

STUDENT HANDBOOK

2022-24



COTTEY
COLLEGE

**CREATORS OF
INCREIBLE FUTURES**

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REPORTING CRIMES AND EMERGENCIES

Criminal actions and emergencies requiring an ambulance, fire, and police assistance should be reported immediately by dialing 911 from any campus extension, then contact campus security.

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 campus security. The campus security office 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, except when dialing 911)

Nevada Regional Medical Center....417-667-3355
Poison Hotline.....1-800-366-8888
Cottey Switchboard.....417-667-8181
Director of Health and Counseling Services.....ext. 2157
 After hours, contact a member of hall staff
Vice President for Student Life.....ext. 2126
After 5 p.m. and weekends.....417-499-8310

Housing Director.....2104
 After 5 p.m. and weekends....701-610-3054
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 staff consists of professionals who are specially trained to support you. Appointments may be scheduled by calling **ext. 2157** from any campus phone. In case of an after-hours emergency, **contact a peer listener, Resident Assistant (R.A.), or hall director. They can help you get emergency medical attention and counseling services.**

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

CAMPUS SECURITY
417-448-1448 or dial ext. 2222 from any campus phone.

Mr. Brett Dawn, Manager of Campus Safety, Security, and Clery
417-667-6333, ext. 2292 or 417-448-1448.

Emergency Procedures

If an emergency arises in your residence hall or somewhere on campus, take the following steps:

1. Remain calm
2. Call 911 from a campus extension or 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; near Hinkhouse; and between the Chapel and Reeves Hall
4. Call the manager of campus safety, security, and Clery for other emergencies at ext. 2292 from any campus phone or 417-448-1448, or contact campus security personnel at ext. 2222 from any campus phone
5. Contact a Resident Assistant (R.A.) or hall director on duty as necessary for assistance in emergencies within the residence halls. The hall receptionist will put you in contact with the proper staff members.

How to Contact Cottey Security Personnel

Call 417-448-1448 or dial 2222 from any campus phone for campus security personnel. The manager of campus safety, security, and Clery may be contacted at ext. 2292 from any campus phone. When using ext. 2222, wait for security to answer. Identify yourself, give your location, give your message, and wait for an acknowledgment 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 periodically 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, by the administration of Cottey College, and/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 changes, a notification email will be dispersed to all students. If non-policy information is adjusted, then no notification email will be dispersed.

Student Complaint Procedure

The College has a sincere interest in meeting students' needs and expectations and works to identify student concerns and issues in their formative stage, seeking to respond to and resolve them early. Student concerns and issues may emerge in a variety of ways, including conversations with faculty and staff, regular rounds conducted by student government officers, and discussions in meetings. Generally, students' informal concerns of an academic nature are directed to the vice president for academic affairs, and non-academic concerns to the vice president for student life.

The majority of student concerns are resolved without formal complaints, although students are advised that they have the right to file a formal complaint if they so choose. Students who are not satisfied with the outcome of the informal process may file a **signed written** complaint via letter or email to the appropriate office or person. Students may also submit a signed written complaint without going through the informal process. The recipient of the complaint will work with the student directly or send the complaint to a supervisor. The person who dealt with the issue is responsible for submitting the student complaint to the appropriate vice president, including the resolution.

Contacts for Student Complaints

Stephanie Niles, Ph.D.
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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 based on 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 North America.

Cottey College Board of Trustees
June 2022

Lydia Bangert (2020-2027)
Pinckney, MI

Georgann Douglas (2017-2024)
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P.E.O. Sisterhood

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Louisville, KY
First Vice President, International Chapter
P.E.O. Sisterhood

From the President of Cottey College

Dear Cottey Students:

Welcome to Cottey College! We look forward to all of the contributions you will make and witnessing the many benefits you will reap as a student here over the next four years. Your time at Cottey will provide you with transformational experiences and opportunities for growth as you work toward creating your incredible future. We are happy you have chosen to be a member of the Cottey community.



