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 Cotey 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 Cotey 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 Cotey 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 Cotey 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.
• Student(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.
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.
A person commits the offense of harassment in the second degree if she or he, 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 Cotter 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 Cotter College community or Cotter 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 Cottey 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.