause difficulties for students who reside there.

2. The handler/owner is financially responsible for the actions of the service or emotional support animal including bodily injury or property damage. The handler/owner’s responsibility covers but is not limited to replacement of furniture, carpet, window, wall covering, and the like. The handler/owner is expected to cover these costs at the time of repair and/or move out.

3. The handler/owner is responsible for any expenses incurred for cleaning above and beyond a standard cleaning or for repairs to College premises that are assessed after the student and animal vacate the residence. The College shall have the right to bill the student account of the handler/owner for unmet obligations.

4. The handler/owner must notify the coordinator of disability services in writing if the service or emotional support animal is no longer needed or is no longer in residence. To replace an approved emotional support animal, the owner must file a request in writing to the coordinator of disability services according to the application process in Section 1.

5. The handler/owner’s residence may be inspected for fleas, ticks, or other pests once a semester or as needed. The Housing Office will schedule the inspection. If fleas, ticks, or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a College-approved pest control service. The handler/owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls.

6. In the event that one or more roommates or suitemates of the handler/owner of a service or emotional support animal finds the presence of said animal problematic the non-approving roommates or suitemates or (far less commonly), the owner/handler may be reassigned to an alternate suite, as determined on a case by case basis by the director of housing and the coordinator of disability services.

7. Service animals may travel freely with their owner throughout College housing (and other areas of the College, except where restrictions apply for health and safety reasons).

8. Emotional support animals must be contained within the privately assigned residential area (room, suite, and apartment) at all times, except when transported outside the private residential area in an animal carrier or controlled by leash or harness. When outside the residence, the owner of an assistance animal shall carry proof that the animal is an approved animal.

9. Service and emotional support animals may not be left overnight in College housing to be cared for by another student. Animals must be taken with the student if they leave campus for more than one day.

10. Housing personnel have the ability to relocate the handler/owner and service or emotional support animal as necessary according to current contractual agreements.

11. The handler/owner agrees to continue to abide by all other residential policies. Reasonable accommodation that may constitute an exception to a policy that otherwise would prohibit having an animal does not constitute an exception to any other policy.

12. Any violation of the above rules may result in immediate removal of the animal from the College and may be reviewed through the College judicial process. The owner will be afforded all rights of due process and appeal as outlined in that process.

13. Should the service or emotional support animal be removed from the premises for any reason, the owner is expected to fulfill her housing obligations for the remainder of the housing contract,
unless a waiver is granted. Alternative accommodations will be discussed with the student as appropriate.

14. The owner undertakes to comply with animal health and wellbeing requirements as set forth in this policy.

Guidelines for Maintaining a Service Animal/Emotional Support Animal on Campus

A. Introduction
The following guidelines apply to all service and emotional support animals and their handlers/owners, unless the nature of the documented disability of the handler/owner precludes adherence to these guidelines, or permission for a variance from the guidelines has been granted.

B. Care and Supervision:
Care and supervision of the animal are the responsibility of the individual who benefits from the animal’s use. Handlers/owners are required to maintain control of the animal at all times. Handlers/owners are also responsible for ensuring the cleanup of the animal’s waste and, when appropriate, must use relief areas designated by the College consistent with the reasonable capacity of the owner. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and securely tied up before being disposed of in outside trash dumpsters. Litter boxes should be placed on mats so that waste is not tracked onto carpeted surfaces.

C. Animal Health and Well-Being
1. Vaccination: The animal must be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies and wear a rabies vaccination tag. Cats should have the normal shots required for a healthy animal. Local licensing requirements are followed and documentation must be provided upon request.
2. Health: Animals to be housed in College housing must have an annual clean bill of health from a licensed veterinarian. Documentation can be a vaccination certificate for the animal or a veterinarian’s statement regarding the animal’s health. The College has authority to direct that the animal receive veterinary attention.
3. Licensing: The College reserves the right to request documentation showing that the animal has been licensed.
4. Behavior: Service animals must be properly trained.

D. Removal of Service or Emotional Support Animal
The College may exclude/remove approved service or emotional support animal when
• the animal poses a direct threat to the health or safety of others.
• the animal’s presence results in a fundamental alteration of the College’s program.
• the owner does not comply with owner’s responsibilities in College housing.
• the animal or its presence creates an unmanageable disturbance or interference with the Cotey community.

E. Damage
Handlers/owners of service and emotional support animals are solely responsible for any damage to persons or College property caused by their animals.

Appeals and Grievances
Any person dissatisfied by a decision concerning a service animal or an emotional support animal may contact the vice president for student life at ext. 2126, in person in the Office of Student Life, or by email at ladams@cottey.edu; or the director of human resources at ext. 2103, in person in Main Hall, or by email at bmcreynolds@cottey.edu. If, after contacting the vice president for student life or the director of human resources, a student believes the College has not met its obligations, she may file a complaint with the Office of Civil Rights with the Department of Education. For more information, see OCR Complaint Process.

**SKATEBOARDING AND ROLLERBLADING**

Skateboarding and rollerblading by students and their accompanied guests is permitted on campus property with the exception of stairways, curbs, rails, tennis courts, inside buildings, and other areas that may be deemed unsafe or that could result in damage to property. Hover boards are not permitted on campus. Persons who choose to skateboard or rollerblade are doing so at their own risk. Scooters may not be ridden in any campus building, including residence halls. In addition, scooters may not be rolled upon or parked on any carpeted area. Caution must be exercised with regard to pedestrians. Students engaging in behavior deemed by campus officials as dangerous to self or others will be asked to stop the behavior and risk losing skateboarding and/or rollerblading and related privileges on campus.

**SMOKE- AND TOBACCO-FREE CAMPUS**

In accordance with Cottey’s student-centered approach to education, commitment to creating a healthy learning environment, and general concern for the well-being of women’s and men’s lives, smoking and the use of other tobacco products is not allowed on the Cottey campus. For the purposes of this policy, tobacco use will be defined as the possession of any lighted tobacco products or the use of any type of smokeless tobacco, including electronic cigarettes or other smoking/vaping devices and chewing tobacco. The use of any such products will not be permitted on any College-owned property, including, but not limited to, buildings, grounds, parking areas, walkways, recreational, and sporting facilities, and College-owned or leased vehicles.

This policy applies to faculty, staff, students, clients, contractors, vendors, and visitors, and will be in effect during and after normal campus hours, as well as during all College-sponsored events. In selected areas, “Tobacco-Free Campus” signs will be posted to ensure that all understand Cottey College’s commitment to a tobacco-free campus.

Students and employees found smoking or using tobacco products on campus will be subject to disciplinary action. Students or employees encountering other students or employees in violation of this policy should first address the behavior with that individual and request compliance with the policy. If this does not resolve the problem, a grievance may be filed against the student. Infractions involving employees should be reported to their supervisor.

Students or employees encountering guests, clients, contractors, vendors, and visitors in violation of this policy should first inform them about the smoke- and tobacco-free policy and request their compliance. If this does not resolve the problem, please contact campus security.

Students interested in participating in a smoking cessation program may seek assistance in the Health Services Office located in the Student Life Center on the second floor of Hinkhouse Center. Ultimately, successful living in a smoke- and tobacco-free campus will depend upon the thoughtfulness, respect, and
cooperation of everyone, and all members of our community will share the responsibility of following and enforcing the policy. Contact the Office of Student Life at ext. 2126 for further information.

**SOLICITATION**
Solicitation is not permitted on the Cottey campus with the exception of approved student organization fund-raising activities. Inquiries should be directed to the vice president for student life. Sales persons are not permitted in the residence halls, including individual residents serving as agents for private companies. Representatives from companies selling linens, dishes, cosmetics, etc., are not authorized to demonstrate their products on the Cottey campus.

Student representatives of companies such as Mary Kay cosmetics may advertise only by posting signs on bulletin boards. No other advertising or sales are permitted on campus, including group or individual makeovers, group parties, mass emails, or other similar types of advertising.

**SOLICITATION OF P.E.O. CHAPTERS AND MEMBERS**
Cottey students are prohibited from contacting P.E.O. chapter or members for the purpose of seeking financial support for tuition, books, travel, or personal expenses of any kind. Students in violation of this policy may be subject to disciplinary actions. Students experiencing financial hardships may contact the vice president for administration and finance and/or the vice president for student life.

**STUDENT RECORDS**
The Cottey College Catalog includes a policy statement concerning the confidentiality of student records. The following narrative is intended to provide supplementary information directly related to the Catalog policy. For more information on Cottey's institutional policy, see the registrar.

The Family Educational Rights and Privacy Act (FERPA) regulations apply to “educational records” defined as “records, files, documents, and other materials which contain information directly related to a student . . . maintained by an educational agency or institution.” Broadly defined and outlined below is a description of the types of records maintained by the College and the designated custodian of each type of record.

- **Academic:** Registrar/faculty advisor/Academic Affairs
- **Admission:** Vice president for enrollment management/registrar
- **Transfer/Career Counseling:** Kolderie Center Offices
- **Counseling:** Coordinator of counseling
- **Disciplinary:** Vice president for student life
- **Financial:** Vice president for administration and finance
- **Financial Aid:** Coordinator of financial aid
- **Medical:** Health Services: Vice president for student life

**Transcripts and Other Academic Records:** Other than as noted in the Catalog, transcripts and other academic records are released to third parties only with the written authorization of the student. The student may request access to her academic records with approval of the registrar.

**Disciplinary Records:** Disciplinary records are normally confidential; however, the “Student Right-to-Know and Campus Security Act of 1990” includes an amendment to FERPA regulations. The amendment permits, but does not require, higher education institutions to disclose to alleged victims of any crime of
violence “the results of any disciplinary proceeding conducted by such institution against the alleged perpetrator of such crime with respect to such crime.”

**Medical Records:** Access to these records is limited to the appropriate professional staff. Information regarding treatment can only be released to appropriate health care professionals and only with the written consent of the student (see HIPAA under Counseling and Health Services located in this handbook). Exceptions to this rule are

1. When deemed appropriate and necessary by a Health Services physician, the President, or the vice president for student life may be informed only that a student is being seen in the Health Services Office and be given only specific facts concerning the student’s problem.
2. In cases in which a student’s behavior constitutes a threat to the safety and/or welfare of the student or others, the vice president for student life, or a designee, may act to prevent harm to the student or others, including notification of parents/guardians. (See “Voluntary and Involuntary Methods of Terminating Student Enrollment” in this section of the handbook.)
3. In case of emergency, serious illness or surgery, parents or other persons legally authorized to consent to treatment and/or reimbursement from health insurance carriers may be notified.

**Exclusions:** The term “educational records” does not include

1. Personal files of faculty and administrative personnel that are in the maker’s sole possession and not accessible or revealed to any other person.
2. Police records that are kept separate from educational records maintained for law-enforcement purposes only and available only to law enforcement officials.
3. Medical, psychiatric, or psychological records created and used only for the treatment of a student and available only to those providing the treatment. (A physician or other appropriate professionals of the student’s choice may review such records.)

**Reviewing and Expunging Records:** The permanent academic record of a student is maintained in perpetuity by the institution. Other records are expunged in accordance with the laws of Missouri.

**THEFT**
Persons engaging in theft of individual or College property shall be subject to disciplinary action as a Major Violation, subject to the Major Violation Grievance Policy. If a student believes that something may have been stolen, she should report this information to a resident assistant or hall director as soon as possible. The hall director will have the student fill out a theft report that will be reported to the Office of Student Life. Thefts may also be reported to the Nevada Police Department.

**TRESPASSING**
Unauthorized persons who do not have business at Cottey College or who are not guests of members of the College community may be subject to questioning and/or removal by security personnel. They may also be charged with trespassing.

Students, who contribute to a trespassing violation, such as by giving entry to a residence hall after visiting hours have ended to a male or unregistered guest, are subject to harsh disciplinary action. These males or unregistered guests may be arrested for trespassing by the Nevada police, upon the request of security personnel or other College staff.
Students may also be charged with trespassing or breaking and entering due to the unauthorized entry and/or use of College facilities or equipment. This includes possession, use, duplication, or loan of College keys and ID/Keycards.

**VANDALISM**
Students found guilty of destruction or defacement of College or individual property may be subject to fines or other forms of disciplinary action in addition to an assessment for the costs of repair or replacement of the items damaged. Vandalism is a Major Violation, subject to the Major Violation Grievance Procedure.

**VOLUNTARY AND INVOLUNTARY METHODS OF ENDING STUDENT ENROLLMENT**
Students leave Cottey College prior to graduation for a variety of reasons. Voluntary and involuntary methods for ending student enrollment are described as follows:

**Leave of Absence**
Students may discontinue their studies at Cottey for up to a year but maintain privileges normally reserved for continuing students. This option is described in the Cottey College Catalog and under Leave of Absence earlier in this section.

**Mid-Semester Withdrawal**
Students may choose to end their enrollment during a semester by withdrawing from the College. Mid-semester withdrawals may be completed through the last day of classes before final examinations. Students withdrawing during a semester do not receive academic credit for those courses in which they were enrolled and grades of W, WP, or WF (as defined in the current College Catalog) are listed on official transcripts. Students who need to withdraw from the College should go to the Office of Academic Records to obtain the necessary forms and assistance in understanding withdrawal procedures.

**Non-Returning Students**
Another method of ending enrollment prior to graduation is to leave Cottey after completing a semester. Non-returning students receive academic credit and grades for all completed course work. No other notation is made on official student transcripts. Non-returning students are expected to go to the Office of Academic Records to obtain the necessary forms and discuss related procedures.

**Academic Dismissal**
Students may be dismissed each semester due to poor academic performance. Details concerning this type of dismissal are explained in the Cottey College Catalog.

**Disciplinary Dismissal**
Students may be dismissed for violating College conduct regulations. Information concerning this type of dismissal is included in the Student Responsibilities section of this handbook, located in Section 4.

**Administrative Dismissals**
**Dismissal Due to Failure to Pay Student Fees:** The College may dismiss a student at any time during the semester if the College has not received full payment of a student’s fees. A student may also be dismissed from the College if the application for a guaranteed student loan or other sources of financial assistance has been denied after registration, unless the matter is satisfactorily settled with the vice president for administration and finance.
Dismissal by the vice president for student life: The vice president for student life may dismiss any student if the student behaves in a manner that

a. creates an unreasonable risk or danger to the safety of themselves, other students, or College personnel;

or,

b. causes the student to disrupt the academic or social process of other students at the College.

When a student who has received this type of dismissal is ready to resume enrollment at the College, the student must make a formal written request to the vice president for student life for readmission.

**WHISTLE-BLOWER POLICY**

Cottey College encourages the campus community to report unethical or unlawful conduct by others, as well as violations of the College’s policies and procedures. All members of the campus community who become aware of or in good faith suspect unethical or unlawful conduct or violations of the College’s policies and procedures should report that information to their supervisor, the Director of Human Resources, or call the anonymous toll free number: 877-9-COTTEY or 877-926-8839. The College strictly prohibits unlawful retaliation against anyone who in good faith reports violations of law, ethics, or policy, or refuses to comply with directives from any supervisor or faculty member that would constitute a violation of law, ethics, or policy. The College will thoroughly and promptly investigate all reports of retaliation, and if an investigation confirms that retaliation has occurred, the College will take prompt action in response, as is appropriate. Anyone who retaliates against a reporting member of the College community will be subject to disciplinary action, potentially including termination of employment. Complaints of retaliation will be kept as confidential as possible.
Section 4:
Student Responsibilities

INTRODUCTORY STATEMENT
As an educational institution, Cottey College has an obligation to provide a physical and intellectual environment where students have freedom to grow and are challenged to realize their full potential. In support of this general goal, a list of responsibilities is included in this section so that students can learn what to expect from the College and what the College expects from them. It is not an attempt to limit student freedom; rather, it is an attempt to provide a balance between individual needs and the needs of the College. Inherent in its construction is the idea that freedom of choice implies the acceptance of full responsibility for one's actions. Thus, in choosing to come to Cottey College, a student chooses to conform to the code of behavior that has been designed for the common good of the institution and all of its constituencies.

Students are also responsible for their actions on and off campus as outlined by local, state, and federal statutes and they are not immune from prosecution by these agencies as a result of their college status. If conduct occurring external to the College represents a threat to the health, safety, or welfare of any member of the College community or to the good of the College, the College may take disciplinary action.

STUDENT RESPONSIBILITIES
The Cottey College Board of Trustees delegates to the President of the College the responsibility for student conduct and authorizes the President to delegate to the vice president for student life, the faculty, and other administrative officials the responsibility for maintaining discipline on the campus. The President may authorize or amend campus rules and regulations as necessary to fulfill the mission of the College.

The College's primary interest in disciplinary actions is to help individual students avoid further inappropriate behavior and to become responsible members of the academic community. Students who do not uphold the Honor Code or do not conform to College regulations, or who commit violations of a serious nature, may be dismissed from the College.

Students are expected to uphold the Honor Code and College regulations while in or on College property including buildings, grounds, and vehicles. This expectation extends to students involved in College-sponsored or approved trips and events held off campus. Individual students and groups may also be grievanced for off-campus activities that are not part of a College-sponsored or approved event when the activity in question fits the general criteria noted in the introductory statement above.

Student status at Cottey College does not confer either immunity or special consideration in civil or criminal laws. Students may be held accountable to both civil and College authorities for acts that constitute violations of law as well as violations of College regulations. Disciplinary action by the College will not be subject to challenge or postponements on the grounds that criminal charges involving the same incident have been dismissed or reduced or are pending in civil or criminal court.
Students have an obligation to become familiar with, and conform to, the standards of conduct that are expected at Cottey College and to report actions of others that appear to violate these standards. Students are responsible for the Honor Code and for all College policies and regulations stated in this handbook, the Cottey College Catalog, official notices, the Residence Hall Agreement, and state and federal laws. Ignorance of policies and regulations is not a valid excuse for violations.

COTTEY COLLEGE HONOR CODE
The Honor Code of Cottey College defines and expresses the ethical spirit in which we, the members of the Cottey community, pursue the education of women. Recognizing that a community of learning cannot function well without respect for basic moral order, we also understand that the furthering of excellence requires still greater commitments. Thus, in addition to basic moral principles, we also affirm Virginia Alice Cottey's emphasis on the development of excellent personal character and the more specific ethical standards of the professional associations that oversee the conduct and quality of higher education.

We, the members of the Cottey College community, commit ourselves to act with:
1. Personal responsibility.
2. Academic honesty and integrity of work.
3. Moral respect for persons and their property.
4. Ethical concern for the good of the College community and the broader society of humankind.

Embracing these ideals, we aim for the ongoing fulfillment of the mission of this College as a center of higher, humane learning.

ACADEMIC ASPECTS OF THE HONOR CODE
The following items are considered examples of academic violations of the Honor Code.

1. **Dishonest preparation of course work.** In the preparation of assignments, intellectual honesty demands that a student not copy from another student’s work. When writing a paper, it is proper to acknowledge all sources of information.

2. **Dishonest examination behavior.** The unauthorized giving or receiving of information during examinations or quizzes (this applies to all types, such as written, oral, lab, or take-home) is dishonest examination behavior. Unauthorized use of books, notes, papers, etc. is not acceptable.

3. **Papers borrowed or purchased.** It shall be considered an act of dishonesty for a student to submit to a teacher any paper that has been borrowed or purchased from any source whatsoever. Such a work is not the true work of the student who submits the paper, and such action is as reprehensible as copying from another paper during a test.

4. **Excessive help.** It shall also be considered an act of dishonesty for a student to receive excessive help from another student with the preparation or writing of any paper to be submitted to an instructor. Such excessive help shall be held to exist when it exceeds the general discussion of ideas. In short, excessive help is that in which the helper rewrites all or any portion of the paper. The individual instructor will define the parameters of legitimate help.