Cottey will offer you exceptional classroom experiences led by gifted faculty members, travel within and outside of the United States, leadership experiences in clubs and organizations and on athletic teams, and 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 take full advantage of all that Cottey has to offer.

You will gain perspective as you consider new intellectual concepts and deepen your knowledge on a wide range of academic topics. You will expand your horizons as you become friends with women from different backgrounds and cultures throughout the world. Our committed faculty members will also bring the world into the classroom for you to experience. I encourage you to explore the many opportunities Cottey offers for international travel, service, and study that will deepen your understanding of a 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. As a Cottey student, it is your responsibility to read and be familiar with the contents of each document.

Cottey is a community of strong, dedicated, and talented individuals. 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 the Cottey community.

I urge you to seek counsel and assistance when you have concerns. Your academic advisors, staff members in the academic assistance center and the student life department, and others at the College are here to guide and advise you. Cottey is proud of its reputation for providing support and meeting the academic and personal needs of our students.

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

Sincerely,

Stefanie D. Niles, Ed.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 an understanding of women's past, current, and developing contributions.

- 2. Enriches Her Knowledge**

A Cottey student demonstrates an understanding of ideas from a variety of academic disciplines.

- 3. Thinks Critically**

A Cottey student explores issues before accepting arguments or forming conclusions.

- 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.

1. **Educate Women** to be knowledgeable and thinking members of a global society.
2. **Promote Intellectual Growth** through the study of science, culture, and society and the development of strong practical skills, including communication, analysis, and problem-solving.
3. **Cultivate Responsibility** to encourage positive contributions from women through their personal and professional lives.
4. **Respect Difference** by creating a climate of openness and appreciation of a diversity of ideas, perspectives, cultures, experiences, and contributions that comprise a multi-cultural society.
5. **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.
6. **Pursue Thoughtful Action** by cultivating an atmosphere of inquiry, integrity, honesty, and mutual respect.
7. **Develop Women's Leadership** by providing opportunities to grow intellectually, socially, aesthetically, spiritually, and physically in order to realize individual potential.

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 an 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.

2022-2023 ACADEMIC CALENDAR

August	19-22	Friday-Monday	Orientation
	20	Saturday	Opening Convocation
	22	Monday	Advising
	23	Tuesday	Classes Begin
	30	Tuesday, 5 p.m.	Deadline for Adding Classes
September	2	Friday, 5 p.m.	Deadline for Dropping Classes Without Notation of W on Transcript
	5	Monday	Labor Day; No Classes
October	7	Friday	Mid-Semester Break; No Classes
Nov/Dec	2-9	Wednesday-Friday	Registration for Spring 2023
November	16	Wednesday, 5 p.m.	Deadline for Withdrawal From Classes
	23-25	Wednesday-Friday	Thanksgiving Break
	28	Monday	Classes Resume
December	9	Friday	Last Day of Classes
	12-15	Monday-Thursday	Final Exam Week
	15	Thursday, 5 p.m.	Winter Break Begins
January	9	Monday	Classes Begin
	16	Monday	Martin Luther King Day; No Classes
	17	Tuesday, 5 p.m.	Deadline for Adding Classes
	20	Friday, 5 p.m.	Deadline for Dropping Classes Without Notation of W on Transcript
March	4	Saturday	Spring Break Begins
	20	Monday	Classes Resume
April/May	5-5	Wednesday-Friday	Registration for Fall 2023
April	14	Friday, 5 p.m.	Deadline for Withdrawal From Classes
	18	Tuesday	Assessment Day
May	5	Friday	Last Day of Classes
	6	Saturday, 4 p.m.	Honors and Awards Convocation
	8-11	Monday-Thursday	Final Exam Week
	12	Friday, 5 p.m.	Blue and Yellow Dinner
	12	Friday, 7 p.m.	Capping
	13	Saturday, 10 a.m.	Commencement