5. **Plagiarism.** Plagiarism is a form of stealing in which another person’s ideas or even his/her very words are borrowed without acknowledgement or credit being given. Plagiarism may include directly copying an entire paper from a single source to a merging together of quotations from many sources; it exists when these sources are not properly identified and when quoted material is not put in quotation marks or indented. Even when the student paraphrases the ideas of another writer, the student is obligated to credit that writer.
6. Aiding and Abetting. Aiding and abetting, that is participating in any way in cheating, is considered academic dishonesty and shall be treated with the same consequences.

7. Unauthorized Collaboration. A test or assignment is given to the individual with the expectation that it be completed independently without assistance from another student or outside sources of information unless collaboration with others or use of resource materials is specified by the instructor.

The above-mentioned items are not the only violations to be considered. The Cottey College community maintains that any violation of the spirit of the Honor Code is a violation. If a student is in doubt about some practice, the student should consult her advisor and/or instructor.

An Honor Code grievance can be filed by any member of the College community including a student who wishes to grievance, either on her own accord or at the request of another member of the College community. The chair of the Judicial Board should be notified immediately of any suspected infraction of the Honor Code.

Disciplinary Action for Honor Code Violations Including Academic Dishonesty

Students who violate the Honor Code are subject to a grievance being filed against them. Violations of the Honor Code are Major Violations, subject to the Major Violation Grievance Procedure. (See Section 4). The grievance will be reviewed by the Judicial Board of the College. (See below.) The exception is the case of academic dishonesty. With respect to academic dishonesty, faculty members of Cottey College are responsible for determining if a situation has risen to the level of academic dishonesty (cheating) and for the discipline of students whom they believe to be guilty of academic dishonesty in their classrooms.

The consequence of academic violations of the Honor Code of Cottey College will depend on whether the violation is a single incident in a class or the result of multiple violations that occur in one or more than one class. The result of a single violation in a class may be either a grade of F on whatever work is involved in the violation, with no possibility of redoing the work, or a course grade of F and expulsion from the course. The faculty member teaching the class in which the academic dishonesty occurred will decide which of these consequences to enforce, in accordance with the guidelines set forth above.

Any student found guilty of academic dishonesty will be reported by the faculty member to the vice president for academic affairs. If it is determined by one or more members of the faculty that a student is responsible for academic dishonesty more than once during her enrollment at Cottey, the vice president, in her or his discretion, will determine whether the consequences for the dishonesty will exceed those for the individual class or classes. Depending on the severity of the violations, the vice president for academic affairs, in her or his discretion, reserves the right to expel the student committing the offenses from the College.

Any student who has had sanctions imposed by a faculty member and/or the vice president for academic affairs may appeal the case before an Academic Appeals Board to be appointed by the vice president for academic affairs (VPAA) each academic year. The VPAA will appoint two students recommended by the vice president of student life and two faculty members from the Faculty Curriculum Committee to serve on the Board. The Academic Appeals Board will be chaired by a faculty member elected by vote of the faculty each year, who will serve in a nonvoting capacity except in cases of a tie vote. If the Chair of the Appeals Board, other faculty member, or student member is involved in the case, the VPAA will appoint an alternate member(s) to serve. The student appeal must be submitted in writing to the Chair of
Academic Appeals Board within three school days of the date that the sanction was imposed. A hearing will take place within three school days of the submitted appeal. The decision of the Academic Appeals Board will be final.

Students are ethically responsible under the terms of the Honor Code for reporting occurrences of academic dishonesty to the faculty member in whose classes the alleged cheating may have occurred.

PROHIBITED BEHAVIOR/MINOR VIOLATIONS
Major and minor violations both involve the violation of a Cottey College regulation; except as otherwise provided by other Cottey College regulation or policy; major violations involve actions that lead to a Residence Hall Conduct Board or Judicial Board grievance on the first offense. Minor violations are actions on campus that can lead to an official warning or a Residence Hall Conduct Board grievance, depending upon the number of occurrences and other circumstances.

Minor violations include, but are not limited to, the following actions:
1. Burning of any candles, incense, or effusion lamp, or other items resulting in an open flame
2. Having food or drink in a computer lab or computer suite
3. Stacking or disassembling room furniture to make bunk beds out of beds not designed for this type of use or for other reasons. Removing a mattress from a frame or dismantling the frame
4. Stacking, piling, or removing suite furnishings
5. Causing excessive, disruptive noise in a quiet suite or during quiet hours except as permitted by hall staff
6. Displaying obscene or offensive visual materials within a suite or on an outside window
7. Allowing overnight female guests without prior approval
8. Allowing an animal into the hall, except as an approved service animal or ESA
9. Setting off a side door alarm
10. Changing rooms without advance written authorization
11. Committing any other violation of College rules, procedures, or regulations that are not considered major violations, although the College, in its discretion, may classify any significant misconduct as a major violation despite the particular conduct not being included in this list of examples of major violations.

MINOR VIOLATION PROCEDURE
Any student or residence hall staff member may report a violation. A hall staff person (hall director or resident assistant) should be called to the scene to process the warning, ensuring that frivolous complaints or personal grudges will not interfere with the actual violation. A warning form will be completed with a copy going to the student involved, the hall director (if the offense occurred in a residence hall), and the director of housing. These warnings cannot be appealed; however, students may submit a written statement concerning any warning within five school days to the director of housing, and copies of that statement will be attached to all copies of the original warning.

Certain minor violations will result in a written warning and an automatic sanction. Minor violations that carry an automatic sanction may be appealed in writing to the director of housing. Automatic sanctions will be given to students for the following minor violations:
- Having food or drink in a computer lab or computer suite—$25 fine
- Burning a candle or incense—$50 fine
- Animal in the hall—$50 fine
• Unauthorized room change–$50 fine

When a student has received three minor violations in an academic year, a grievance will be filed by the
director of housing that will include copies of the previous warnings and any statements the student may
have submitted in response. Thereafter, regular disciplinary procedure will be followed and the student
grievance will be notified by the proper authority concerning further action.

In a situation where a student is apparently responsible for multiple minor violations during a single
incident or when a student is thought to be responsible for a major and a minor violation, no warning will
be issued. These situations will be handled as major violations and will lead to formal disciplinary action.

PROHIBITED BEHAVIOR/MAJOR VIOLATIONS
Any student who commits, attempts to commit, or incites and/or aids others in committing any of the
following acts, among others conduct prohibited elsewhere but not necessarily listed here, shall be
subject to disciplinary action and may be dismissed from the College:
2. Violence, or the threat of violence, against any member of the College community or other conduct
which intentionally or recklessly threatens, endangers, or causes reasonable apprehension for the
health, life, or safety of oneself or other person(s).
3. Harassment or hazing. (Note: Harassment or hazing on the basis of sex is subject to the Title IX
Grievance Policy, found in Section 3).
4. Trespassing
5. Gambling
6. Unauthorized use or possession of firearms, weapons, explosives, firecrackers, or chemicals.
7. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or any other
College activity.
8. Turning in a false fire or bomb alarm by any means including a telephone call or by a warning device,
or tampering with smoke alarms, extinguishing equipment, or willfully starting a fire or causing an
explosion in College buildings or on campus. Making intentional, false 911 reports by telephone or
emergency pole.
9. Unauthorized entry and/or use of College facilities or equipment. Unauthorized use, possession, or
duplication of College keys or ID/Keycards.
10. Theft, possession of stolen goods, damage, or vandalism to property owned/controlled by the College,
local/state municipalities, business establishments, or any person.
11. Falsification, forgery, alteration, or use of College documents, records, or instruments of identification
with intent to defraud the College.
12. Smoking or using tobacco or smoking devices anywhere on campus.
13. Disorderly conduct, disturbing the peace, creating undue noise or lewd, indecent, or obscene conduct
or expression.
14. Possession, consumption, or distribution of alcoholic beverages (or empty containers) on any part of
the campus including student vehicles.
15. Use, possession, sale, manufacture, or distribution of any drug (or drug paraphernalia) in either
refined or crude form, including synthetic substances, unless under the direction of a licensed
physician or as expressly permitted by law.
16. Failure to comply with orders or directives of College officials, faculty, security officers, hall staff, or
any other law enforcement/fire department personnel acting in the performance of their duties.
17. Violation of major College residence hall regulations (as described in Section 2), including but not limited to male and female visitation (unless posted otherwise) or the accumulation of three minor violations.
18. Violation of the Prohibited Student Organizations Policy, including possession of any attire or item related to any groups or traditions that are now prohibited. (See Section 5.)
19. Misuse of computing resources through failure to comply with laws, license agreements, and contracts governing network, software, and hardware use. Abuse of the Cottery computer use policy.
20. Conduct that is detrimental to the image or reputation of the College.
21. Violations of federal and state law and respective county and city ordinances.

The College, in its discretion, may classify other significant misconduct as a major violation despite the particular conduct not being included in this list of examples of major violations.

MAJOR VIOLATION GRIEVANCE PROCEDURE

A. General
Cottey has established a Major Violation Grievance Procedure to supplement certain College Policies which designate the Major Violation Grievance Procedure as the appropriate process for evaluating allegations prohibited behavior (other than sex or gender-based misconduct) against students, faculty and staff. This policy may also be used to assist in general resolution of grievances not covered by specific policies. Alleged misconduct related to discrimination or harassment based on gender, including sexual harassment will be treated according to the procedures outlined in Section 3, Cottery College Title IX Grievance Procedure for Students Alleging Discrimination or Harassment Based on Gender, Including Sexual Harassment.

Any member of the Cottery community, including faculty, staff, and students, may file a grievance against a student who has violated or is allegedly violating a rule. Grievance procedures are initiated when a member of the Cottery College community brings an alleged violation to the attention of the vice president for student life or a designee. The vice president or a designee will then review the grievance and direct it to the appropriate disciplinary board or authority, including the Residence Hall Conduct Board, the Judicial Board, the vice president for student life or a designee, or the President. In the event that any grievance is deemed inappropriate for disciplinary action, the vice president or a designee will determine a more appropriate means of resolving the grievance, including mediation between parties.

The Residence Hall Conduct Board is made up of four students and a hall director, with the director of housing serving as an ex-officio member. The student members are appointed based on an application process by the SGA Executive Board in conjunction with the director of housing and the vice president for student life. The SGA vice president serves as chairperson. This board will hear grievances involving violations that most directly impact residence life.

The Judicial Board is made up of seven members. The student members of the Judicial Board include the SGA vice president and three other students who are appointed by the SGA Executive Board and the vice president for student life or a designee, based on an application process. The faculty members are appointed by the vice president for academic affairs from a list submitted by the SGA Executive Board, and the vice president for student life or a designee appoints an administrative member. The SGA vice president serves as chairperson. This board will hear grievances involving violations of campus policy including possession of alcohol and/or drugs, and hazing or harassment.
With permission of the vice president for student life or a designee, a student willing to accept responsibility for the alleged behavior may request a disciplinary conference in lieu of a hearing before a disciplinary board. The purpose of the conference is to gather relevant information to guide the development of disciplinary sanctions. The hearing will be conducted by the vice president for student life or a designee and include only the involved student(s).

Private and informal advice and assistance on matters related to the disciplinary hearing process is available from a designee who acts as a pre-hearing “consultant.” The consultant does not attend hearings and is not part of any disciplinary board but serves as an advisor to those who are or may be involved in a disciplinary hearing. Students accused of violating College regulations may talk confidentially with the pre-hearing consultant about any matter related to the hearing process or their defense. The pre-hearing consultant also assists students, faculty, or staff trying to decide whether to, and how to, file and present a grievance against a student.

**B. Mediation**
Mediation is encouraged as an alternative means to resolve most disciplinary cases. The vice president for student life or a designee shall inform complainants and accused students in writing about the availability of mediation resources, including resources offered by state or local agencies. The vice president or a designee, in the exercise of her or his discretion, may decline to process a complaint until the parties in a non-academic misconduct case make a reasonable attempt to achieve a mediated settlement. To be binding in a disciplinary case, any mediated settlement must be approved by the vice president for student life or a designee.

**C. Grievance Procedure**
The vice president for student life or a designee will review the grievance and at her/his discretion, may allow a student who accepts responsibility for the alleged behavior to request a disciplinary administrative hearing. All other grievances will be directed to the appropriate disciplinary board. The board will come to a decision, responsible or not responsible, and any disciplinary action or sanctions. Disciplinary actions or sanctions can range from a written warning to dismissal.

A few violations result in automatic sanctions. (See E. “Sanctions.”) In these cases, both the accused student and the person filing the grievance may request a hearing in lieu of the automatic sanction.

Alleged violations of academic aspects of the Honor Code will be handled by the faculty and the vice president for academic affairs as outlined under Disciplinary Action for Honor Code Violations Including Academic Dishonesty, located in the Introduction of this handbook.

Alleged misconduct related to discrimination or harassment based on gender, including sexual harassment, will be treated according to the procedures outlined in Section 3, *Cottey College Title IX Grievance Procedure for Students Alleging Discrimination or Harassment Based on Gender, Including Sexual Harassment.*

The major violation grievance procedure is as follows:
1. A grievance form may be obtained from the SGA vice president, a hall director, an R.A., the vice president for student life, or a designee. Individuals filing a grievance may not discuss the case prior to the hearing with any member of the disciplinary board. The pre-hearing consultant is available for consultation.
2. The grievance form must be signed by the person filing the grievance, must state who allegedly violated the rule, and must describe the alleged violation.

3. The grievance form must be turned in to the vice president for student life or a designee. Grievances must be filed no later than ten school days after the alleged violation occurred or is discovered.

4. Within five school days of receiving the grievance form, the vice president or a designee will notify the accused student that a grievance has been filed. At her/his discretion, the vice president will offer the accused student the option of a disciplinary administrative hearing if the student is willing to accept responsibility for the alleged behavior. In all other cases, the vice president or a designee will direct the case to the chairperson of the appropriate disciplinary board, who must inform the alleged violator in writing of the charges, who filed the grievance, and the time and place of the hearing. The hearing must be held within ten school days after the grievance is filed with the vice president for student life, or a designee; however, the alleged violator must be given at least three school days to prepare a defense after the hearing notification is issued. With the consent of both parties, this timeframe may be abbreviated or extended.

5. People present at the hearing will be the board, the alleged violator, and the witnesses summoned by the board. The alleged violator may invite witnesses beyond those summoned by the board to the hearing. In addition, an accused student may be accompanied by another student who serves as a hearing “consultant.” The consultant offers moral support and may make suggestions to the accused student about how to answer questions, but the student does not actively participate in the hearing. In hearings involving alleged violations of the Honor Code, accused students may invite a member of the faculty to serve as their “consultant” instead of another student. Students may not be accompanied or represented by attorneys during hearings; however, prior consultation may be advisable if subsequent criminal prosecution appears likely.

6. The purpose of the campus disciplinary hearing is to provide a fair evaluation of an accused student's responsibility for violating College policies. Formal rules of evidence shall not be applied, nor shall deviations from outlined procedures necessarily invalidate a decision, unless significant prejudice to a student respondent or the College may result.

7. A finding of “responsible” or “not responsible” will be determined based on the facts presented at the hearing.

8. The chairperson of the board will notify the student in writing within three school days of the decision, “responsible” or “not responsible,” and any disciplinary action.

9. The imposition of all sanctions will be deferred during the pendency of the appeal process, unless, in the discretion of the vice president for student life or a designee, the continued presence of the student on the campus poses a substantial threat to oneself or to others or to the stability and continuance of normal College functions.

10. The accused student has the right to appeal by submitting a written notice of appeal, listing the reason(s) for the appeal, to the vice president for student life or other designated appeal officer within three school days of the initial board decision. The following will be considered grounds for appeal:
A) a procedural error or irregularity that substantively affected the outcome of the judicial process,
B) new evidence that was not available at the time of the hearing and which could have a substantial
impact on the outcome of the judicial process, or C) the belief that the sanction imposed is not
commensurate with the findings of fact established during the hearing process.

Upon review of the basis for appeal, the appeal officer may A) deny the basis for appeal, thereby affirming
the finding and the sanction originally determined; B) upon review of the hearing records 1) affirm the
finding and original sanction or 2) affirm the finding and modify the sanction; or C) dismiss the case. Final
appeals may be directed in writing to the President of the College. The President’s decision is final. The
President may delegate the authority to make the final decision on any appeal to another member of the
College’s administrative staff.

11. Grievances filed near the end of a semester need to be handled expeditiously. Time available for
preparing a defense and appeals may be abbreviated as necessary.

D. Disciplinary Hearing Procedures
During disciplinary hearings, the chairperson is in control of the meeting and has the authority to rule on
matters pertaining to hearing procedures. The chairperson has the authority to direct any person
involved in a hearing to leave when her/his behavior interferes with hearing proceedings. Hearings are
not open to the public and disciplinary decisions are normally not publicized. (See “Student Records” in
Section 3 and “Sanctions” in this section of the handbook.) However, disciplinary hearings are recorded.
These recordings, transcribed copies of recordings (if any), and all documents and exhibits presented at
hearings shall be the property of the College and remain in its sole possession. Any item of personal
property, which is not contraband or the possession of which is not in violation of law or regulations of
the College, shall be returned to its rightful owner as soon as there is no longer an evidentiary need for
the item to be retained by the College. Finally, failure of the accused to appear at the hearing may result in
the case being heard in the student’s absence.

The following hearing agenda may be altered by the chairperson as necessary:
1. The chairperson opens the hearing, introduces the board, and makes general comments.
2. The chairperson reads the statement of charges.
3. The chairperson asks the accused student for a response to each charge.
4. The chairperson asks the complainant and then the respondent to make opening statements and
   present any physical evidence.
5. The members of the board and the accused student may then ask questions of the complainant.
6. The witnesses to the incident subpoenaed by the board individually testify about the circumstances of
   the event.
7. The accused student may then ask questions of any witnesses. The chairperson will limit questions to
   matters directly relating to the incident in question and may, at her or his discretion, terminate
   questioning of a witness by the accused student when it seems the accused student is trying to
   intimidate the witness.
8. The accused student then presents a defense including presentation of the witnesses, documents, and exhibits.

9. The board may recall anyone at any time during the hearing for clarification of statements.

10. The accused student, the hearing consultant, the person filing the grievance, and all witnesses are excused during the final closed session. This deliberation is not recorded. The board determines whether the accused student is responsible or not responsible for violating College regulations and, if responsible, decides what type of sanction is most appropriate. In the event of a responsible decision, prior disciplinary records and other types of information directly related to the violation may be considered in determining an appropriate disciplinary sanction.

11. The board will direct its attention to the specific charge brought before it. However, in some instances, a more just and equitable resolution of a case can be found by reducing a charge or charges against a student. A reduction of charge may be accomplished by changing the original “major” violation to a “minor” violation as outlined in the Student Handbook. In every instance, the charge must be related to the original charge in order not to be considered an additional charge. The written decision will specify the reduced charge and be noted “responsible of reduced charge.” In cases where a charge is reduced to a “minor” violation, a written warning from the board is the only applicable sanction. In this instance, a “minor” violation may be appealed and will follow the appeal process outlined herein.

E. Sanctions
The disciplinary sanction or combination of sanctions imposed upon a student usually depends upon the seriousness of the violation in question and any prior violations. When a student is found responsible for violations two or more times, sanctions become progressively harsher, ending eventually in dismissal. A student may be dismissed from the College the first time if found responsible for a major violation.

The boards make an attempt to be relatively consistent in treating similar violations alike; however, each case is different and individual sanctions may vary according to the circumstances of a particular violation and prior disciplinary history. As noted in the introduction to this section of the handbook, the College's primary interest in disciplinary actions is to help individual students avoid further inappropriate behavior and to become responsible members of the college community.

Possible sanctions include
I. Automatic sanctions will be given to students choosing to plead “responsible” for the following violations:
   - Room change without authorization—$50 fine
   - Candle—$50 fine
   - Space heater—$50 fine
   - Smoking or using tobacco or smoking devices anywhere on campus—$50 fine
   - Stolen real estate/street sign—$50 fine plus five hours of community service to be assigned per sign
   - Stolen stop/yield sign, etc.—$75 fine plus ten hours of community service per sign
   - Male visitation violation involving receptionist error—$150 fine for the student in violation and work-related disciplinary action for the receptionist responsible
(All community service will be assigned by the vice president for student life or a designee and the board chairperson)

II. Other sanctions

1. Disciplinary Dismissal: A student who is dismissed from the College must cease enrollment for the period of time specified (typically one semester but up to and including permanently). Dismissal may be immediate or at the end of a semester depending upon the circumstances; however, the vice president for student life or a designee must review cases involving disciplinary dismissal imposed by the Judicial Board before it takes effect. After serving the term of dismissal, a student may reapply to the College for admission. The appropriate board, committee, or administrative officer will determine the student’s fitness to return to the College.

2. Disciplinary Probation: This is an encumbrance upon the student’s good standing in the College. It effectively provides the student one last chance to prove her ability to comply with College regulations. Further violations during the probationary period typically result in dismissal from the College. The length of disciplinary probation shall not be less than one month and not more than one year. Probation is frequently accompanied by other sanctions. The vice president for student life or a designee may monitor a student’s conduct during the probationary period to verify compliance and to offer assistance in understanding and conforming to College regulations.

3. Reprimand: This is an official written statement from the board to a student that the student has violated a College regulation. It is intended to communicate most strongly both disapproval and reprimand by the College community.

4. Financial Penalties: These penalties include reimbursements or restitution for loss or damages to property and/or fines that may be levied by the board as a form of punishment. When imposed, financial penalties are sometimes accompanied by other sanctions. Disciplinary fines are credited to the SGA account in the Business Office for use in a manner that benefits all students.

5. Loss of Privilege: The board may limit or revoke privileges for a specific length of time related to holding an office in a student organization, operating a vehicle on campus, living on campus, attendance at certain campus activities, hosting male guests, or other restrictions appropriate to the violation.

6. Loss of Confidentiality in Disciplinary Sanctions: In rare and unusual circumstances, the board may determine that the public disclosure of the name of a student violator, regulations that were violated, other relevant circumstances, and sanctions imposed by the board is a necessary and important part of the disciplinary process. The loss of confidentiality in disciplinary sanctions is considered a sanction because student disciplinary hearings and decisions are normally handled in a private and confidential manner. The board may impose this sanction in addition to others for the good of the student or as a means of sharing appropriate information with those who have suffered (or are at risk of suffering) physical harm as the result of the student’s behavior. (See “Student Records” in Section 3.) The board may also impose this sanction if the student’s behavior has “threatened the good of the College.” In this situation, the College may need the freedom to address the behavior of the student or the issues involved in a public manner as a means of repairing its “reputation.” (See the Introductory Statement in this section.)
7. **Creative Sanctions:** These are penalties designed by the board to fit the particular violation. For instance, students may be assigned to a work detail, assigned various amounts of community service hours (coordinated through the College’s volunteer program), required to submit to a mental health evaluation (as arranged by the College) and given the option to enter any treatment (at student expense) that may be recommended as a result of the evaluation in lieu of dismissal, required to attend a relevant educational program, or required to write a paper on a topic related to the violation.

8. **Additional Sanctions for Contempt of the Board:** Failure to uphold or complete sanctions imposed or disrespectful behavior during the disciplinary process may result in more serious or additional sanctions being imposed by the vice president for student life for Contempt of the Board.

**F. Grievances or Complaints That the President May Exercise Authority to Hear**

Notwithstanding anything in this Student Handbook or the College’s policies to the contrary, the President of the College shall retain the authority to be exercised in her/his absolute discretion to hear, review, and impose disciplinary sanctions, or delegate the authority to do so to another administrative officer, with respect to any grievance or complaint alleging or involving the following subject matter:

1. Serious violations of the College’s policies pertaining to hazing, harassment, or prohibited student organizations.

2. Conduct involving serious physical injury or the threat of or potential for such injury.

3. Damage to College property in excess of $500.

4. Conduct occurring within the last five days of any academic semester.

5. Any other conduct that the President determines should be addressed exclusively by the President in the overall best interest of the College community.

The President or a designee shall determine and will advise the accused student of the procedure to be followed in connection with the hearing on the grievance. At a minimum, the accused student shall be informed of the charge, shall have the right to ask questions of any witness who testifies in regard to the grievance, and shall have a right to present a defense, including making statements on her behalf and presenting any other witnesses, documents and exhibits. In the event the President or a designee determines that a violation has occurred, the President or a designee may impose any sanctions that either the disciplinary board could impose if the matter had been heard by that body, or the President or a designee may impose any other sanctions that are determined by the President or a designee to be appropriate. There shall be no appeal of the President’s decision; however, if the matter is heard by an administrative officer designated by the President, an appeal may be made to the President, whose decision will be final.
Section 5:  
Student Organizations, Traditions, 
and Related Information

INTRODUCTION
Student organization activities and traditional events at Cottey represent a variety of purposes and interests. The numerous opportunities and experiences offered are important because they allow students to experience new challenges, express ideas, enhance skills, learn more about themselves, and develop as woman leaders. This section includes information about the student organizations, the SGA Constitution (because it affects all organizations), and traditional events and activities.

PROHIBITED STUDENT ORGANIZATIONS
1. Except for those student organizations mentioned in Paragraph 3 below, no student organization shall be formed, exist, or conduct business on the campus of Cottey College if the organization is not generally open to all students of the College or if the organization’s purpose and/or activities are in conflict with or disruptive to the mission, goals, ideals, or operations of the College or are not conducive to an intellectual environment for student learning and development.

2. No formal or informal student organization shall be formed, exist, or conduct activities on the campus of Cottey College without first either (a) being registered with and sanctioned by the procedures specified in the “Guide for Student Organizations” or (b) having its organizational efforts approved by the vice president for student life pending submission of a petition for consideration as a recognized student organization as specified in the “Guide for Student Organizations.”

3. Prohibited organizations shall not include
   a. Those organizations listed in this section of the College’s Student Handbook
   b. A group in the process of seeking recognition under the “Guide for Student Organizations,” provided that the organizing efforts have obtained the prior approval of the vice president for student life
   c. Such other groups or organizations that are conducting activities on the College’s campus with the prior approval of the President

4. A student forming, joining, soliciting membership for, or participating in the activities of a prohibited organization shall be in violation of this policy.

5. Except as provided otherwise herein, a grievance alleging a violation of this policy shall be filed with the vice president for student life, who may send the grievance to the Judicial Board. The board will then hear the case and render a decision. However, at the discretion of the President, any grievance alleging a serious violation of this policy may be heard directly by the President.

   5. Students or other members of the Cottey community who have questions or concerns about possible violations of this policy, or those seeking information with respect to College policies regarding hazing and harassment, may consult with the vice president for student life to request
information, guidance, interpretation, mediation, or resolution of conflict among students, in matters pertaining to student traditions or organizations.

**STUDENT GOVERNMENT ASSOCIATION (SGA)**
Each student is a member of the Student Government Association that is recognized by the College as the official voice of the student body. Through SGA, students participate in campus government, in the management of student activities, and in student discipline. The basic role of SGA is to work cooperatively with the College administration to improve the quality of student life. It also serves as an “umbrella” organization to all other student organizations in terms of determining officer criteria, budget issues, leadership development opportunities, and other common concerns. The SGA president works closely with the vice president for student life and the President on issues of importance to students and is also invited to discuss student life issues with the Cottey College Board of Trustees. The SGA Constitution and Bylaws are included in this portion of the handbook.

There are many opportunities for all students to get involved in SGA. Positions are available as senators, committee heads, and officers on the executive board. The benefits of getting involved include the opportunity to work closely with faculty and administration and the ability to seek out the wishes of fellow students and to have input in the future of Cottey College. SGA is an excellent way to get involved at Cottey!

**STUDENT ORGANIZATION POLICIES AND PROCEDURES**
Helpful information and policies relevant to student organizations, including procedures required of student groups seeking to form new student organizations, may be found in “The Guide for Student Organizations or GUSTO.” GUSTO is available on the Cottey intranet site from the Campus Activities homepage under the student life link.

**STUDENT ORGANIZATIONS**
Each student is a member of her class, her residence hall (except commuter students), and a society. In honor organizations, membership is based on achievement of specific standards established in the organization’s constitution; in all others, membership is determined by the student’s choice.

**Current Registered Honor Organizations**
Alpha Chi Chapter, (Missouri Tau, Chapter 406) is a scholarly, national-level honor society for juniors and seniors pursuing their bachelor’s degrees and for graduate students. Alpha Chi was established in 1922 and currently has 300 chapters across almost all 50 states. Alpha Chi is committed to promoting scholarship and service for the overall good of the larger society. Induction to the society is highly competitive and limited to the top 10% of juniors and seniors with at least 24 semester hours completed at the institution sponsoring the chapter.

Alpha Mu Gamma is a national honorary fraternity for lower-division students of foreign languages, including international students for whom English is a foreign language. Requirements for membership are excellence in the study of foreign languages at Cottey and overall excellence in College classes.

Delta Psi Omega, the national honorary dramatics fraternity for junior colleges, was created to honor its members for their work in college theatre. Members are selected through a points system based solely on work done in Cottey’s theater productions. Members promote the performing arts as well as serve as technical crews for special campus events.
Golden Key is Cottey’s honorary ambassador organization. Approximately 40 students are selected to represent Cottey. Membership is based on application, grade point average, an interview, leadership ability, and involvement in campus activities. Members conduct campus tours for visitors, host prospective students for overnight visits, and serve as hosts for official College functions.

Mu Sigma Epsilon, a campus honorary music society, bases membership on an individual’s love of music and academic standing. The society promotes musical performances and awareness on campus and sponsors trips to concerts and musicals.

Phi Beta Lambda is a collegiate level association of student members preparing for a career in business. The local chapter is affiliated with Future Business Leaders of America/Phi Beta Lambda and pursues activities to further its mission of bringing business and education together in a positive working relationship through innovative leadership development programs.

Phi Theta Kappa (Epsilon Chapter) is the national scholastic honorary society for two-year colleges. The society’s objectives are to promote scholarship, leadership, service, and fellowship among students. Cottey’s chapter was one of the charter members of this organization and has the distinction of being the oldest continually active chapter in the nation. To be eligible for this honorary organization, a student must have completed at least one semester at Cottey and earned a GPA of 3.5 or better for that semester while enrolled for at least 15 semester hours.

Psi Beta is the national honor society in psychology and sociology for community and junior colleges. Membership is based on a 3.0 grade point average in one or more psychology or sociology courses, as well as cumulatively. Cottey College’s Psi Beta chapter is a charter member of the national organization.

Sigma Kappa Delta is the national honor society for English for two-year colleges. This society recognizes excellence in English and overall scholarship, giving students the opportunity to celebrate and promote English language and literature at Cottey.

Cottey’s chapter, the first in the nation, publishes the literary magazine The Image Tree annually and sponsors speakers and events for the Cottey community.

Sigma Tau Delta is the international collegiate honor society for students of English at four-year colleges and universities who are within the top 30% of their class and have a 3.5 GPA.

Current Registered Organizations Open to All Students

Anime members share the Japanese culture using the form of animation. Members seek to educate, entertain, and increase awareness of animation as an art form.

Associated Cottey College Artists (ACCA) members explore and apply creativity to campus projects. Student art sales by ACCA members support art scholarships, supplies for club activities, and field trips. The club sponsors off-campus art workshops and trips. ACCA, Greek for “she who creates,” welcomes all artistic students as well as those who merely appreciate art.

BACCHUS (Boosting Alcohol Consciousness Concerning the Health of University Students) is an organization that educates peers on health issues such as rape prevention, drugs, and Sexually Transmitted Infections (STIs), with emphasis on situations that may occur involving alcohol.
Bodyworks promotes engagement/experience in human movement activities such as, but not limited to, dance, martial arts, and fitness on campus. Activities emphasize the appreciation of movement of various cultures, time periods, and personal preferences.

Class Organizations: The Senior Class (CSC) is composed of all second-year students. An executive board represents the Senior Class and helps organize traditions. The Freshman Class (fcc) is composed of all first-year students and is also represented by an executive board. With the addition of third- and fourth-year students (2011-2013), Class traditions continue to evolve.

Cottey Engineering Club: The club focuses predominantly on design, robotics, and programming utilizing the Arduino Software. Efforts are noted on the website. The club is comprised of project-based learning as a means to involve all members. By providing their own ideas, students can be more engaged to revel in the world of engineering.

Feminist Majority Foundation (FMF) was created to develop bold new strategies and programs to advance women’s equality, nonviolence, economic development, and most importantly, empowerment of women and girls in all sectors of society.

Fusion is a fusion of various dance styles to integrate and connect all forms of dance and dance expression.

Global Citizens promote equal rights, global understanding, social responsibility, and leadership development through civic engagement and community volunteerism.

International Friendship Circle (IFC) helps form bonds of understanding among Cottey’s international students as well as with interested U.S. students. Students share ideas and cultures at bimonthly meetings. IFC works with Dining Services to share their favorite international foods and cultural activities on special nights throughout the academic year. IFC also sponsors opportunities to discuss customs and ideas about the countries represented on campus.

InterVarsity members meet for prayer and weekly Bible studies and large group fellowship. They also have at least two retreats a year and occasionally travel to Christian concerts. This nondenominational group affiliated is with the National InterVarsity Christian Fellowship organization.

Le Cercle Français, the College French club, explores all things French and puts on an awesome campus Mardi Gras party.

Pride Alliance Club is a gay/straight alliance dedicated to raising awareness and promoting equality at Cottey College among the lesbian, bisexual, and transgendered population.

Residence Hall Organizations: Hall organizations include P.E.O. Hall, Reeves Hall, and Robertson Hall. Officers are elected by each hall. Student leadership is also available in each suite. There are ten suites in P.E.O. Hall, ten in Reeves Hall, and fourteen in Robertson Hall. Each suite participates in the selection of a “suite chair.”
Retrospect, Cottey’s annual yearbook welcomes all interested students. Because of the small staff, students can work in several areas. Students gain experience and develop skills in areas of writing, layout, photography, and advertising. They explore new ideas and realize the responsibility of meeting deadlines.

Rotaract is a local chapter of an international network of 5000 Rotaract clubs, many of which are based on college campuses. All Rotaract clubs are affiliated with local Rotary clubs. The purpose of Rotaract is to provide an opportunity for young men and women (women at Cottey) to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service. One of Rotaract’s projects is Quad-C Week (Cottey College Community Chest), a week of entertaining fund-raisers by the entire campus for local, national, and international philanthropic projects.

Self-Advocating Student Society is a student organization that wants to help Cottey College facilitate a safe environment to share and learn about disabilities. Self-Advocating Student Society wants to help students learn about different disabilities and the resources regarding them.

Societies and Inter-Society: Just like the sorting at Hogwarts in the Harry Potter books, in September, all new students are sorted into one of four societies. If a previous member of a student’s family has attended Cottey, the student can be placed into that society. A variety of fun and interesting events are hosted on campus. Inter-Society coordinates the four individual societies—Alphan (purple), Delphian (yellow), Emerson (red), and Magnoperian (green). Inter-Society organizes campus-wide traditions such as Signing of the Cottey Book and Hanging of the Greens. We welcome student involvement.

Student Activities Committee (SAC): This advisory committee plans, promotes, and produces performances by popular musicians, comedians, folk singers, jugglers, hypnotists, etc. and sponsors movies, and other novelty and variety performances. Other events may include study breaks, dances, picnics, and various types of free programming. SAC is made up of students, including selected officers, and all students are encouraged to join. The coordinator of campus activities serves as its sponsor.

Students Against a Vanishing Environment (S.A.V.E.) brings students together who share a passion for environmental concerns. S.A.V.E. often initiates campus and community awareness and action programs to help preserve and protect our environment.

Student Government Association (SGA) is the official voice of the student body. Through SGA, students participate in the shared campus governance system, the management of student activities and traditions, and student discipline.

THE STUDENT GOVERNMENT ASSOCIATION CONSTITUTION OF COTTEY COLLEGE

PREAMBLE
We, the governing body of the Cottey College student population, shall strive to represent the student body on expressed student opinions. The Student Government Association shall recommend enactment
of regulations that are necessary for the sound functioning of the student body and represent the interests of the student body to the administration and faculty. We will support activities that contribute to the enhancement of the social and intellectual life of the students. We pledge ourselves to maintain and support the highest standards of student life.

ARTICLE I: NAME AND SPONSOR

The name of this body shall be the Student Government Association (SGA) of Cottey College. The legislative body of this organization shall be called the SGA Senate. The sponsor of this organization shall be the vice president for student life.

ARTICLE II: MEMBERSHIP

Members of the Cottey College student body shall delegate authority to senators and elected officers who shall represent them. Any Cottey College student may attend meetings of the SGA Senate, have the right of petition, and have the privilege of making recommendations to officers of the SGA. But only the elected Senate members and designated associate senators have the privilege to vote.

Section 1: The SGA Senate Membership

a. The SGA executive officers: president, vice president, secretary, treasurer, parliamentarian, publicity coordinator, student organization coordinator, and class presidents.
b. Seven (7) second year representatives including the following office positions: one (1) second-year class president; three (3) second-year hall senators; and three (3) second-year senators at large.
c. Seven (7) first-year representatives including the following office positions: one (1) first-year class president; three (3) first-year hall senators; and three (3) first-year senators at large.
d. Two (2) third-year representatives including the following office positions: one (1) third-year class president; and one (1) third-year senator at large.
e. Two (2) fourth-year representatives including the following office positions: one (1) fourth-year class president; and one (1) fourth-year senator at large.
f. One (1) representative elected to represent the commuter students, if the commuters choose to exercise this option.
g. All members of the SGA Associate senate.

Section 2: The SGA Associate Senate Membership

a. One member from all clubs and organizations that choose to exercise this option.
b. Any individuals who apply and are approved by the SGA executive officers.

ARTICLE III: THE FUNCTION OF THE SGA SENATE

Section 1: The SGA Senate as a Liaison
The Student Government Association shall act as a liaison among the students, faculty, and the administration, bringing forth student interests in the promotion of a quality social and an intellectual atmosphere.

Section 2: SGA Relations

The Senate shall establish and promote programs providing for effective relationships among the students, faculty and administration of the College.

Section 3: Services Provided by the SGA Senate

The Student Government Association shall provide and coordinate appropriate services for the students and shall sponsor activities or observances that encourage and permit the fullest expression of the student opinion on contemporary, social, economic, political, and educational questions and issues.

Section 4: The SGA Senate as a Forum

The Student Government Association shall serve as a forum for the exchange of ideas among members of the student body.

Section 5: The SGA’s Budget

The SGA shall approve/disapprove the annual allocation of funds to organizations as presented by the treasurer. Any allocation over the amount of $50 shall also be voted on by the Senate. Financial matters under the amount of $50 shall be voted on at the discretion of the SGA Executive Board.

The treasurer along with the budget committee will prepare a preliminary budget of the annual allocation of funds to be presented in the spring for approval by the SGA Senate for the following year. In the fall, the budget will be reviewed by the treasurer and resubmitted for approval by the Senate no later than the second Senate meeting.

Section 6: The SGA’s Authority over Organizations

The Senate shall oversee student clubs and organizations in cooperation with their sponsors and the Office of Student Life.

ARTICLE IV: THE SGA SENATE’S POWERS AND DUTIES

Section 1: Powers of the SGA Senate

The Student Government Association Senate
   a. may have special or closed meetings of the SGA.
   b. shall pass written recommendations or proposals with a two-thirds (2/3) majority vote of the senators who are present to be submitted to the administration. A quorum of over one half (1/2) of the total number of senators must be present for all legislative transactions.
c. shall conduct secret ballot votes when considering emotionally charged issues.
d. shall hold one vote per senator with the exception of the president, who shall vote only in the
case that a deciding vote is necessary.