2023-2024 ACADEMIC CALENDAR

August	18-21	Friday-Monday	Orientation
	19	Saturday	Opening Convocation
	21	Monday	Advising
	22	Tuesday	Classes Begin
	29	Tuesday, 5 p.m.	Deadline for Adding Classes
September	1	Friday, 5 p.m.	Deadline for Dropping Classes Without Notation of W on Transcript
	4	Monday	Labor Day; No Classes
October	6	Friday	Mid-Semester Break; No Classes
Nov/Dec	1-8	Wednesday-Friday	Registration for Spring 2024
November	15	Wednesday, 5 p.m.	Deadline for Withdrawal From Classes
	22-24	Wednesday-Friday	Thanksgiving Break
	27	Monday	Classes Resume
December	8	Friday	Last Day of Classes
	11-14	Monday-Thursday	Final Exam Week
	14	Thursday, 5 p.m.	Winter Break Begins
January	8	Monday	Classes Begin
	15	Monday	Martin Luther King Day; No Classes
	16	Tuesday, 5 p.m.	Deadline for Adding Classes
	19	Friday, 5 p.m.	Deadline for Dropping Classes Without Notation of W on Transcript
March	2	Saturday	Spring Break Begins
	18	Monday	Classes Resume
April/May	3-3	Wednesday-Friday	Registration for Fall 2024
April	12	Friday, 5 p.m.	Deadline for Withdrawal From Classes
	16	Tuesday	Assessment Day
May	3	Friday	Last Day of Classes
	4	Saturday, 4 p.m.	Honors and Awards Convocation
	6-9	Monday-Thursday	Final Exam Week
	10	Friday, 5 p.m.	Blue and Yellow Dinner
	10	Friday, 7 p.m.	Capping
	11	Saturday, 10 a.m.	Commencement

SECTION 1: ACADEMICS

Academic Affairs

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 members; 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.

Reporting an Academic Concern

Student concerns 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.

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). Students should not make arrangements to leave campus prior to the conclusion of all classes, examinations, and work-study commitments for which the student is 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 relation 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.

Academic Integrity

With respect to academic integrity concerns, faculty members of Cottey College are responsible for determining if a situation has risen to the level of academic dishonesty (including cheating or plagiarism) and for the discipline of students whom they believe to be guilty of academic dishonesty in their classrooms. For further information please see page 87 in Section 5.

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.

Academic Advising

Advisors

Every student is assigned a faculty academic advisor based on academic interests. Students who declare a baccalaureate major will be paired with a faculty academic advisor who teaches within the relevant discipline. 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 a different faculty member's interests seem more related to a student's new interests, the student can request an advisor change. A form to change advisors can be found on the MyCottey portal under the "Students" tab. If you have questions about academic advising, please contact the assistant vice president for academic affairs via phone at 417-667-8181, ext. 2244.

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 should 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, and a list of alternatives
- 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 open - 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 the student's major or interests change
- Make final decisions and be actively responsible for the student's academic career
- Notify the registrar of an address change at any time
- Read College mail regularly, including email

Learning Skills Assistance

While a student's faculty member(s) should be the primary source of assistance for students needing assistance in individual courses, Cottey has a variety of content-specific peer tutors and writing peer tutors available through the Cottey College Learning Center located in Kolderie Center. Self-help resources are also available in the Kolderie Center. Learning skills classes, titled "Strategies for Academic Success," are offered each semester and are taught by the student disability services and student success coordinator. The times and locations of these classes are listed in the course schedules available on the MyCottey portal. 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 student disability services and student success coordinator in the Kolderie Center, RBAC, in office 164.

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, office 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, office 168.

Assessment Day

Assessment Day is held annually in April. It is a day set aside to evaluate the strengths and areas for growth 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. Students do not report to campus employment between 10 a.m.-3 p.m. so they may attend Assessment Day activities.

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.

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 person should understand themselves.
6. Leadership is a relational process that involves both leaders and collaborators.

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 the 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.

- *Undergraduate Research Grants* – funding for students to explore an area of study through faculty partnership in a research project.

Curricular Offerings

Cottey offers a Bachelor of Arts degree in Organizational Leadership, as well as an Organizational Leadership minor and an organizational leader certificate program. Organizational Leadership courses offer students an interdisciplinary approach to understanding leadership as well as opportunities to apply their learning to their leadership development.