Section 2: Duties of the SGA Senate

The members of the Student Government Association Senate shall
a. report the Senate proceedings to their constituents following every second Senate meeting.
b. have the hall senators serve at least two hours per week, which includes making rounds in
their respective residence halls and committee duties. Senators-at-large will serve at least two
and one-half hours per week, which includes making rounds in a specified hall and committee
duties and should be more apt to chair or volunteer for various positions open to the Senate.
All other representatives are encouraged to participate.
c. represent their constituents.
d. serve on at least one standing committee (excluding the two class presidents and the
commuter student).

ARTICLE V: THE SGA EXECUTIVE OFFICER’S POWERS AND DUTIES

Section 1: The President

The president of the SGA shall
a. call and preside over general or special meetings of the student body or SGA Senate.
b. be the chairperson of the SGA Executive Board.
c. have the power, authority and responsibility to represent the students in discussions and
negotiations with the Cottey College Board of Trustees, administration, faculty and staff of the
College.
d. appoint chairpersons to standing and various other committees and have the authority to create
ad hoc committees as she deems necessary.
e. represent the student body on ceremonial occasions.

Section 2: The Vice President

The vice president of the SGA shall
a. assume and perform all the duties of the president in the event that the president is unable to
fulfill those responsibilities.
b. aid and assist the president in achieving the executive functions of the SGA.
c. oversee and be the chief liaison between all newly formed and ad hoc committees.
d. chair the Housing Board and the Judicial Board.

Section 3: The Treasurer

The treasurer of the SGA shall
a. chair the Budget and Finance Committee.
b. prepare a budget to be approved by Senate during the end of assigned term, to be made effective
the next fiscal year.
c. allocate funds to campus organizations no later than the third week of September.
d. require a financial budget request form from each interested organization to assist in the allocation process.

e. conduct an audit during the spring semester to be processed no later than May of that school year.

f. keep records of and be able to report on the financial status of the SGA.

**Section 4: The Secretary**

The secretary of the SGA shall

a. record the SGA Senate’s proceedings and make that information known to the Cottey community two (2) school days before the next scheduled meeting.

b. keep minutes of the Executive Committee and other meetings chaired by the president to be presented to the student body or executive officers at the president’s discretion.

c. be responsible for the publicity in promoting all SGA or SGA Senate meetings.

**Section 5: The Parliamentarian**

The parliamentarian of the SGA shall

a. ensure that the Senate operates constitutionally and according to adequate parliamentary procedure.

b. chair the Constitution Committee.

c. be a member of the Elections Committee.

**Section 6: The Publicity coordinator**

The publicity coordinator of the SGA shall

a. chair the Open Forum Committee.

b. aid the secretary in the distribution of Senate materials.

c. coordinate and organize activities and publicity for all SGA sponsored activities.

**ARTICLE VI: STANDING COMMITTEES**

**Section 1: The Executive Board**

The Executive Board shall

a. be composed of the SGA executive officers.

b. meet on a weekly basis during each semester.

c. plan the agenda for Senate meetings and initiate legislation.

d. have the authority to make decisions in emergency situations without the consent of the Senate.

**Section 2: The Judicial Board and Residence Hall Conduct Board**

The Judicial Board shall

a. act as a jury in cases of alleged violations by students of campus policy including academic dishonesty, possession of alcohol and/or drugs, and hazing or harassment as set forth in the Cottey College Student Handbook.

b. be chaired by the vice president of the SGA.
c. consist of two first-year students and one second-year student (in addition to the chair) as interviewed and appointed by the SGA Executive Committee, the vice president for student life, and the director of housing. From a list supplied by the SGA Executive Committee, the academic dean will appoint two faculty members to be a part of this board for staggered two-year terms. One administrator shall serve on the board for a term of two years and will be appointed by the vice president for student life.

The Residence Hall Conduct Board shall
a. act as a jury in cases of alleged violations of campus or residence hall policies that most directly impact residence life.
b. be chaired by a student to be interviewed and appointed by the SGA Executive Committee, the vice president for student life, and the director of housing.
c. consist of four students (to be interviewed and appointed by the SGA Executive Committee, the vice president for student life, and the director of housing) and a hall director, with the director of housing serving as an ex-officio member.

Section 3: The Budget and Finance Committee

The Budget and Finance Committee shall
a. be responsible for the preparation of the SGA budget and the disbursement of funds to student clubs and organizations.
b. be chaired by the SGA treasurer.
c. consist of four (4) members; the SGA treasurer, who will serve as chair; and three (3) other appointed members.
d. assist in the preparation of the Student Activities Fee Budget.
e. make decisions on club loans, or any other funding issues.

Section 4: The Constitution Committee

The Constitution Committee shall
a. be responsible for recommending revisions and amendments to the Senate concerning the Constitution, if needed.
b. be chaired by the SGA parliamentarian.
c. consist of a minimum of four (4) members.
d. ensure that all organizational bylaws be in compliance with this Constitution.

Section 5: The Open Forum Committee

The Open Forum Committee shall
a. be responsible for all student interest polls.
b. be chaired by the SGA publicity coordinator.
c. be responsible for organizing an Open Forum at least once each semester or as deemed necessary.

ARTICLE VII: AMENDMENTS TO THE CONSTITUTION

Any amendment or addition to this constitution shall be made as follows:
Section 1: An amendment or addition shall be submitted in writing to any SGA senator who will then submit it to the Constitution Committee.

Section 2: If the Constitution Committee reaches a concurrence on the proposed change, it shall then be presented to the president of the SGA.

Section 3: The parliamentarian of the SGA shall provide a written document of the amendment or addition to the members of the SGA Senate at a regular or special Senate meeting.

Section 4: Discussion on the changes will be held at the meeting in which they were presented.

Section 5: The proposed changes cannot be voted on until the next regular or special Senate meeting, at least 24 hours after the last Senate meeting.

Section 6: In order for the changes to be included in the Constitution, a three-fourths (3/4) vote by the SGA senators present must be achieved.

ARTICLE VIII: ADOPTION AND REPEAL

Section 1: Adoption

This Constitution and bylaws shall be considered adopted when two-thirds (2/3) of the SGA Senate of Cottey College vote to adopt said Constitution.

Section 2: Repeal

Upon the adoption of this Constitution and bylaws of the Student Government Association of Cottey College, all previous Constitutions and bylaws shall be considered nullified hereafter or repealed.

ARTICLE IX: CONSTITUTION BYLAWS

Index to the Bylaws

Section 1. Election Committee
2. Election Procedures
3. Eligibility of Officers and Senators
4. Impeachment/Vacancies/Restrictions/Forfeiture
5. Senate Meetings
6. Appointments by the SGA
7. Senator Attendance Policy
8. Application for Funds
9. Clubs and Organizations
10. Amendments to the Bylaws

Section 1: Election Committee

The Election Committee shall
a. announce all election dates and campaign rules at least one week before the actual date of election.
b. make arrangements for voting, counting of votes, and all other matters necessary for the elections stipulated in this Constitution. These elections include the following:
   1. Executive officer elections.
   2. Class officer elections.
   3. Senator at large elections.
c. consist of the SGA vice president who will serve as chairperson, the SGA president, Senior Class president, and the vice president for student life.

Section 2: Election Procedures

a. Nomination Procedure
   1. Candidates seeking election to the offices of president, vice president, secretary, treasurer, parliamentarian, and publicity coordinator shall be self-nominated by signing the candidates’ list.
   2. Provisions, if any, for ballot write-in candidates will be outlined by the Elections Board.
b. Date of Election and Term of Office
   1. The election of the SGA president, vice president, treasurer and second-year senators at large shall be for a term of one calendar year and shall take place no later than two weeks before the President’s Ceremony.
   2. The election of the SGA secretary, parliamentarian, publicity coordinator and first-year senators at large shall take place no later than the fifth week of the academic year.
c. Election of the Student Government Association Officers
   1. All voting shall be secret ballot.
   2. All candidates for election to an SGA office must receive a simple majority of those present (50% + 1) in order to gain office.
   3. If a candidate for an SGA office does not receive a simple majority (50%+1) of the votes cast in the first election, a runoff election will be conducted two (2) school days later between these top two candidates.
   4. In the event that the top two candidates cannot be determined due to a tie, the top three candidates will be in a runoff election.
   5. The runoff election shall be held in the same location as the original election with all candidates again being required to make a short speech.
d. Election of SGA Senators
   SGA senators shall be elected according to their organization’s regular election procedures as defined in their respective Constitutions.
e. Date of Takeover of Office
   1. Those elected to the SGA executive offices of secretary, parliamentarian, and publicity coordinator to the SGA Senate shall assume office immediately after election.
   2. Those elected to the SGA executive offices of president, vice president, and treasurer will be recognized the day of the President’s Ceremony, held within the month of April as early as possible, and will serve in conjunction with their respective officers until the end of the academic school year.
Section 3: Eligibility of Officers and Senators

a. Eligibility
   1. The president, vice president, and treasurer shall be returning, full-time students, with at least second-year status. The publicity coordinator shall be a returning full time student of at least second-year status. The secretary and parliamentarian shall be first-year, full time students.
   2. Candidates for all SGA positions must have made the $100.00 deposit for returning students by 5 p.m. on the day of elections.
   3. SGA senators shall be full-time students with the exception of the commuter student.

b. Academic Eligibility
   1. To be eligible for SGA offices held by second-year or above students, all class offices and all other student organization elected offices held by second-year or higher students, candidates must have a 2.0 semester and cumulative grade point average or higher at the time of elections in the middle of spring semester and be in good academic standing. Those elected to office must also have a semester and cumulative grade point average of 2.0 or higher by the end of their freshman year and maintain that average throughout their term of office and remain in good academic standing. All students, apart from first semester first-year students, must have a minimum semester and cumulative grade point average of a 2.0 at the time of the office election and be in good academic standing. Students elected into offices must maintain the minimum 2.0 grade point average throughout their term in office and maintain a full-time status.
   2. Candidates for SGA offices held by first-year students, all freshman class offices, and all other student organization offices held by first-year students do not have grade point averages at the time of elections for these offices in the middle of fall semester. However, those elected must have a 2.0 semester and cumulative grade point average or higher and be in good academic standing at the end of that semester in order to finish their term of office.
   3. To be eligible for any mid-term vacancy in an SGA office, class office, or student organization office, candidates must have a semester and cumulative grade point average at the time an election is held of 2.0 or higher and/or (in the case of students in their first semester at Cottey) maintain that average throughout their term of office and be in good academic standing.
   4. To be eligible for appointment to any SGA board or campus committee, a student must have and/or (in the case of students in their first semester at Cottey) maintain a 2.0 or higher semester and cumulative grade point average at the end of their first semester and be in good academic standing.
   5. In the case of volunteer/representational committees, a student must have and/or (in the case of students in their first semester at Cottey) maintain a 2.0 semester and cumulative grade point average at the end of their first semester and be in good academic standing.
   6. In the event that an officer doesn't meet the required grade point average or is placed on academic probation, the student shall relinquish the office immediately upon notification by the vice president for student life.
   7. Any student falling below twelve credit hours during a semester or failing to earn twelve credits the previous semester must relinquish the office immediately upon notification by the president for student life.

Section 4: Impeachment/Vacancies/Restrictions/Forfeiture

a. Impeachment
1. Any elected SGA member may be impeached by two-thirds (2/3) of the votes cast by their constituents at an election held upon receipt of a petition signed by fifty (50) percent of their constituents and filed with any Executive Board member of SGA.
   a. The voting process necessary to impeach any elected SGA member shall be held under the supervision of the Elections Board within ten (10) academic days after receipt of such a petition.
   b. Any vacancy created will be filled under the procedure outlined in Article IX, Section 4, b (Vacancies).

2. Impeachment of major office holders shall follow as stated above as according to their constituents.

b. Vacancies
When a vacancy occurs in an SGA executive office or another SGA office provided for in this constitution, the election process to fill this vacancy must be initiated within one (1) academic week by the Elections Board.

c. Restrictions
   1. No member of the student body shall hold more than one (1) major office at one time.
      A major office shall be defined as an SGA executive officer, a class officer, president of any club or organization, or any office deemed such by an organizational constitution. Furthermore, no one can be a president of two or more clubs or organizations at one time.
   2. The exception to this is the class presidents, who hold positions as a class officer, SGA executive member, and Senate member, as stated in the SGA Constitution under Article 2., letters b. and c.

d. Forfeiture
   1. If a student is elected to hold more than one (1) “major office,” she shall have two (2) school days after being named to the additional major office to declare which one (1) she will hold.
   2. The Judicial Board and the Residence Hall Conduct Board have the authority to decide if an officer will forfeit her office if she is found responsible for violating a College rule or regulation.
   3. In addition to and in accordance with the Prohibited Organization clause in the Cotter College Student Handbook (Sections I and III, page 70), the Student Government Executive Board shall have the discretion to dismiss from office any student found to be or admitting to be a member of a Prohibited Student Organization. In order for the SGA Executive Board to take action, the established judicial process must have been followed including the right to the appeal process. This shall include all offices within the SGA and all campus organizations.

Section 5: Senate Meetings

   a. The SGA Senate shall meet once a week during the academic year, with any additional meetings called by the SGA Executive Board.
   b. A quorum for the transaction of business by the SGA shall consist of one-half (1/2) of the voting members of the Senate.

Section 6: Appointments by the SGA Executive Board

   Appointments by the SGA Executive branch shall be approved by the SGA Senate.

Section 7: Senator Attendance Policy
a. Senators are allowed three (3) excused absences from Senate meetings during their term of office. It is the senator’s duty to fill that vacancy with a member of her respective organization. Failure to have a substitute automatically counts as an unexcused absence. Two (2) unexcused absences will constitute dismissal from office. Should this vacancy occur, the respective organization has until a day before the next consecutive Senate meeting to permanently fill that position. Should this not be accomplished, the president or vice president of the Student Government Association will appoint a successor from the absentee’s organization.

   1. Reasons for an excused absence are having a coinciding class, a serious illness, a death in the family or some other emergency.
   2. Reasons for an unexcused absence are other meetings, intramurals, planned trips, etc.
   3. Extenuating circumstances are subject to judgment by the Executive Board of the SGA.

b. If a senator must miss a meeting with reasons inadequate for an excused absence, but proceeds to find a substitute, the absence will be considered excused. However, this process is valid for only two (2) replacements, after that, the absence is unexcused.

c. A Senator is considered tardy if she arrives five (5) minutes after the scheduled starting time of the Senate meeting. It will be so noted on the attendance record as an excused or unexcused tardy [see part (a) above]. Three (3) unexcused tardies shall equal one (1) unexcused absence.

Section 8: Application for Funds

In order to be eligible to receive any money from SGA, a recognized organization may submit a budget request form to the treasurer and meet all other requirements established by SGA, such as attendance at all training sessions for presidents of student organizations. All allocations are subject to the approval of the SGA Senate.

Section 9: Clubs and Organizations

a. Criteria for Recognition
   1. The organization desiring recognition shall submit to the Constitution Committee for approval a Constitution and bylaws of their organization.
   2. The organization shall have a faculty/staff sponsor.
   3. The organization’s Constitution and bylaws must be approved by the SGA Senate, the vice president for student life, and may be appealed to the President of the College for recognition.

b. Loss of Recognition
   Any proven violation of the regulations stated in the Cottey College Student Handbook by an organization shall be grounds for loss of recognition.

Section 10: Amendment to the Bylaws

These Bylaws may be amended or added to by a two-thirds (2/3) vote of the SGA senators present. The Senate must have a written proposal of the amendment at least one week prior to the vote.

This Constitution was ratified during the 2017 spring semester.
TRADITIONS AT COTTEY
Cottey life is enriched and made more special by many traditions. The traditions provide a bond between past and present students. Traditions at Cottey are a reflection of tradition in society—the means of passing on customs and practices from one generation to another. Some traditions have been part of Cottey life since the early days of the College (Signing of the Cottey Book, Hanging of the Greens, Founder’s Day). Others have been in existence many years, but have been modified through time (spuhs, societies, Senior/Freshman Chapel).

The College organizes some traditional events every year, but most are planned and coordinated by various student organizations. Traditions at Cottey can create wonderful memories that bind the students and alumnae to the College. It is important for each member of each class to determine the extent of their wishes to participate in student traditions. Participation in student traditions is entirely voluntary. All traditions are under the purview of the Student Traditions Review Panel and are subject to the approval of SGA.

Baby Blue
The baby blue sweatshirt is worn by members of the first-year or freshman class.

Blue and White Luncheon
On the Saturday noon before Commencement, Baccalaureate graduates are honored by the third-year class. Parents of the graduates are invited to attend this special meal.

Campus Work Day
This is a day set aside in the spring to revitalize the campus.

Capping
The evening before Commencement, members of the graduating classes are “capped.” This tradition dates to the early days of the College when each graduate selected one younger student to place the traditional mortarboard upon the head. Today, each graduate selects two or three other students or other individuals of any gender who are special to the student. This ceremony is held on the front steps of Main Hall, weather permitting, and all participants are dressed in traditional white.

Celebration of Student Leadership
Late in the spring, the community comes together to celebrate all students who have made a difference at Cottey through their leadership.

Centennial Room
Most suites on campus have the opportunity once every other year to dine in the Centennial Room. A special menu is planned and student dress is semiformal. Centennial Room is the name given to the room in 1984 when it was redecorated in honor of Cottey’s centennial. Prior to 1984, the room had red carpet and dishes and was called “Red Room.” It is the goal of the College that every residential Cottey student shares in this dining experience.

College Colors—Yellow and White and Blue and White
Yellow and white were the colors chosen by the first Cottey students to represent their school. Coincidentally, the same colors were chosen by the founders of the P.E.O. Sisterhood to represent their organization. The colors of royal blue and white were chosen by baccalaureate students.
Commencement
On Sunday morning following spring final exams, Cottey celebrates Commencement, a festive ceremony that recognizes and honors Cottey graduates and Cottey as a learning community. Graduating students in white or royal blue caps and gowns assemble on the Senior Sidewalks in front of the Chapel and carry daisies (associate degree graduates carry a single daisy; baccalaureate degree graduates carry a cluster of daisies). First- and third-year students, wearing white dresses, form two lines beginning at the front doors of Hinkhouse Center and extending onto the esplanade. Graduates march from the Senior Sidewalks and are joined by faculty and staff along Austin Street and proceed to the esplanade, where they pass through the column formed by the first- and third-year students. Following the Commencement ceremony, during the recessional, first-year students pick up a single daisy placed in the basket by second-year graduates and form the traditional Daisy Chain through which the new graduates to pass. Third-year students present second-year students pursuing a baccalaureate degree at Cottey a cluster of daisies symbolizing their entrance into the B.A. program.

CSC
The logo for the second-year class at Cottey College. It is imprinted on sweatshirts and other passdown items. Prior to Cottey becoming a four-year institution, the second-year students were called seniors because, in the early years, the College had grade-school and high-school programs. The students in the junior college were called juniors and seniors. In 1967, many years after the grade school and high school were closed, the juniors came to be called freshmen. With the addition of baccalaureate programs, students and their respective classes are now referred to as both first-, second-, third-, and fourth-year students/classes and /or freshmen, sophomore, junior and senior students/classes.

Daisy
The flower selected by the first Cottey students to represent their school. Coincidentally, the marguerite, which is similar to a daisy, is the flower chosen by the founders of the P.E.O. Sisterhood.

Dottey Cottey
One of Cottey's most humorous traditions where the seniors dress up in their version of the old-fashioned Cottey ideal.

Duck
The second-year or sophomore class mascot.

The Duck Game
The Duck Game is an informal tradition carried out by students, which is based on a rivalry between classes. Participation in this activity is optional, and the rules and details are clearly presented. The rivalry has its origins in the early years of the College when some “seniors” rescued a duck from an icy pond. The Duck Game, as with most Cottey traditions, has evolved through the years.

Duck Jackets (DJs)
Jackets with a duck painted on the back and worn by members of the second-year or sophomore class.

Emanon
Emanon is presented in a nightclub style. At this event, the seniors show their appreciation and love towards the freshmen.
Family Weekend
Early in the fall, family members are invited to campus for a weekend of special activities. The first Family Weekend was held in 1984.

Fcc
This logo represents the first-year or freshman class at Cottey College, and it is imprinted on sweatshirts and other items.

Fcc Days
This event is a time to honor the first-year or freshman class with a serenade and other activities.

Founder's Day Weekend
Founder’s Day is celebrated each year in late March or early April. The observance began while the College’s founder, Virginia Alice Cottey, was alive. It was originally a celebration of her birthday on March 27. Today, alumnae return to visit their alma mater, attend special events, and renew friendships.

Funeral Dinner
This dinner marks the official end of the Duck Game.

Halloween
Halloween is celebrated in the residence halls. Hall officers work together to plan this fun event.

Hanging of the Greens
Early in December, students construct evergreen wreaths to adorn the campus buildings. Friday night activities begin with the Hanging of the Greens Chapel Service. Following the service, the participants proceed to each building to carol and hang the greens, ending with cookies, hot chocolate, and Wassail at President's House. On Saturday, members of the entire campus community enjoy a festive dinner and dance.

Mascot Game
The mascot game is played following the reveal of the fcc class mascot in the fall. The game involves locating and stealing the mascot of the opposite class. Specific rules are distributed to students at the beginning of the game each year.

Meet the Suites
The residence hall officers organize “Meet the Suites” in their respective residence halls so new students can meet the students from the various suites in their residence hall.

OWL
Olive the Owl is the mascot of the Baccalaureate classes. The owl represents Older Wiser Learners. She was named during Founder’s Weekend 2015 by a vote of the alumnae in honor of the first alumna of Cottey.

Passdowns
Any object that is passed down from year to year to be worn, displayed, or used in any fashion. Passdowns are not only pieces of living history, but also serve to give encouragement and faith in living the Cottey experience.
Passdown Game
The Passdown Game is an informal tradition carried out by students, which is based on a rivalry between suites in their own halls. Participation in this activity is optional, and the rules and details are clearly presented at the annual onset of the game.

Professional Jackets (PJs)
These are blazers with an owl painted on the back and worn by members of the baccalaureate classes.

Quad-C Week
Quad-C is an acronym for “Cottey College Community Chest.” During Quad-C Week, entertaining activities are organized to raise money for selected charities. Rotaract sponsors this week. This event began at Cottey in the late 1940s as W.S.S.F. Week (World Student Service Fund). From 1954 until the 1970s, it was known as W.U.S. Week (World University Service).

Saturday Night Suppers
Students sit with their classmates in the dining room where they sing class songs back and forth. In the 1970s and early 1980s, a Saturday Night Supper was scheduled approximately once a month. As a result of students’ changing priorities, the number of Saturday Night Suppers was reduced in the mid-1980s. Saturday Night Suppers are now held by special arrangement, usually during Founder's Weekend.

Serenades
Serenades occasionally occur in the evening when one class sings to the other class. Songs are both humorous and serious. Serenades can be a touching and sentimental experience and strengthen the bonds among students.

Signing of the Cottey Book
During Opening Convocation each fall, all new students participate in this ceremony of honor. Signing of the Cottey Book signifies personal and academic honesty, commitment to the values of the College, and dedication to cooperation for the good of all. New students have signed the Cottey Book since 1935. In fall 2011, the tradition was expanded to include students entering into Cottey's inaugural class of baccalaureate students.

SPUH
Term for a secret pal. Within the residence halls, each current student draws a new student’s name at random. The current student begins leaving friendly and encouraging notes for the new student. Each set of secret pals selects names that they will use to identify themselves, e.g. Peanut Butter and Jelly or Gumby and Pokey. The current student decides at which point in the year to reveal her identity. Some new students select a current student as a “reverse spuh,” and the process is reversed. This tradition grew out of the Big Sister/Little Sister tradition of the 1940-50s and was originally between seniors and freshmen when Cottey was a two-year college.

Step Sing
The introduction of second-year class songs and the duck as the second-year class mascot to the first-year class by the second-year class.
Suite Chairs
Suite chairs are students elected to be the leaders and spokespersons of individual suites. They receive formal training for their responsibilities and meet regularly with the director of housing.

Suite Pranking
Like the Passdown Game, suite pranking is done between suites in your own residence hall. A set of rules is distributed prior to the onset of the game. Like all traditions, this is optional.

Susprise
Susprise is a Christmas tradition that is planned by the seniors for the freshmen.

Tearing of the Squares
A Christmas tradition. Students gather in the parlor of their respective residence halls each evening from early December until finals are over to count down the days until semester break.

Vera
Vera is the “ghost of Rosemary Hall.” Vera Alice Neitzert was a high-school senior at Cottey when she died on May 17, 1920. Vera was one of several students participating in a forbidden chafing dish party, making candy in a suite sitting room in Main Hall. The burns she suffered were fatal. In the 1970s, the legend of Vera the ghost took hold when students were in Rosemary Hall late at night studying and practicing the piano. It is interesting to note that Vera did not die on campus, but in the American Sanitarium in Nevada, and the fire was in Main Hall, not Rosemary Hall. Rosemary Hall was razed in 1990 following the opening of the Haidee and Allen Wild Center for the Arts.

Yellow and White Dinner
On Friday night before Commencement, sophomore graduates are honored by the freshmen class. Parents of the graduates are invited to attend this special dinner.
ALMA MATER
Hail to thee our Alma Mater,
Hail to thee our Cottey dear.
Our beacon bright, thy holy light,
Shall protect us far and near.
Thy daughters we shall be,
And loyal e’er to thee;
We are proud to be a part of thee,
Hail, Cottey C.

Like a streamlet flowing onward,
To the ocean’s mighty bed,
Our lives shall be because of thee,
And a worthy goal ahead.
We’ll sing thy praise afar,
Thou art our guiding star.
United we to honor thee,
Hail, Cottey C.

GRACE SONG
We thank thee, Lord, for endless care
And for the beauties we behold.
We ask thy blessings on our food
this day, And our souls we pray. Amen.

P.E.O. THANK YOU SONG
(Sung to the tune of “Lean on Me”)
P.E.O.s, we honor you,
with a star pinned near your heart so fine.
With your colors yellow and white,
you are striving for what’s right,
showing your faith in God and in mankind.
P.E.O.s, we honor you,
for we know you’ve given us our start.
You’ve been kind and you’ve been true,
and we lift our eyes to you.
We thank you from the bottom of our hearts.
Section 6: Safety Information and Appendices

YELLOW FLIP CHARTS WITH DETAILED CAMPUS EMERGENCY PROCEDURES ARE POSTED IN RESIDENCE HALLS AND BUILDINGS ACROSS CAMPUS. PLEASE REVIEW ALL EMERGENCY PROCEDURES.

HOW TO CONTACT CAMPUS SECURITY
To reach Campus Security, dial ext. 2292 or 417-448-1455, 8 a.m.-5 p.m., Monday-Friday, or ext. 2222 or call 417-448-4139 after 5 p.m. or weekends. Wait for the call to be processed electronically for security to answer. Identify yourself, give your location, give your message, and wait for acknowledgment that the message has been received. Because of a possible poor connection, repeat yourself and speak slowly and carefully.

REPORTING CRIMES AND EMERGENCIES
Criminal actions and emergencies requiring ambulance, fire, and police assistance should be reported immediately by dialing 911 or 9-911 from any campus extension, then contact Campus Security.

POLICE, AMBULANCE, AND FIRE
Emergency assistance......................911
(Or 9-911 from a campus extension)

CAMPUS SECURITY
Ext. 2292 or 417-448-1455, 8 a.m.-5 p.m., Mon.-Fri. Ext. 2222 or 417-448-4139, after 5 p.m. or weekends

Mr. Mark Burger, Director of Safety,
Clery, and Title IX Compliance
417-667-6333, ext. 2292 or
417-684-2276

Safety is everyone's responsibility. If any situation causes you to feel unsafe or become concerned for the safety of others, take appropriate steps to provide for your safety and the safety of others, and tell someone. Contact Campus Security. Campus Security is located in the Physical Plant at Cottey College, behind P.E.O. Hall. If you believe you have information related to a crime, you are also encouraged to contact the Nevada Police Department in addition to notifying Campus Security.

Four emergency call stations that call 911 are located on campus: one near Hinkhouse Center and the Robertson Hall parking lot, one between the Chapel and Reeves Hall, one south of the Library near the Rubie Burton Academic Center, and one on the north side of campus, near the entrance to the Judy and Glenn Rogers Fine Arts Building. The speaker on the pole acts as a telephone and calls go directly to the 911 dispatcher and should be used only in the case of an emergency. The dispatcher will respond and ask the nature of the emergency. Stay and report details only if it is safe for you to do so. A blue light also begins
flashing and can only be turned off by campus security personnel. A phone that will access only campus extensions is on the back of the emergency call station that is located between the Chapel and Reeves Hall.

Students and employees may report non-emergency situations by contacting Campus Security personnel at ext. 2292 or 417-448-1455, 8 a.m.-5 p.m., Mon.-Fri., or dial extension 2222 or 417-448-4139, after 5 p.m. or weekends. When calling 2222, follow the instructions below:

- **Wait** for the call to be processed electronically and to be answered (may take eight rings).
- **Identify yourself, your location, and the situation.** This is a radio transmission, and there will be short pauses.
- **Speak slowly and clearly.** Wait for acknowledgement from security that they understood you.
- **Call again,** if you have a poor connection, or in case of no answer.

Potential criminal activity, suspicious activity, and nonemergency situations on College property should be reported in a timely manner to Campus Security, located in the Physical Plant, in person or by calling ext. 2292 or 417-448-1455 during, 8 a.m.-5 p.m., Mon.-Fri. or ext. 2222 or by calling 417-448-4139 after 5 p.m. or weekends. Potential criminal activity may also be reported directly to the Nevada Police Department, 120 S. Ash St., by calling 911, or for non-emergencies by calling 417-448-2710.

**CAMPUS EMERGENCY RESPONSE PROCEDURES**
The Cottey College Campus Emergency Procedures flip chart is your guide to emergency response and evacuation procedures. It is posted in suites and buildings across campus and is printed below. It is also available online at [Emergency - Cottey College](#), is located at the bottom of the Cottey homepage under Emergency Information, and is located on the intranet. It is intended to give advice and to help community members during a developing situation. The guide cannot cover every possible emergency but is a tool to help reduce injuries or death if put into action as soon as a situation develops. The guide asks community members to notify Emergency 911 and Campus Security immediately for assistance and provides advice for tornado, fire, earthquake, hazardous material spill, utility emergency, medical/psychological emergency, bomb threat, rape/sexual assault, hostile intruder, avoiding/reporting a crime, and emergency building evacuation plan. The crisis communication plan is included in the printed guide and on the College’s Intranet site.

For additional campus resources to assist you in an emergency or nonemergency situation, contact:

- P.E.O. Hall Receptionist, 417-667-6333, ext. 3001
- P.E.O. Hall Director, 417-667-6333, ext. 3050, cell phone: 417-448-9787
- Reeves Hall Receptionist, 417-667-6333, ext. 4001
- Reeves Hall Director, 417-667-6333, ext. 4050, cell phone: 417-448-4168
- Robertson Hall Receptionist, 417-667-6333, ext. 5001,
- Robertson Hall Director, 417-667-6333, ext. 5050, cellphone: 417-684-5555
Safety Policies
The following safety policies are enforced at Cottey College:

- Flammable liquids (such as gasoline) shall not be stored in residence halls or inside any buildings, except laboratories and maintenance shops designed for this purpose.
- No open flames (candles, lanterns, incense, etc.) are permitted in residence halls or inside any buildings except in laboratories and maintenance shops designed for this purpose, except as authorized by the President or a designee.
- Smoking is not permitted anywhere on the campus.
- Vehicles shall be parked in designated areas only. Fire lanes and parking spaces for those who are physically challenged are clearly identified.
- No firearms shall be used, carried, or stored on campus without prior approval of the President.
- No fireworks shall be used or stored on campus, except as authorized by the President or a designee.

Fire
If a fire or smoke is discovered anywhere on or about the campus

- Leave the area where the fire is located, isolating it as well as possible by closing doors and windows around it. Do not attempt to retrieve valuables and do not use elevators.
- Pull the nearest fire alarm. Find a safe location and call 9-911 on a campus extension or 911 on a cell phone—then call Campus Security at extension 2292 or (417) 448-1455, 8 a.m.-5 p.m., Mon.-Fri. or ext. 2222 or 417-448-4139 after 5 p.m. or weekends.
- Never attempt to fight a fire larger than wastebasket size. Even a small fire can generate enough smoke to cause serious injury. Never attempt to fight a fire by yourself. Call for help. Always stay between the fire and the exit.
  
  **FIRE EXTINGUISHER INSTRUCTIONS**
  P* PULL safety pin from the handle
  A* AIM at the base of the fire
  S* SQUEEZE the trigger handle
  S* SWEEP from side to side

- If you are aware that someone is trapped in a burning structure, inform the firefighters immediately. Do not re-enter the building. If you are trapped, stay low to the ground as you try to exit. Do not open any doors that feel hot. Use wet towels or clothes to protect yourself from flames and smoke.
- If your clothes catch fire, STOP, DROP, AND ROLL!!!
- All alarms should be taken seriously. If you hear an alarm, evacuate the building.

Tornado—High Wind
TORNADO/SEVERE STORM ALERTS:

**WATCH**—Conditions are favorable for tornado or severe weather.
- Monitor weather reports and take action as needed.

**WARNING**—Tornado may be imminent.
• Take shelter immediately, and move to the basement. If there is no basement, move to an interior hallway, stairwell, or other area which is directly supported and free from windows and glass.
• Monitor weather reports and take action as needed.

**SIGNALS:**
• Local weather warning horns will sound.
• Download, onto your cell phone, the free Red Cross “Emergency!” at [Mobile Apps | American Red Cross](https://www.redcross.org/mobile-apps) to stay informed of local emergencies.
• If enrolled, you will receive a voice or text message through the Cottey Emergency Alert system.
• Do not leave shelter until the all-clear has been given by authorized personnel.
• Residence halls have staff with access to a two-way radio to contact Security personnel for updates on storm progress.
• THESE SAME INSTRUCTIONS SHOULD BE FOLLOWED WITH ALL STORMS.

*Due to severe weather having an adverse impact on communication systems, Cottey College uses a variety of methods to keep the community informed during emergencies.*

**EARTHQUAKE PREPAREDNESS/RESPONSE**

When a shaking or trembling of the earth is first recognized, assess the situation. If you are inside a building

• Take cover under a desk, table, or heavy furniture, if possible assuming the position for a tornado drill.
• Take cover in interior doorways or narrow halls.
• Stay away from windows and beware of falling objects.
• Move from under light fixtures or other suspended objects.
• Keep clear of large open areas i.e., gymnasiums, auditoriums.
• Do not use elevators.
• If the building is severely damaged, evacuate the building after trembling ceases.
• Do not ignite a match or lighter in case there is a gas leak.

If you are outside

• Move away from buildings if possible.
• Avoid electrical poles.
• Avoid overhead wires and fallen wires.
• DO NOT ENTER A BUILDING until it has been determined safe.

**HAZARDOUS MATERIAL SPILL**

Any spill involving hazardous materials or offensive odors from ventilation systems shall be reported to Campus Security/Physical Plant immediately at ext. 2292 or call 417-448-1455, 8 a.m.-5 p.m., Mon.-Fri, or ext. 2222 or 417-448-4139 after 5 p.m. or weekends.

• Do not attempt to clean up a spill unless you have been trained and equipped to do so. It will be assessed by trained personnel who will ensure that proper cleanup techniques are employed.
• Be prepared to evacuate the building, if necessary. Always stay upwind of the spill (wind blowing from behind you). All laboratory personnel should be prepared to assist in assessment of spills within their area.
• In the event of a chemical spill in the Nevada area, evacuation of the campus may be necessary.
• Be prepared to cooperate with College and/or emergency response personnel.
• Secure chemical containers and gas cylinders to prevent spills during an earthquake.
UTILITY EMERGENCY
If a utility problem is discovered, such as a gas leak or elevator failure, call the Physical Plant at ext. 2292 or call 417-448-1455, 8 a.m.-5 p.m., Mon.-Fri., or ext. 2222 or 417-448-4139 after 5 p.m. or weekends.

GAS LEAK
• Only personnel specifically trained in emergency shut-off procedures should attempt to shut off the building gas.
• As a precaution, avoid lighting matches or turning on or off lights. Extinguish any open flames.
• Stay clear of the problem. Go outside and wait for Physical Plant person or gas company employee, and direct them to the problem location.
• Physical Plant personnel will recommend response procedures to those occupying the building once they have confirmed the leak. Building occupants should evacuate immediately if asked to do so by a Physical Plant, gas company, or other College or safety personnel. Windows should be open to allow ventilation.

ELEVATOR FAILURE
• If you are in an elevator that stops between floors, or the doors will not open, use the elevator phone or alarm button to call for help. Physical Plant/Security personnel will respond.
• If the elevator stops during an earthquake, the phone may not work. Emergency plans have been developed for such an event, and Physical Plant personnel will be automatically dispatched to check all elevators.
• Never attempt to pry open the doors or overhead hatch of a stopped elevator. Such actions by unskilled personnel may result in injury/death. Specially trained elevator mechanics will take care of the problem.

MEDICAL/PSYCHOLOGICAL EMERGENCIES
In case of a medical emergency, call 9-911 on a campus extension or 911 on a cell phone. Additionally, follow the guidelines below:
• Notify Campus Security at extension 2292 or call 417-448-4155, 8 a.m.-5 p.m., Mon.-Fri., or ext. 2222 or 417-448-4139 after 5 p.m. or weekends
• Stay with the victim. If the victim is conscious, ask what the problem is. If the victim is unconscious, check for breathing and bleeding. Administer first aid and CPR.
• Keep the victim still, comfortable, and warm.
• Protect the victim from any disturbances.
• Search for any emergency identification (i.e. ID bracelet).
• Wait for emergency help to arrive. Never leave the victim alone, if at all possible, unless doing so would put yourself in danger.
• As soon as the situation permits, contact your supervisor. For students, contact the Health Services Office at extension 2157 or Office of Student Life at extension 2126 during normal of office hours. Contact the hall director on duty after hours and on weekends.

If a psychological emergency occurs (suicide attempt, disorientation, confusion, panic)
• Call 9-911 on a campus extension or 911 on a cell phone.
• Notify Campus Security at ext. 2292 or call 417-448-1455, 8 a.m.-5 p.m., Mon.-Fri., or ext. 2222 or 417-448-4139 after 5 p.m. or weekends
• As soon as the situation permits, contact your supervisor. For students, contact the Counseling Office at ext. 2157 or the Office of Student Life at ext. 2126 between 8 a.m.-5 p.m., Mon.-Fri. Contact the hall director on duty after 5 p.m. and on weekends.
• Stay with the victim unless your safety is threatened. Wait for emergency response personnel to arrive.
• If there is not an immediate concern for the safety of the person or others, please contact the Counseling Office at ext. 2157; if after hours, contact the hall director on duty, a peer listener, or R.A. for assistance. Stay with the person until help arrives.
• Always report any behavior or information you have that causes you concern for your safety or the safety of others.