Chellie Club: An Entrepreneurial Lab

The Chellie Club coffee house is managed and staffed as a student-run business. It is a great place for alone time, social gatherings, or joining classmates for a group study session. While the menu changes each year, as determined by student management and student demand, common features include deli items, Chellie Shakes, specialty coffees, and other snacks at reasonable prices. It is open on a limited basis for student, faculty, and staff use; outside guests are welcome. The Chellie Club is located in the Susan Bulkeley Butler Center for Campus Life in the lower level. Students participate in the management of the Chellie Club through BUS150 course, internships (with approval), and student worker positions.

Computer Labs and Suites

Students may use any of the personal computers when the buildings are accessible as long as classes are not in session in the lab. No food or drinks are allowed in computer labs or computer suites; a \$25 fine will be assessed for violations of this policy. 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. The small computer lab is located on the second-floor RBAC study lounge. The MAC lab is located on the main floor of the Library. Computer suites are located on the first floor of each residence hall.

International Student Services

A variety of special services for international students are offered by Cottey College. The international education coordinator provides academic and immigration information specific to international students and informational support for students wishing to study abroad. The coordinator helps international students obtain visas for the International Experience if needed. The office of the international education coordinator is located in the Kolderie Center, RBAC, office 164.

Both the director of financial aid and the registrar are Designated School Officials (DSOs) for Homeland Security's Student Exchange and Visitor Information System (SEVIS). DSOs report enrollment information to SEVIS, process and sign I-20 forms, and can authorize internships and practical training. The office of the director of financial aid is located in the Enrollment Management Office in Main Hall, office 100 and the registrar is located in RBAC, room 168.

Judy and Glenn Rogers Fine Arts Building

The Judy and Glenn Rogers Fine Arts Building was 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, office 164, and focuses on student academic assistance, student career planning, international education, and student success programs. Professional staff is available to assist students with any of the following:

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. Participation in mock interviews, professional networking events, and career fairs, both on- and off-campus
9. Information regarding GMAT, GRE, LSAT, MCAT, and other graduate program tests

Career Counseling

Career information and counseling are available through the Kolderie Center located in the Rubie Burton Academic Center, office 164. The director of career services helps students explore their interests, skills, values, and 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 job search techniques are offered throughout the year. Information and opportunities for community volunteering, part-time and summer employment, and internships are also available through the coordinator.

Cotter College Learning Center

The Cotter College Learning Center, located in the Kolderie Center, RBAC, office 164, houses the Tutoring and Writing Centers. Tutoring services include writing and content-specific peer tutors on a drop-in, first come, first served basis 6-9 p.m., Monday-Thursday. Content areas may change from semester to semester, based on tutor availability and interest. An up-to-date schedule of tutoring services is available online through the College website. Students may contact the disability support services and student success coordinator by email at henglish@cotter.edu to discuss opportunities to become a peer tutor on campus or if they are in need of tutoring in an academic subject area.

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 classroom learning/experiences to the workplace. Employers and graduate schools view 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 have been completed at organizations and businesses such as Nevada Regional Medical Center, 3M, Nevada Police Department, 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), a shelter for families affected by domestic violence, and more. Please contact the director of career services at kseverance@cottey.edu or ext. 2184 for more information.

Volunteer Opportunities

Volunteering provides an excellent avenue for interested students to explore career options while helping the residents of the local community. Volunteer experience can give students an advantage in graduate and professional school admission, job placement, internships, and entering a major. Students can volunteer almost anywhere. Some of the more popular volunteering sites include local elementary and middle schools, Nevada Parks and Recreation, Nevada Housing Authority, YMCA, and the Council on Families in Crisis (Moss House). Individualized placements can be arranged based on student interest. Those interested in volunteering may contact the Serenbetz Institute for Women’s Leadership, Social Responsibility, and Global Awareness through email at institute@cottey.edu or call ext. 2116 from any campus phone.