BOMB THREAT PROCEDURES
If you receive a bomb threat, take these steps:
• Remain calm and stay on the line. Take as much information as possible from the caller. Use the below.
• While you are on the call, attempt to have another person call 9-911 on a campus extension or 911 on a cell phone. Give the officer your name, location, telephone number, and the information you obtained from the caller, if possible.
• When the caller hangs up, call 9-911 on a campus extension or 911 on a cell phone. Give the officer your name, location, telephone number, and the information you obtained from the caller.
• Do not hang up until told to do so.
• Inform your supervisor or hall director as soon as possible. If possible, get their attention while still on the line.
• Inform Campus Security/Physical Plant personnel by calling ext. 2292 or 417-448-1455, 8 a.m.-5 p.m., Mon.-Fri. or ext. 2222 or 417-448-4139 after 5 p.m. or weekends.
• Report any suspicious object to Campus Security or other emergency personnel. Do not touch or move it. Follow all instructions given by emergency personnel. Do not re-enter any evacuated area until authorized to do so.
• Submit the completed form to Police/Campus Security as soon as possible.
• Remember, first impressions are very important.

BOMB THREAT CHECKLIST

Exact wording of caller: ________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Ask the caller the following questions:
• When will the bomb explode? _______________________________________________________
• Where is the bomb now? ____________________________________________________________
• What does the bomb look like? _____________________________________________________
• What kind of bomb is it? ____________________________________________________________
RAPE/SEXUAL ASSAULT PREVENTION

Anyone can be a victim of rape/assault. Be aware of the different possibilities, and be prepared to take whatever actions are necessary.

When walking or driving
  • Keep all your senses available. Do not use earphones while jogging.
  • If you feel endangered, yell. Scream “HELP!” or “POLICE!” and run away.
  • Use physical violence to defend yourself if threatened. If you feel threatened, the law says that you may have already been assaulted.
  • Walk with confidence. Display outrage if threatened, not fear.

When on a date
  • Know yourself and your own capabilities. Set limits early and communicate those limits.
  • Try to find an easy way out of potential date rape situations—lie or create a distraction and leave.
  • Tell someone if you need assistance from others.
  • Stand up for yourself.
  • Avoid use of alcohol/drugs.

When in your room
  • Lock your doors and windows at night.
  • Do not talk with obscene callers. HANG UP!!!
Escort Service
If you must walk the campus after dark, you do not need to do so alone. Ask someone to join you. Walk in pairs or groups for safety. If you feel threatened, call Campus Security at extension 2222 or 417-448-4139 to have them escort you to your on-campus destination. If on campus and you are threatened, use the emergency poles with the blue light on top; hit the button for local police response. This will also light the flashing blue light to attract attention. This may help deter a would-be attacker.

If you are ever a victim of sexual assault, report the incident immediately to the police by calling 9-911 from a campus extension or 911 from a cell phone. Report the crime to Campus Security at ext. 2292 or call 417-448-1455, 8 a.m.-5 p.m., Mon.-Fri., or ext. 2222 or 417-448-4139 after 5 p.m. or weekends. Contact the Counseling Office at extension 2157, the hall director on duty, a peer listener, an R.A., or someone you trust.

HOSTILE INTRUDER
Please review the video following video: RUN. HIDE. FIGHT.® Surviving an Active Shooter Event
If an intruder in a campus building is actively causing deadly harm or the threat of imminent deadly harm to people, you must immediately seek cover and call 9-911 on a campus extension or 911 on a cell. Give as many details as possible about location, number of assailants, means of aggression, and other pertinent information. Contact Campus Security at ext. 2292 or call 417-448-1455, 8 a.m.-5 p.m., Mon.-Fri., or ext. 2222 or 417-448-4139 after 5 p.m. or weekends.

- Identify possible exits and flee the building if you are able to do so.
- If it does not appear that escape is an option at the time, lock yourselves in classrooms, residence hall rooms, and offices as a means of protection.
- Stay low, away from windows, and barricade their door(s) if possible and use furniture or desks as cover.
- If possible, cover any windows or openings that have a direct line of sight into the hallway.
- If you have determined that hiding is your best course of action, do not attempt to leave the building until told to do so by police authorities. The only exception to this is, given the specific circumstances, you are certain beyond any doubt, that you are in more danger in staying in the building than in attempting to escape.
- If you believe you are in danger of being confronted by the intruder, prepare to fight with any available objects. If in a group, work with others to make a plan to fight if confronted.

If a hostile intruder is actively causing deadly harm or the threat of imminent deadly harm to people on the campus grounds, we recommend the following course of action:
- Run away from the threat if you can, as fast as you can.
- Do not run in a straight line. Use buildings, trees, shrubs, and cars as cover.
- If you can get away from the immediate area of danger, summon help, and warn others.
- If escape does not appear to be an option and you decide to hide, take into consideration the area in which you are hiding. Will I be found? Is this really a good spot to remain hidden? Is there an escape route?
- If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you. Otherwise, make a plan to fight using any available objects and planning with others if you are not alone.
- If hiding or playing dead, do not give away your position or stand up until the police authorities clear the building.
AVOIDING/REPORTING A CRIME

If you see or suspect any illegal activity occurring on or about the Cottey College campus,

- Contact local emergency services by calling 9-911 on a campus extension or 911 on a cell phone.
- Contact Campus Security immediately at ext. 2292 or call 417-448-1455, 8 a.m.-5 p.m., Mon.-Fri. or ext. 2222 or 417-448-4139, after 5 p.m. or weekends, and give your name and location, and the location and nature of the incident.
- If you are in a safe location, stay there.
- Do not attempt to interfere with the situation except for self-protection.

Try to note a description of any suspects involved. Important characteristics to note include

- Sex, race, and age
- Height and weight
- Names used
- Method and direction of travel

Also, try to note a description of any vehicles involved. Important information to note includes

- Color
- Make and model
- License number

Be aware of the following suspicious signs. Follow the above procedures if any of these are observed.

- A scream or a call for help.
- A whistle or horn blowing.
- A broken window.

An unfamiliar person doing any of the following:

- Entering a neighbor’s room or office.
- Loitering on or about the campus.
- Trying to break into a car.
- Repeatedly driving on or about campus.

Some tips can be used to prevent campus crime:

- Locking your door whenever you leave your room or office.
- Locking your windows whenever you leave your room, especially if you are on the ground floor or next to a roof surface.
- Averting temptation. Place your valuables out of sight.
- Not leaving valuables unattended anywhere on campus.
- Requesting identification of service people working in your area. If still uncertain, call the Physical Plant Office at ext. 2155 or call 417-448-1455, 8 a.m.-5 p.m., Mon.-Fri. or ext. 2222 or 417-448-4139, after 5 p.m. or weekends.
- Keeping a record of serial numbers, models, brand names, and description of all your valuables.
- Keeping a record of all your charge account numbers in a safe place.
- Locking bicycles with high quality locks.
- Letting suitemates know where you will be going, when you plan to return, and how to reach you.
- Keeping keys/keycards safe at all times. Report any missing keycards to the Health Services Office at extension 2157 and missing keys to Campus Security at ext. 2292.
Reporting all thefts, no matter how small, to Campus Security at ext. 2292 or 417-448-4155, 8 a.m.-5 p.m., Mon.-Fri. or ext. 2222 or 417-448-4139 after 5 p.m. or weekends. For residence hall thefts, contact your hall director. You may also report thefts to the Nevada Police Department at 417-448-2710.

Emergency Building Evacuation Plan
Rubie Burton Academic Center (RBAC)
- **Storm/Tornado:** Take stairs or elevator to lower level; stay clear of windows.
- **Fire:** Leave building immediately.
- **Violent Incident/Intruder:** If you can escape, do so. If not, remain in classroom or office and lock door; stay clear of windows and doorways and hide. Work together to identify objects you can use to fight if it becomes necessary.
- **Area of Assembly after Building Evacuation:** Hinkhouse Gym.

Library
- **Storm/Tornado:** Take stairs or elevator to lower level; stay clear of windows.
- **Fire:** Leave building immediately.
- **Violent Incident/Intruder:** If you can escape, do so. If not, remain in office area or boardroom and lock door; stay clear of windows and doorways and hide. Work together to identify objects you can use to fight if it becomes necessary.
- **Area of Assembly after Building Evacuation:** Hinkhouse Gym.

Hinkhouse
- **Storm/Tornado:** Take stairs or elevator to lower level; stay clear of windows.
- **Fire:** Leave building immediately.
- **Violent Incident/Intruder:** If you can escape, do so. If not, remain in office area or classroom and lock door; stay clear of windows and doorways and hide. Work together to identify objects you can use to fight if it becomes necessary.
- **Area of Assembly after Building Evacuation:** Raney Dining Room in Robertson Hall.

Reeves Hall
- **Storm/Tornado:** Take stairs or elevator to lower level; stay clear of windows.
- **Fire:** Leave building immediately.
- **Violent Incident/Intruder:** If you can escape, do so. If not, remain in office area or classroom and lock door; stay clear of windows and doorways and hide. Work together to identify objects you can use to fight if it becomes necessary.
- **Area of Assembly after Building Evacuation:** Hinkhouse Gym.

Chapel
- **Storm/Tornado:** Take stairs to lower level; stay clear of windows. (If time permits, go to Reeves Hall lower level.)
- **Fire:** Leave building immediately.
- **Violent Incident/Intruder:** If you can escape, do so. If not, remain in Canadian Room and lock door; stay clear of windows and doorways and hide. Work together to identify objects you can use to fight if it becomes necessary.
- **Area of Assembly after Building Evacuation:** Hinkhouse Gym.
Main Hall
- **Storm/Tornado:** Take stairs to lower level; stay clear of windows.
- **Fire:** Leave building immediately; fire stairwells serve as an area of rescue.
- **Violent Incident/Intruder:** Identify possible exits and flee the building if you can safely do so. Otherwise, remain in office area or classroom and lock door; stay clear of windows and doorways and hide. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation:** Haidee and Allen Wild Center for the Arts.

P.E.O. Hall
- **Storm/Tornado:** Take stairs to lower level; stay clear of windows.
- **Fire:** Leave building immediately.
- **Violent Incident/Intruder:** Identify possible exits and flee the building if you can safely do so. Otherwise, remain in room and lock door; stay clear of windows and doorways and hide. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation:** Haidee and Allen Wild Center for the Arts.

Physical Plant
- **Storm/Tornado:** Take stairs to lower level; stay clear of windows.
- **Fire:** Leave building immediately.
- **Violent Incident/Intruder:** Identify possible exits and flee the building if you can safely do so. Otherwise, remain in office area or classroom and lock door; stay clear of windows and doorways and hide. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation:** Haidee and Allen Wild Center for the Arts.

Haidee and Allen Wild Center for the Arts
- **Storm/Tornado:** Go to Green Room, dressing rooms, or Auditorium hallways; stay clear of windows (if time permits, go to basement of P.E.O. Hall).
- **Fire:** Leave building immediately.
- **Violent Incident/Intruder:** Identify possible exits and flee the building if you can safely do so. Otherwise, remain in office area or room with doors that can secured and lock door; stay clear of windows and doorways and hide. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation:** Judy and Glenn Rogers Fine Arts Building, first floor

Robertson Hall
- **Storm/Tornado:** Take stairs to lower level; stay clear of windows.
- **Fire:** Leave building immediately.
- **Violent Incident/Intruder:** Identify possible exits and flee the building if you can safely do so. Otherwise, remain in room and lock door; stay clear of windows and doorways and hide. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation:** Hinkhouse Gym.

Center for Women’s Leadership

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• **Storm/Tornado:** Take stairs to lower level; stay clear of windows (if time permits, go to Hinkhouse lower level).
• **Fire:** Leave building immediately.
• **Violent Incident/Intruder:** Identify possible exits and flee the building if you can safely do so. Otherwise, remain in office area or classroom and lock door; stay clear of windows and doorways and hide. Prepare to fight if confronted.
• **Area of Assembly after Building Evacuation:** Hinkhouse Gym.

**Cottey House**
• **Storm/Tornado:** Take stairs to lower level; stay clear of windows.
• **Fire:** Leave building immediately.
• **Violent Incident/Intruder:** Identify possible exits and flee the building if you can safely do so. Otherwise, remain in room and lock door; stay clear of windows and doorways and hide. Prepare to fight if confronted.
• **Area of Assembly after Building Evacuation:** Main Hall.

**BIL Lodge**
• **Storm/Tornado:** Go to bathrooms; stay clear of windows (if time permits, go to Hinkhouse lower level).
• **Fire:** Leave building immediately.
• **Violent Incident/Intruder:** Identify possible exits and flee the building if you can safely do so. Otherwise, enter bathroom or closet and lock or secure the door; stay clear of windows and doorways and hide. Prepare to fight if confronted.
• **Area of Assembly after Building Evacuation:** Gate entrance

**Rogers Fine Arts Building (RFAB)**
• **Storm/Tornado:** Take stairs lower level, north hallway, new section; stay clear of windows (if time permits, go to Main Hall, lower level).
• **Fire:** Leave building immediately.
• **Violent Incident/Intruder:** Identify possible exits and flee the building if you can safely do so. Otherwise, remain in office or classroom and lock door; stay clear of windows and doorways and hide. Prepare to fight if confronted.
• **Area of Assembly after Building Evacuation:** Center for the Arts

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**IF YOU ARE VICTIM OF RAPE, ACQUAINTANCE RAPE, SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING**

Students or employees who become victims of sexual assault, domestic violence, dating violence or stalking, whether on or off campus, are encouraged to report the crime to local law enforcement authorities.

After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible at the Nevada Regional Medical Center or other medical facility. Evidence may be collected even if you choose not to make a report to law enforcement.\(^1\) It is

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\(^1\) Under the Violence Against Women and Department of Justice Reauthorization Act of 2005, starting in 2009, states must certify that they do not “require a victim of sexual assault to participate in the criminal justice system or cooperate with law
important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College adjudicators/investigators or police.

Campus officials are available to assist students or employees in this process. The professional counselors and the coordinator of spiritual life who work in the Student Life Center are encouraged to inform the persons they are counseling of the option to report crimes on a voluntary confidential basis, through their offices, to the vice president for student life, if and when they deem it appropriate so that a “timely warning” can be made if appropriate and so the incident can be included in the annual report. The vice president for student life will also notify Campus Security and the Nevada Police Department of any confidential or anonymous report.

Campus officials will facilitate changes in academic, living, transportation, and working situations or in protective measures if requested by the victim, regardless of whether the victim chooses to report the crime to Campus Security or local law enforcement.

**STEPS TO FOLLOW: YOUR RIGHTS AND OPTIONS AS A VICTIM OF SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING**

- **Get to a safe place as soon as you can.**
- **Contact someone you trust,** a close friend or Resident Assistant (R.A.), counselor or other member of the student life staff, or in the case of employees, a friend, family member, colleague, supervisor, or the director of human resources to be with you and support you.
- **Contact Campus staff to assist you every step of the way as detailed below, from seeking medical treatment, reporting to local authorities (if you choose to), providing counseling support, and ongoing support in all areas.**
- **Get medical attention** as soon as possible to obtain care for your physical needs and to collect important evidence in the event you may later wish to take legal action.
- **Try to preserve all physical evidence.** Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag.
- **Preserve evidence** for proof of sexual assault, domestic violence, dating violence or stalking, and for obtaining a protection order. Keep all emails, texts or other evidence that will be helpful. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Campus Security or local law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both.”
the College at a later date to assist in proving that the alleged criminal offense occurred or that
may be helpful in obtaining a protection order.

- **Contact the local police** by calling 911. (9-911 from a campus extension) or 417-448-2710.
- **Contact Campus Security (if desired)** at 417-448-1455, 8 a.m.-5 p.m., Mon.-Fri., or ext. 2222 or
417-448-4139 after 5 p.m. or weekends. **Campus staff will assist you in notifying local
authorities.** Your hall director, the director of housing, the vice president for student life, a
counselor, the coordinator of spiritual life, the director of campus safety, or the director of human
resources is available to help you.

- **Remember: You also have the right not to report** to campus authorities or the local police.
- **Remember: You have other rights detailed in the College’s Title IX policy contained herein.**
- **Talk with a counselor** who will maintain confidentiality, help explain your options, give you
information, and provide emotional support. If you were victimized weeks or years ago, assistance
is still available to you. Talking with someone now may help you cope better with sexual violence
from the past, whether it was rape, child sexual abuse, incest, or sexual harassment.

The **Counseling Office** is located on the second floor of Hinkhouse Center and staff there is specially
trained to support you. Appointments can be scheduled by calling ext. 2157. In case of an after-hours
emergency, **contact a peer listener, R.A., or hall director. They can help you get emergency medical
attention and confidential counseling services.**
P.E.O. Hall Director......... ext. 3050, cell 417-448-9787
Reeves Hall Director........... ext. 4050, cell 417-448-4168
Robertson Hall Director.......ext. 5050, cell 417-684-5555

**Procedures the College Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual
Assault, and Stalking is Reported**
The College has procedures in place that serve to be sensitive to victims who report sexual assault,
domestic violence, dating violence, and stalking, including informing individuals about their right to file
criminal charges as well as the availability of counseling, health services, mental health, victim advocacy,
legal assistance, visa and immigration assistance and other services on and/or off campus as well as
additional remedies to prevent contact between a complainant and an accused party, such as housing,
academic, transportation and working accommodations, if reasonably available. The College will make
such accommodations, if the victim requests them and if they are reasonably available, regardless of
whether the victim chooses to report the crime to the Campus Security or local law enforcement.
Students and employees should contact the director of safety, Clery, and Title IX compliance at
mburger@cotey.edu or call 417-667-8181, ext. 2292 or 2155.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College,
below are the procedures that the College will follow:

<table>
<thead>
<tr>
<th>Incident Being Reported</th>
<th>Procedure Institution Will Follow</th>
</tr>
</thead>
</table>
| Sexual Assault          | 1. Depending on when reported (immediate vs delayed report), the College will provide complainant with access to medical care.  
                          | 2. College will assess immediate safety needs of complainant.                                        
                          | 3. College will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department. |
| **Sexual Assault** | 4. College will provide complainant with referrals to on and off campus mental health providers.  
5. College will assess need to implement interim or long-term protective measures, if appropriate.  
6. College will provide the victim with a written explanation of the victim’s rights and options.  
7. College will provide a “No trespass” and/or no contact directive to accused party if deemed appropriate.  
8. College will provide written instructions on how to apply for a Protective Order.  
9. College will provide a copy of the policy applicable to Sexual Assault to the complainant and inform the complainant regarding time frames for inquiry, investigation and resolution.  
10. College will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is.  
11. College will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation. |
| **Stalking** | 1. College will assess immediate safety needs of complainant.  
2. College will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department.  
3. College will provide written instructions on how to apply for a Protective Order.  
4. College will provide written information to complainant on how to preserve evidence.  
5. College will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.  
6. College will provide the victim with a written explanation of the victim’s rights and options.  
7. College will provide a “No trespass” and/or no contact directive to accused party if deemed appropriate. |
| **Dating Violence** | 1. College will assess immediate safety needs of complainant.  
2. College will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department.  
3. College will provide written instructions on how to apply for a Protective Order.  
4. College will provide written information to complainant on how to preserve evidence.  
5. College will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate. |
6. College will provide the victim with a written explanation of the victim’s rights and options.
7. College will provide a “No trespass” and/or no contact directive to accused party if deemed appropriate.

<table>
<thead>
<tr>
<th>Domestic Violence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. College will assess immediate safety needs of complainant.</td>
</tr>
<tr>
<td>2. College will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department.</td>
</tr>
<tr>
<td>3. College will provide written instructions on how to apply for a Protective Order.</td>
</tr>
<tr>
<td>4. College will provide written information to complainant on how to preserve evidence.</td>
</tr>
<tr>
<td>5. College will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.</td>
</tr>
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<td>6. College will provide the victim with a written explanation of the victim’s rights and options.</td>
</tr>
<tr>
<td>7. College will provide a “No trespass” and/or no contact directive to accused party if deemed appropriate.</td>
</tr>
</tbody>
</table>

**Assistance for Victims: Rights and Options**

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include the following:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the College will protect the confidentiality of victims and other necessary parties;
- a statement that the College will provide written notification to students and employees about victim services within the institution and in the community;
- a statement regarding the College’s provisions about options for, available assistance in, and how to request accommodations and protective measures; and an explanation of the procedures for institutional disciplinary action
- **Campus staff will provide a written explanation of rights and options**, regardless of where the offense occurred.
- A **notification** of existing counseling, health services, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both on campus and in the community can be made available.
- A **written notification** of options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures, whether or not you choose to report to law enforcement is available. The College will make such accommodations or provide such protective measures if they are reasonably available, regardless of whether the victim chooses to report the crime to campus security or local law enforcement.

At the victim’s request, and to the extent of the victim’s cooperation and consent, College offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim
may be offered changes to academic, living, working or transportation situations regardless of whether the victim chooses to report the crime to campus security or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

To request changes to academic, living, transportation and/or working situations or protective measures, a student victim should contact the vice president for student life at ladams@cottey.edu or call 417-667-8181, ext., 2126; an employee victim should contact the director of human resources at bmcreynolds@cottey.edu or call 417-667-8181, ext. 2103. They will assist you with obtaining reasonable protective measures.

The College will provide students and employees with a range of protective measures, both interim or long-term, such as but not limited to housing changes, class schedule changes, issuance of a “No Contact” directive, issuance of a “No Trespass” directive on campus property, providing an on-campus escort, changing a work location or reporting structure, providing an escort to and from parking.

Rights of Victims and the Institution’s Responsibilities for Orders of Protection, “No Contact” Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution

Cottey College complies with Missouri law in recognizing orders of protection. Any person who obtains an order of protection from any state should provide a copy to the director of campus safety, Clery, and Title IX compliance. A complainant may then meet with the director and the vice president for student life to develop a Safety Action Plan, which is a plan for campus security and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to, escorts, special parking arrangements, providing a temporary cellphone, changing classroom location or allowing a student to complete assignments from home, etc. The College cannot apply for a legal order of protection, nor contact order or restraining order for a victim from the applicable jurisdiction(s).

SEXUAL ASSAULT AND VIOLENCE PREVENTION INFORMATION

The College provides culturally relevant, inclusive primary education and prevention programs to all new students and employees designed to promote awareness of personal safety, including prevention of sexual assault, domestic violence, dating violence, and stalking. The College also provides ongoing safety education and prevention programs/campaigns for student and employees that includes the prevention of sexual assault, domestic violence, dating violence, and stalking. The Office of Student Life, Housing Office, Counseling Office, Health Services, Campus Activities Office, and various student organizations provide student information, programs, and campaigns, and the Office of Human Resources provides information, programs, and campaigns for employees on campus safety, including information on sexual assault, domestic violence, dating violence, and stalking.

SEX OFFENDER REGISTRY

Under provisions of the Campus Sex Crimes Prevention Act, (CSCPA) of 2000, an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act, any person who is required to register under a state offender registration program must notify the state when she or he
enrolls at an institution of higher education or is employed at such an institution and must notify the state of any change in enrollment or employment at an institution of higher education. Under the Violent Crime Control and Law Enforcement Act of 1994, sex offender registration information is to be transmitted from each state to the law enforcement entities where the registered sex offender resides. In Missouri, the sex offender registry is maintained at the county level. The Missouri State Highway Patrol Sex Offender Registry can be found at Sex Offender Registry.

**CAMPUS EMERGENCY NOTIFICATION PROCEDURES**

The College will immediately notify the campus community upon the confirmation of a significant emergency, or dangerous situation, involving an immediate threat to the health and safety of students or employees occurring on campus. Cottey’s emergency alert system will be activated to immediately notify the community in cases such as a fire, an outbreak of meningitis or other serious illness, approaching tornado or other extreme weather conditions, earthquake, gas leak, terrorist incident, armed intruder, bomb threat, civil unrest or rioting, explosion, or nearby chemical or hazardous waste spill or any incident involving police or fire response requiring notice to shelter in place or evacuate quickly. An emergency notice will be sent as soon as sufficient detail to provide constructive information to protect and inform community members is available. Cottey’s emergency alert system can include using some or all of the following forms of communication, depending on the situation: voice, email or text messaging distributed through the Cottey Emergency Notification System; the College email system; bulletins posted on select building entrances and exits; and/or electronic postings on the Message Board. In cases of fire or other events deemed appropriate, the fire alarm system will be used to immediately alert the campus community of the immediate threat. Face-to-face communication will be used in the event of a system failure. The College also may dispatch Physical Plant/Campus Security personnel to inform the appropriate segment(s) of the community of a campus emergency, depending on the nature of the emergency. In cases of a tornado or other severe weather, the weather alert system may be activated by local EMS.

Cottey College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency. The confirmation that there is a significant emergency is based on reliable information, as determined by the director of physical plant/campus security, the director of safety, Clery, and Title IX compliance, the vice president for student life, or their designee(s), in conjunction with Cottey administrators, local first responders, and/or the National Weather Service (time permitting).

The above named responsible campus authority/authorities will also determine the most effective method(s) to use to communicate the emergency, taking into account the nature of the event. They will also make a determination of what segment of the campus community should receive the emergency notification. Because Cottey is such a small campus, in most instances, emergency notifications will be sent campus-wide. If it is determined that only a segment of the campus community will be notified, the responsible campus authority/authorities will continue to assess the situation and notify additional segments of the campus community if a situation warrants such actions.

If it is determined that the Cottey Emergency Notification System will be used, the message will be transmitted to students and employees who are enrolled in the system. The delivery of system messages is tested each year, and the system is also tested whenever system upgrades are made.
Students and parents are encouraged to enroll prior to their arrival on campus, as published in the New Student Orientation Newsletter, through email notifications, and at New Student Orientation check-in. Employees are entered into the system by the director of human resources. To enroll or update your emergency contact information go to Emergency - Cottey College.

In the event of a significant campus event, the president, vice president for administration and finance, the director of public information, and other designated personnel will serve as the campus spokesperson[s], and will be briefed as soon as possible. A determination will be made about disseminating the emergency information to the larger community that could include parents, friends of the College, the Nevada community, and the media. The Marketing Department will assist in the communication of a campus emergency both at the time of the emergency and following a significant event. In the event of a campus emergency, the Marketing Department will use the Cottee emergency website at Emergency - Cottey College and/or social media for official campus statements and updates.

The departments and positions listed in the chart below typically will be responsible for developing the content and distributing the notifications as described.

<table>
<thead>
<tr>
<th>System to use</th>
<th>Primary Message Creator</th>
<th>Backup Message Creator</th>
<th>Authority for approving &amp; sending messages</th>
<th>Primary Message Sender/Distributor</th>
<th>Backup Message Sender/Distributor</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIMARY</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Campus Email</td>
<td>Director CS</td>
<td>Director PP, DoH, VP A&amp;F Director AC, Director PI, VP SL</td>
<td>VP SL, Director PP, Director CS, DoH, VP A&amp;F, Director AC, Director PI</td>
<td>VP SL</td>
<td>Director PP, Director CS, DoH, VP A&amp;F, Director AC, Director PI</td>
</tr>
<tr>
<td>Cottey Emergency Notification System (Voice, Email and/or Text Message)</td>
<td>Director CS</td>
<td>Director PP/CS, DoH, VP A&amp;F Director AC, Director PI, VP SL</td>
<td>VP SL, Director PP, Director CS, DoH, VP A&amp;F, Director AC, Director PI</td>
<td>VP SL</td>
<td>Director PP, Director CS, DoH, VP A&amp;F, Director AC, Director PI</td>
</tr>
<tr>
<td>SECONDARY</td>
<td></td>
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<tr>
<td>Bulletins Posted at Select Buildings Entrance/Exits</td>
<td>Director CS</td>
<td>Director PP/CS, DoH, VP A&amp;F Director AC, Director PI, VP SL</td>
<td>VP SL, Director PP, Director CS, DoH, VP A&amp;F, Director AC, Director PI</td>
<td>VP SL</td>
<td>Director PP, Director CS, DoH, VP A&amp;F, Director AC, Director PI</td>
</tr>
</tbody>
</table>
Electronic Postings on the Message Board

<table>
<thead>
<tr>
<th>VP SL = Vice President for Student Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director PP = Director of Physical Plant and Campus Security</td>
</tr>
<tr>
<td>Director CS=Director of Safety, Clery and Title IX Compliance</td>
</tr>
<tr>
<td>DoH = Director of Housing</td>
</tr>
<tr>
<td>VP A&amp;F = Vice President for Administration &amp; Finance</td>
</tr>
<tr>
<td>Director AC = Director of Administrative Computing</td>
</tr>
<tr>
<td>Director PI = Director of Public Information</td>
</tr>
<tr>
<td>In reference to any of these positions, in the absence of the referenced individual, their designee will have the authority.</td>
</tr>
</tbody>
</table>

The content of the message will vary depending on the situation. At a minimum, the messages will describe the emergency, provide basic instructions to the community and will direct them to where they can receive additional information.

Follow-up information will be distributed using some or all of the identified communication systems (except fire alarm).

**TESTING AND PRACTICING EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. Cottey conducts announced and unannounced drills and exercises each year and tests of the emergency notification systems on campus as well, conducting follow-through activities designed for assessment and evaluation of emergency plans, systems, and capabilities. Emergency evacuation practice for all residence halls and student housing is tested annually early in both the fall and spring semesters as a fire drill. Hall residents are oriented to the yellow and white Campus Emergency Procedures at an all hall meeting. The flip chart is posted in each suite and in all areas of campus, and is online at [Campus Emergency Procedures](#). Building evacuations may be ordered by personnel depending upon the nature of the emergency or signaled by the fire safety system in the building affected. Occupants exit via the nearest emergency exit, closing doors behind them as exiting, and are instructed not to use elevators. Following evacuation of the building, occupants are instructed to go to a designated area of assembly. The designated areas of assembly for each campus building are listed above and can be found in the flip chart and online at [Campus Emergency Procedures](#). The Emergency Notification System (requires enrollment), emails, and web information coordinated through the Office of Public Information, as well as direct communication through student life, residence hall staff, and physical plant/campus security, are utilized to communicate emergency response and evacuation plans to students and staff.

Residence hall staff, dining services staff, housekeeping, campus security, and the physical plant personnel participate in an annual fire safety training and response exercise conducted by the Nevada Fire Department. Participants are given hands-on practice in the safe use of fire extinguishers as a first response to small fires.
The city of Nevada has warning sirens positioned throughout the city, including one to the northwest of the campus and a second south of campus. The system broadcasts an alarm in the event of a significant weather event. Severe weather drills are conducted twice a year to evaluate student and staff response and ability to take shelter in a safe and efficient manner. Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced.

The campus publicizes a summary of the emergency response and evacuation procedures via email at least once each year in conjunction with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act.

**CLERY TIMELY WARNING NOTICES: CAMPUS CRIME/SAFETY ALERTS**

In the event of an incident, either on or off campus, that in the professional judgment of the director of safety, the director of physical plant or their designee, and/or the vice president for student life or their designee, a serious or continuing threat to members of the campus community, a campus-wide “timely warning” will be issued through the College email system to students, faculty, and staff. Campus Safety, in conjunction with personnel from the Office of the Student Life and the Marketing Department, will collaborate to issue a “timely warning.” Timely warning notices are typically written by the vice president for student life or their designee.

Members of the community who know of a crime or other serious incident should report that incident as soon as possible to Campus Security by calling ext. 2292 or call 417-448-1455, 8 a.m.-5 p.m., Mon.-Fri. or ext. 2222 or 417-448-4139 after 5 p.m. or weekends; they should also inform the Office of Student Life, at ext. 2126, or call the vice president for student life at 417-448-7466, so that a “timely warning” can be issued, if warranted. The Nevada Police Department will also notify campus security officials about incidents that may require a “timely warning.”

“Timely warnings” may also be posted within each residence hall. Warnings are typically posted in response to the following crime classifications: murder, aggravated assault, robbery, and sexual assault, major incidents of arson, but “timely warnings” may also be posted for other classifications as deemed necessary when circumstances warrant. These campus-wide notices contain available pertinent facts about the incident, as well as relevant tips on crime prevention and personal safety. Issued in a manner that withholds the names of victims as confidential and with the goal of aiding in the prevention of similar occurrences, a “timely warning” is generally distributed as soon as credible information is received, usually within a few hours after the incident has occurred, except in cases where the notice might interfere with an ongoing police investigation. “Timely warnings” also are posted in electronic form as a bulletin for the campus community on the Web Board. The Web Board can be accessed immediately on the Cotney intranet by all students, faculty, and staff at [Cotney intranet](#).

**MISSING STUDENT POLICY**

Cottey College 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. Cottey College is concerned for the safety and well-being of its students and employees. Cottey College will cooperate with authorities in the enforcement of all applicable laws.
Students who live on campus are urged to let their roommate and suitemates know of their whereabouts if they leave the campus. **Students who live on campus who are believed to be missing for 24 hours should be reported to the vice president for student life at ext. 2126 or 417-448-7466; the director of housing at ext. 2104 or at 417-684-0182; or the P.E.O. Hall Director at ext. 3050 or 417-448-9787; the Reeves Hall Director at ext. 4050 or 417-448-4168; or the Robertson Hall Director at ext. 5050 or 417-684-5555; or to Campus Security at ext. 2292 or call 417-448-1455, 8 a.m.-5 p.m., Mon.-Fri., or ext. 2222 or 417-448-4139 after 5 p.m. or weekends or as soon as possible. Any reports of a missing person to anyone other than Campus Security must be referred immediately to Campus Security.**

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 College in the event that the student is determined missing in accordance with the procedures outlined below. Students are advised that 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, the Office of Student Life will inform students residing in on-campus housing that Cottey will notify either a parent or legal guardian, or an individual selected by the student, not later than 24 hours after the time the student is determined to be missing. This information will include the following:

- Students 18 years of age and older have the option of identifying an individual to be contacted by Cottey College not later than 24 hours after the time the student has been determined to be missing. This information will include the following:
  - Students can register or update this confidential contact information through the Campus Security Office or at the following link [Student Emergency Contact](#). The Campus Security Office is located in the Physical Plant behind P.E.O. Hall, is open weekdays 8 a.m. to 5 p.m. The student wishing to register a confidential contact is solely responsible for the accuracy of the information, as well as any update of information regarding the confidential contact.
  - If the student is under 18 years of age, and not an emancipated individual, Cottey College is required to notify a custodial parent or guardian and any other designated contact person not later than 24 hours after the time that the student is determined to be missing.

- Cottey College will notify the appropriate law enforcement agency not later than 24 hours after the time that the student is determined to be missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

- If Campus Security or law enforcement personnel has 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, Cottey College will initiate the emergency contact procedures in accordance with the student’s designation.

Cottey College will initiate the following notification procedure for a missing student who resides in on-campus housing:

- Once Cottey College receives a missing student report via the Office of Student Life, Campus Security, Housing Office, or other source, the following will be notified: Campus Security; the Housing Office; the Office of Student Life.
• Any official missing person report relating to this student shall be referred immediately to Campus Security.
• If campus security and student life, after investigating the official report, determine the student has been missing for more than 24 hours, Cottey College will contact the individual identified by the student, the custodial parent or guardian if the student is under 18 and not emancipated, and regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, informing the local law enforcement agency that has jurisdiction in the area that the student is missing within 24 hours.

Upon notification from any entity that any student living on campus may be missing, Cottey College 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 hall director and resident assistants may be asked to assist in physically locating the student by keying into the student’s assigned room, or other student room in which the student is believed to be, and by talking with known associates.
• Campus security or student life officials may key into the student’s assigned room, or other student room in which the student is believed to be, as well as search other on-campus buildings and locations.
• Campus security or student life officials may issue an ID picture to assist in identifying the missing student.
• Student life officials may try to contact known friends, family, or faculty members for last sighting or additional contact information.
• Any faculty or staff may be contacted to seek information on last sighting or other contact information.
• Campus security personnel may examine card access logs to determine last use of the card and track the card for future uses.
• Campus security personnel may access vehicle registration information for vehicle location and distribution to authorities.
• Administrative or academic computing personnel may be asked to look up email logs for last login and use of Cottey College email system. They may also access the student’s personal computer for information about the student’s possible whereabouts or recent contacts.
• Campus security and student life officials may utilize other means to locate the missing student not otherwise specified herein.
• 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 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 custodial parent or guardian, and notify law enforcement.

This policy has been established to protect the integrity of the educational experience, encourage positive behavior, and enhance the community commitment of Cottey College students, faculty, and staff.
CRIME STATISTICS AND THE DAILY CRIME LOG
A daily crime log is available for review by any person through Campus Security Office located in the Physical Plant, 1000 W. Austin Blvd., from 8 a.m.-5 p.m. on weekdays, excluding holidays. The information in the crime log covers all crimes or alleged crimes that occurred on campus and that have been reported directly to Campus Security Office, as well as crimes that are initially reported to another Campus Security Authority or to a local law enforcement agency who subsequently reports them to Campus Security. The crime log contains crimes that have been reported over the last 60 days, including the date the crime was reported, the date and time the crime occurred, the nature of the crime, the general location of the crime, and the disposition of the complaint, if known. All entries are made within two business days of the reporting. If new information about an entry into a log becomes available to Campus Security personnel, the new information shall be recorded in the log not later than two business days after it becomes available to Campus Security. The only exceptions to these rules are if the disclosure is prohibited by law or if the disclosure would jeopardize the confidentiality of the victim. Campus Security may temporarily withhold information if there is clear and convincing evidence that the release of information would jeopardize an ongoing investigation; jeopardize the safety of an individual; cause a suspect to flee or evade detection; or result in the destruction of evidence. It fulfills the public crime log requirement of the Clery Act.

CAMPUS SECURITY AUTHORITY, MONITORING, AND REPORTING OF CRIMINAL ACTIVITY
Providing a safer and more secure campus is of the utmost importance to the College. The Physical Plant maintains the campus and is responsible for providing 24-hour-a-day campus security. The director of campus safety, Clery, and Title IX compliance is responsible for campus safety and security and supervises Campus Security personnel. Cottey's campus security personnel do not have special training, are not armed and do not have authority to make arrests. They have authority to ask persons for identification and to determine whether individuals have lawful business at Cottey College. Campus security personnel have the authority to issue parking tickets, which are billed to the appropriate student, faculty, and staff through the Business Office. They are available to assist students and employees in nonemergency situations. A campus security personnel patrols the campus grounds and buildings, checks doors, and generally deters crime. The members of Campus Security have the authority to enforce College policies, and violations of the law are also violations of College policies. Campus Security personnel have the jurisdiction to operate on Cottey College owned or controlled property.

The College has a strong, open-door relationship with area law enforcement and public safety officials. Campus Security personnel and other college officials work closely with the Nevada Police Department and Fire Department and other local, state, and federal law enforcement agencies to ensure a safe and secure campus. Campus officials responsible for safety and security meet and/or communicate both formally and informally with law enforcement and public safety officials. Information on criminal activity both on and off the campus is shared to the fullest extent possible under existing laws governing privacy of records and reports. Criminal incidents are referred to the Nevada Police Department who have jurisdiction on the campus. The College will cooperate with the Nevada Police Department and other local, state, or federal law enforcement agencies that are responsible for the investigation and final disposition of incidents of criminal activity occurring on College property. The Nevada Fire Department responds to all on-campus fire alarms that are reported by calling 911.