Library

The Information Commons on the main floor of the Blanche Skiff Ross Memorial Library provides areas for individual study, group study, class instruction, and assistance from the librarians and other staff. Quiet study areas are found throughout all levels of the Library. On the second floor, the Conference Room and the Study Lounge are available for study and meeting space. There are 20 computers available for student use, in addition to scanners and a print release station. Color printing is also available in the library, at no cost, for Cottey students.

The Mac Lab is available for meetings and study space when not scheduled for classroom use. There are 15 devices available for use within the Mac Lab only. These devices cannot be checked out or removed from the Lab space. Additionally, in the lab, there are five large-screen televisions for group presentations and screen sharing.

The Library’s webpage gives you access to your Library account; search the Library and MOBIUS catalogs; access more than 60 research databases (EBSCO, Gale, JSTOR, and more); 250,000 academic eBooks; 13,000 OverDrive eBooks and audiobooks; streaming music and

video resources, and access the print and digital magazine collections. You may also access lists of items available in the Textbook Reserve and Faculty Reserve Collections.

The lower level of the Library houses the Jann Rudd Weitzel Education Lab, the Library's Content Creation Zone, and additional study areas.

Your Comet Card is your Library Card. It is required when checking out Library materials or gaining access to the building. Library books are checked out for 28 days, DVD/Blu-ray discs for three days and Reserve materials checkout times vary from two hours to three days, based on the individual faculty member's specifications. 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. The Textbook Reserve Collection's materials check out for two hours at a time and in Library use only. Overdue reserve materials are charged at the rate of \$.25/hour.

Drinks are restricted to areas where computers are not located and must be contained in covered, no-spill containers. The Second Floor Study Lounge is the only location in the Library where food is permitted. 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 that is not available in the Cottey Library, the student may complete a request to obtain the book from another library in the MOBIUS Consortium. If the student needs an article or a book not found in 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.

Rubie Burton Academic Center

The Rubie Burton Academic Center (RBAC) is composed of two wings. Alumnae Hall contains classrooms and faculty offices. The Office of Academic Affairs, Academic Records, Academic Computing, the main computer lab, 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.

RBAC is generally open for student use from 7:30-1 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 room request in Event Manager 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

Stock Trading Lab

The Stock Trading Lab was constructed in 2020 with an anonymous California chapter of P.E.O. gift. The lab is designed for Business Administration-Management and International Business students to access state-of-the-art technology and real-time stock trading software. The Stock Trading Lab is available to students meeting one of these criteria: majoring in Business Administration-Management or International Business, attending business classes held in the stock trading lab, active participants in the Entrepreneurial Lab, or Enactus club members. Access is permitted with the presence of a designated business faculty member and is located in lower-level Hinkhouse.

Student Disability Services

Cottey College is committed to assuring equal and equitable access for students, staff, and faculty with disabilities, as well as guests and visitors to the campus.

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 is excluded from participating in, denied the benefits of, or otherwise 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 henglish@cottey.edu. All documentation and information are 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 request should be submitted 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 disability support services and student success coordinator via campus phone at ext. 2131, email disabilityservices@cottey.edu, or in the Kolderie Center, RBAC, office 164. Any person dissatisfied with 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 jbangs@cottey.edu (academic accommodations); 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 mstoller@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, they may file a complaint with the Office of Civil Rights with the Department of Education. For more information, see [OCR Complaint Process](#).

Service and Emotional Support Animals on Campus

Cottey College has a general no-pets policy for all campus buildings. Pets may be allowed on the campus grounds when leashed and under control. Service animals are generally allowed to accompany their handler in any public building or space where their handler is permitted. Emotional Support Animals may be allowed in specific areas of the campus with prior approval. The following policies regarding Service Animals and Emotional Support Animals are intended to ensure equal and equitable access for persons with disabilities while also ensuring the health and well-being of all members of the campus community.

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 without limitation Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112, 87 Stat. 394 (29 U.S.C. 794) and comply with the Fair Housing Act as it 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.

Definitions

- A person with a disability: an individual who has a physical or mental condition 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 impairment. (Source: <http://www.ada.gov/cguide.htm>, as accessed 7/9/2018.)
- 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.)