Cottey College does not have a written formal memorandum of understanding with the Nevada Police Department or any other local, state, or federal law enforcement agency for the investigation of alleged criminal offenses.
When a situation requires it, Campus Security personnel will notify the Nevada Police Department. Those situations include all Clery Act offenses, including murder and non-negligent homicide, negligent manslaughter, rape, fondling, incest, statutory rape, sexual assault, domestic violence, dating violence, stalking, robbery, aggravated assault, burglary, motor vehicle theft, arson, and hate crimes, including all the previously identified crimes that were motivated by bias, and also including larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property that are motivated by bias. Other reports may include incidents of drug law violations, liquor law violations, private property motor vehicle accidents, and crimes that appear to constitute a pattern, suspicious circumstances that may be a safety concern to the community or to the responding security personnel and or persons who may fall within actions where the College might wish to invoke the state criminal trespass law. Campus Security personnel will also assist community members in contacting law enforcement officers whenever a victim wishes to do so, and recommend to victims reporting crimes only to campus security that they also report the crime to the Nevada Police Department.

For the purposes of the Clery Act, non-campus buildings or property is defined as any building or property owned or controlled by a student organization that is officially recognized by the institution, or any building or property owned or controlled by an institution that is used in direct support of, or in relation to the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. Therefore, there is no monitoring and recording through local police agencies of criminal activity by students at non-campus locations of student organizations officially recognized by the institution, including student organizations with non-campus housing facilities as no such locations exist.

All crime victims and witnesses are strongly encouraged to immediately report the crime to Campus Security personnel and to the Nevada Police Department. Prompt reporting will help to assure timely warning notices on-campus and timely disclosure of crime statistics. Members of the Cottey College community are encouraged to accurately and promptly report crime and emergencies to the Campus Security personnel and Nevada Police Department, including when the victim of a crime elects to, or is unable to, make such a report.

**VOLUNTARY CONFIDENTIAL REPORTING**

If you are the victim of a crime and do not want to pursue action within the College system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the director of campus safety and Clery, and Title IX compliance can file a report on the details of the incident without revealing your identity (except to the Title IX Coordinator in the event of a reported sex offense or sexual harassment). The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to enhance the future safety of yourself and others. With such information, Cottey College can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

The professional counselors and the coordinator of spiritual life who work in the Student Life Center are encouraged to inform the persons they are counseling of the option to report crimes on a voluntary confidential basis, through their offices, to the vice president for student life, if and when they deem it
appropriate. The vice president for student life will also notify Campus Security personnel and the Nevada Police Department of any confidential anonymous report.

Hall directors, resident assistants, and hall receptionists can assist you in contacting local authorities or College personnel in nonemergency situations. Campus officials such as Campus Security personnel, residence hall staff, the coordinator of campus activities, coaching staff, the director of housing, and the vice president for student life are obligated by law to inform local law enforcement when a crime is reported to them. The names of victims may be withheld if they wish to remain anonymous.

RESPONSE TO A REPORT
Dispatchers are available at these respective telephone numbers 24 hours a day to answer your calls. In response to a call, Campus Security personnel will take the required action, either dispatching an officer or asking the victim to report to Campus Security Office to file an incident report. All reported crimes will be investigated by the College and may become a matter of public record. All campus security incident reports are forwarded to the vice president for student life’s office for review and referral to the Office of Student Judicial Services for potential action, as appropriate. Campus Security Investigators will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Office of Student Judicial Services. If assistance is required from the Nevada Police Department or the Nevada Fire Department, Campus Security personnel will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including Campus Security personnel, will offer the victim a wide variety of services.

SECURITY OF CAMPUS FACILITIES
Cottey is a safe place to work and study. This is due, in part, to its rural Midwest location and small size. Even so, personal safety is important on campus, and we continually strive to make improvements to the facilities and grounds that help make the possibility of crime less likely. It is important to recognize that in today’s highly mobile society, no place is absolutely safe. Students, employees, and visitors should always practice the same kinds of personal safety precautions and judgment as they would at home or anywhere else. It is vital that every member of the College community take responsibility to promote their personal safety and the safety of others.

Providing a secure campus is of the utmost importance to the College. The Physical Plant personnel maintain the campus and are responsible for providing 24-hour-a-day campus security. Campus Security personnel do not have special training, are not armed, and do not have authority to make arrests. They are available to assist students and employees in nonemergency situations. Security patrols the campus grounds and buildings, checks doors, and generally deters crime. They contact local authorities to respond to emergencies on campus.

Campus safety is also promoted through the regular maintenance of buildings and grounds, including an emphasis on campus lighting and the trimming of bushes. Three emergency call stations are located on the south side of the campus: one near Hinkhouse Center and the parking lot, one east of the Chapel near Reeves Hall, and one south of the Library near the Rubie Burton Academic Center. One emergency call station is located on the north side of campus, near the entrance to the Judy and Glenn Rogers Fine Arts Building. Calls go directly to the 911 dispatcher and should be used only in the case of an emergency. The dispatcher will respond and ask the nature of the emergency. If it is safe to do so, stay and provide details of the emergency. A blue light also begins flashing and can only be turned off by
Campus Security personnel. **A phone that will access only campus extensions is on the back of the emergency call station that is located between the Chapel and Reeves Hall.**

Campus residence halls are accessible only by keycard 24/7. Students can gain access to all three residence halls 24 hours a day with their keycards. Security cameras are strategically located across campus and create recordings. Security cameras at the main entrances of each residence hall are monitored by the student receptionist, when on duty.

The majority of campus facilities are accessible to members of the campus community and visitors during regular business hours Monday through Friday. Buildings are secured after hours through a keycard system. Most campus facilities are accessible by keycard until 1 a.m. Hinkhouse Center is accessible by keycard to students, their accompanied guests, employees, and their dependents until 1 a.m. **In order to maintain security, lost keycards should be reported immediately to the Student Life Center at ext. 2157 or to Campus Security at ext. 2222 or 417-448-4139.**

Campus Security personnel conduct routine patrols of campus buildings to evaluate and monitor security related matters.

In addition to Campus Security personnel, hall directors and resident assistants are on duty after hours on a rotating basis. Each residence hall is staffed by a receptionist generally from 11 a.m. to 11 p.m. Halls open at 9 a.m. Saturday and Sunday and also remain open until 10:30 p.m. nightly.

**SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS**

It is the philosophy of Cottey College that we would much rather prevent crimes from occurring than to react to them after the fact. A primary vehicle for accomplishing this goal is providing education about personal and community safety to students and employees. The College places an emphasis on eliminating or minimizing criminal opportunities whenever possible and encouraging students and employees to be responsible for their own security and that of others. The following is a listing of both primary prevention and education programs for new students and employees and ongoing prevention and awareness programs and efforts for students and employees at Cottey College:

1. **Escort Program** - Campus Security personnel provide an escort service, particularly during the hours of darkness, for those walking on campus. Call Campus Security at ext. 2222, or at 417-448-4139.
2. **New Student Orientation** - a personal protection presentation with hands-on practice is provided to all new students that includes a focus on increasing awareness and prevention of sexual assault, domestic violence, dating violence, and stalking. A peer theater presentation includes scenarios to increase awareness and prevention of sexual violence, substance abuse, eating disorders and other serious issues that college students face. Students are introduced to campus resources and personnel who can provide assistance. Returning students are also included in this annual presentation.
3. **Fire and tornado drills** are conducted during the first six weeks of each semester to orient students building evacuation procedures and sheltering in basements or lowest levels of buildings.
4. The director of campus safety makes a crime prevention and safety presentation and answers any question students have in each residence hall early in each semester.
5. Residence hall meetings - hall staff conduct residence hall meetings at the beginning of the year and throughout the year. Students are oriented to the Campus Emergency Procedures, the fire and tornado alarm system, the keycard system, and the visitation sign in procedures.

6. Sexual Violence and Intimate Partner Violence Awareness, Education, and Prevention – information is provided at New Student Orientation, and throughout the year through the Office of Student Life, Counseling, the Student Wellness Program and by various student groups and organizations focusing on awareness of rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking. Prevention material is distributed through the Student Life Center. Prevention campaigns are conducted throughout the year through the use of bookmarks, posters and information shared in the Cottey Connection, the weekly electronic newsletter distributed to students and employees.

7. Bystander Intervention Program - resident assistants and peer listeners receive training at the beginning of the year in bystander intervention techniques. Bystander intervention tips are included in periodic issues of the Cottey Connection and include safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, sexual assault, or stalking against a person other than such individual.

8. Peer Listeners and Resident Assistants are each responsible for providing a program in their respective residence halls that promotes student wellness and healthy community living.

9. Students and employees receive a monthly e-magazine, Student Health 101, that focuses on health and safety awareness and education that includes information on the prevention of and response to sexual assault, dating violence, domestic violence, and stalking. It also contains information about bystander intervention.

10. Campaigns and presentations to promote substance abuse prevention are conducted through BACCHUS (Boosting Alcohol Consciousness Concerning the Health of University Students), the Counseling Office, and the Student Wellness Program.

11. The Student Wellness Program promotes educational sessions and campaigns including the use of social media and covers a variety of topics that promote safety and student wellness.

12. Security cameras are located at the entrances to all campus buildings and in the parking lots.

13. Information about sexual harassment and sexual assault is contained in the Student Handbook that is available online and is distributed annually to all students and employees by email. Title IX coordinators for students and employees are available to meet with students or employees who have questions about the policy or who wish to make an informal or formal complaint.

14. The Campus Emergency Response Flip Chart is posted in each suite and all across campus. Suites are encouraged to review all emergency procedures.

Cottey students and employees are urged to practice personal safety habits both on and off campus that may reduce their risk of becoming a victim. Avoid walking in areas that are poorly lit and never walk alone at night. The College encourages students (especially suitemates) to look out for each other and to involve campus authorities when the safety of a student is of concern.

Larceny occurs on every campus and is one of the most preventable crimes. Students are encouraged to lock their doors when outside of the suite. Personal engravers are available in each residence hall. A personal inventory sheet is also available to list items of value, including a description and serial numbers, which are then kept by the hall director.
All students are urged to use campus lots for parking as a means of preventing vandalism and theft. Students are required to display a free parking permit. Cars should be locked and not contain valuables.

Students should report any thefts or acts of vandalism. Theft and incident reports are available from hall staff. Students should also report more serious acts to the Nevada Police Department. All crime prevention and security awareness programs encourage students and employees to be responsible for their own security and the security of others. Participants in these programs are asked to be alert, security-conscious, and involved and advised to call Campus Security to report suspicious behavior. For additional questions regarding crime prevention, contact the department directly at 417-667-6333, ext. 2155 or ext. 2292.
HISTORY OF BUILDINGS

**Main Hall (1884)** is the original building of Cottey College. Completely renovated in 2002, it currently houses administrative offices, the Service Center and the Cottey Bookstore. This facility is accessible to individuals with disabilities.

**Neale Hall (1922)** was built first as a gymnasium, renovated in 1972 as the Art Center. Neale Hall was renovated in 2015 to become part of the new Judy and Glenn Rogers Fine Arts Building. It houses dance studios and faculty offices.

**P.E.O. Hall (1939)** was the first building and residence hall erected after Cottey was accepted as a gift by the P.E.O. Sisterhood in 1927. Approximately 105 students live in ten suites: Arkansas, California-Gardner, California-Remy, Illinois, Iowa, Minnesota, Missouri, Oregon, Pope, and Yellowstone.

**BIL Hill (1949)** is a 33 acre plot of land, eight blocks south of campus, given by B.I.L.s in 1949 as an outdoor laboratory and private park. This facility is accessible to individuals with disabilities.

**Reeves Hall (1949)** was the second residence hall built, named for Winona Evans Reeves. The residence hall houses approximately 105 students in ten suites: California-Weller, Kansas, Michigan, Nebraska, New Mexico, Ohio, Rubie, Seaboard, Texas, and Washington.

**Chapel (1956)** was built as a gift from B.I.L.s. It seats 480 and houses the Dysart Memorial Organ, a 21-rank Hammer-Reuter Organ and the Nell Farrell Stevenson Grand Piano. The Canadian Room, a beautifully decorated side parlor, is available for small groups. This facility is partially accessible to individuals with disabilities.

**Robertson Hall (1959)** was the third residence hall built and named for Elizabeth Robertson. The Bessie Raney Dining Room is on the lower level. It houses approximately 150 students in 14 suites: Arizona, Colorado-Minear, Colorado-Thompson, Dakota, Florida, Indiana, Louisiana, Oklahoma, Rosemary-Alumna, Santa Barbara, Southeastern, Wallace, Wheatlake, and Wisconsin. This facility is partially accessible to individuals with disabilities.

**Blanche Skiff Ross Memorial Library (1963)** holds more than 50,000 books, covering the breadth of the arts and sciences on the undergraduate level. The Ruth Rippey Conference Room is located on the second floor, in addition to group study rooms and meeting spaces. This facility is accessible to individuals with disabilities.

**BIL Lodge (1966)** is a recreation center at B.I.L. Hill that includes a fireplace, kitchen, and bathroom facilities. Outdoor picnic tables overlook Radio Springs Park. The facility is accessible to individuals with disabilities.

**Hinkhouse Center (1971)** is named for Uretta and Paul Hinkhouse. Partially renovated in 1992, the main floor includes faculty and coaching offices, athletic and fitness training facilities, a swimming pool, and the gymnasium. The Student Life Center is housed on the second floor. The Chellie Club, TV lounge, game room, fitness center, locker rooms, a classroom, and coaching offices are located on the lower level. This facility is accessible to individuals with disabilities.
Haidee and Allen Wild Center for the Arts (1989) contains a 490-seat Auditorium, a 150-seat Recital Hall and the P.E.O. Foundation Art Gallery. This facility is accessible to individuals with disabilities.

Rubie Burton Academic Center (1998) is composed of two wings. Alumnae Hall was built in 1974 and renovated in 1998. It contains classrooms, faculty offices, the student government association, and student and faculty lounges. Offices for Academic Affairs, Academic Records, and the Kolderie Center are also in this building. Grantham Hall, completed in 1998, houses well-equipped science and computer laboratories, the majority of classrooms, and faculty offices. This facility is accessible to individuals with disabilities.

Helen and George Washburn Center for Women’s Leadership (acquired 1998) is the grand 1926 house, located at 400 S. College, surrounded by the wrought iron fence located just south of Hinkhouse Center. The CWL contains a classroom, large meeting room, dining room, full service kitchen, and houses the Cottey Career Closet, a lending library of professional clothing. The CWL is also the home to the Serenbetz Institute for Women’s Leadership, Social Responsibility, and Global Awareness and its programs, including the LEO, Leadership, Experiences, and Opportunity, program.

Cottey House (2013), formerly known as the Ewing House, is located across the street from Main Hall. It was renovated in 2013 and is used to house College personnel.

Judy and Glenn Rogers Fine Arts Building (2015) was constructed to bring all of the fine arts together under one roof. Joined to the renovated Neale Hall by an atrium, the facility houses the music and art departments. It includes studios for the visual arts and practice rooms for the music department as well as classrooms and faculty offices. It is joined to Main Hall by an elevated glass walkway. The student publications office is also in this building.

BUILDINGS AND SELECTED FACILITIES-HOURS OPEN
(Subject to Change)

Unless noted otherwise, administrative offices are generally open from 8 a.m. until 5 p.m. weekdays. NO MALE GUESTS ARE ALLOWED IN ANY CAMPUS BUILDINGS WHEN THEY ARE ON KEYCARD, WITH THE EXCEPTION OF HINKHOUSE CENTER AND THE RESIDENCE HALLS. MALE GUESTS ACCOMPANIED BY A COTTEY HOSTESS MAY BE IN THE RESIDENCE HALLS DURING VISITATION HOURS AND IN HINKHOUSE UNTIL 1 A.M.

<table>
<thead>
<tr>
<th>Facility</th>
<th>Hours</th>
<th>Days</th>
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<tbody>
<tr>
<td>Academic Building</td>
<td>7:30 a.m.-5 p.m.</td>
<td>Mon.--Fri.</td>
</tr>
<tr>
<td>Keycard system</td>
<td>5 p.m.-2 a.m.</td>
<td>Mon.--Fri.</td>
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<tr>
<td></td>
<td>8 a.m.-2 a.m.</td>
<td>Sat.--Sun.</td>
</tr>
<tr>
<td>Kolderie Center</td>
<td>7:30 a.m.-5 p.m.</td>
<td>Mon.--Fri.</td>
</tr>
<tr>
<td>Keycard system</td>
<td>5 p.m.-2 a.m.</td>
<td>Mon.--Fri.</td>
</tr>
<tr>
<td></td>
<td>8 a.m.-2 a.m.</td>
<td>Sat.--Sun.</td>
</tr>
<tr>
<td>Bookstore</td>
<td>9:30 a.m.-noon</td>
<td>Mon.--Fri.</td>
</tr>
<tr>
<td></td>
<td>1-4:30 p.m.</td>
<td></td>
</tr>
</tbody>
</table>
Business Office
(check cashing hours)  8-9 a.m./1-4:30 p.m. Mon.--Fri.

Center for the Arts *  8 a.m.-5 p.m.  Mon.--Fri.
Keycard door        5 p.m.-1 a.m.  Mon.--Fri.
8 a.m.-1 a.m.  Sat.--Sun.
Art Gallery         8 a.m.-5 p.m.  Mon.--Fri.
* Entrance doors open during certain week night and weekend performances

Chapel                 8 a.m.-5 p.m.  Mon.--Fri.
Keycard                5 p.m.-1 a.m.  Mon.--Fri.
8 a.m.-1 a.m.  Sat.--Sun.

Chellie Club           7 p.m.-10 p.m.  Tues.--Thurs.
                          4 p.m.-11 p.m.  Sunday

Health Services (subject to change—see hours posted on the suite bulletin boards)
Starting time        8:30 a.m.  Mon. and Wed.
11 a.m. by appointment Tues.
8:15 a.m.  Thur. and Fri.
(provisional on duty, please arrive during the first 15 minutes)

Hinkhouse Center  7:30 a.m.-5:30 p.m.  Mon.--Fri.
Keycard system      5:30 a.m.-7:30 a.m.  Mon.--Fri.
5:30 p.m.-1 a.m.  Mon.--Fri.
6:30 a.m.-1 a.m.  Sat.-Sun.

MALE VISITATION ENDS AT 1 A.M.  Mon.--Sun.

Library               7:30 a.m.-11 p.m.  Mon.--Thur.
                          7:30 a.m.-6 p.m.  Friday
                          Noon-6 p.m.  Saturday
                          2 p.m.-11 p.m.  Sunday

Main Hall              8 a.m.-5 p.m.  Mon.--Fri.
Keycard system        5 p.m.-1 a.m.  Mon.--Fri.

Main Hall Receptionist 8 a.m.-5 p.m.  Mon.--Fri.

Raney Dining Room
Breakfast (hot)   7-8 a.m.  Mon.--Fri.
(continental)      8-9:30 a.m.  Mon.--Sat.
Luncheon           11:15 a.m.-12:45 p.m.  Mon.--Sat.
Dinner             4:30 p.m.-6:30 p.m.  Mon.--Sat.
Sunday Brunch      10:30 a.m.-1 p.m.  Sunday

Residence Halls       Keycard access 24 hours daily
Rogers Fine Arts Building  7:30 a.m.-5 p.m.  Mon.--Fri.
Keycard system  5 p.m.-2 a.m.  Mon.--Fri.
               8 a.m.-2 a.m.  Sat.--Sun.

Swimming Pool  See posted hours
Ticket Office
Campus Activities Office
    Hinkhouse Center  8 a.m.-5 p.m.  Mon.-Fri.
    Center for the Arts  7 p.m.-8 p.m.  Night of shows

COMMUNITY RESOURCES
For more information about Nevada, Missouri, visit the following link: Welcome to Nevada, Missouri! | Official government website for the City of Nevada, Missouri
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