- Emotional Support Animal (ESA): an ESA is an animal that provides passive support that partially alleviates the symptoms or impact of a disability. ESAs do not have the same rights of access as Service Animals but may be deemed to be an appropriate accommodation in some instances.

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. To ensure 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 (students) or the ADA coordinator (faculty, staff, and guests), before arriving on campus with their Service Animal. Service Animals are permitted in all public areas of campus, except in rare instances where there exists a health or safety hazard. In some instances, the College will provide alternate accommodations as needed to ensure access. 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.

Service Animal Tasks

In order to meet the federal definition of a Service Animal, the work or tasks performed by the animal must be specifically trained and directly related to the individual’s disability. 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

If a Service Animal’s role is not obvious, 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(s) has the dog been trained to perform on your behalf?

The coordinator of student disability services or the ADA coordinator may, in some limited circumstances, ask follow-up questions to clarify an animal’s trained task(s). Otherwise, 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

All animals must be housebroken and be under their handler’s control (in proximity to the handler and responsive to commands, in harness, leashed, or in a carrier). An animal’s behavior is considered the handler’s behavior; the animal will be held to the same basic standard of conduct as its handlers. If they are disruptive to college business or community behavioral expectations for educational, medical, and residential environments, handlers may be asked to correct the animal’s behavior or remove it from the environment.

Care of Animals

Handlers are expected to:

1. Attend to the well-being and cleanliness of their animal
2. Control animals at all times, avoiding disruption to others, or they may be removed
3. Be responsible for the removal of animal waste and maintaining clean conditions
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

Animals in College Housing

Service Animals, as defined by the Americans with Disabilities Act-As Amended, are allowed in College housing. To ensure that the College is best able to meet the needs of all residents, we do request students notify College staff (the coordinator of student disability services or the director of housing) of their intent to have a Service Animal reside in campus housing before arrival on campus.

Under the Fair Housing Act, a person with a disability may request to keep an Emotional Support Animal (ESA) 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 provides emotional support to persons with disabilities who have a disability-related need for such support. 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 required to 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.). 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:

1. Students requesting to have an Emotional Support Animal (ESA) residing in College housing must register with the coordinator of student disability services, provide supporting documentation of a disability, and provide support document from a qualified healthcare provider that indicates that the animal is a necessary accommodation to ensure equal access and enjoyment of campus housing.
2. 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 student disability services outlining the reason for the request and why it is necessary no later than June 1 for the fall semester or October

- 1 for the spring semester; otherwise, 30 days in advance during the school year and 30 days prior to room assignments for the following year.
3. Students must obtain approval for the ESA prior to bringing their ESA to campus.
 4. The coordinator of student 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 asked to review the College policies for proper care and control of the animal as described in other sections of this policy with the coordinator of student disability services or the director of housing (or other designated housing staff).
 6. Alternative accommodations may be discussed during this process and offered where appropriate.

Restrictions

1. Service Animals are not allowed in some very specific instances/locations in which the animal provides a health or safety risk. Handlers will be provided with appropriate alternate accommodations as needed to meet their access needs in the unlikely event this occurs.
2. Emotional Support Animals must be kept in student rooms; they are not allowed in public areas of the residence halls/house except to enter or exit the building, and they are not allowed in other campus buildings. Emotional Support Animals may be allowed in the student's assigned suite only with the signed agreement of all suitemates.
3. 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 animal, including bodily injury or property damage. The handler/owner's responsibility covers but is not limited to the replacement of furniture, carpet, window, wall covering, and/or moving 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 notify the coordinator of student disability services and wait to move the animal into campus housing until after submitting the animal's health information and receiving move-in approval. This process may take longer in instances where the handler is replacing an approved ESA with an animal of a different species.

5. The handler/owner's residence may be inspected for fleas, ticks, or other pests once a semester as needed. A Housing Office member 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 find 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 (student room only, unless permission has been granted to have the animal in the suite shared areas) at all times, except when transported outside the private residential area in an animal carrier or controlled by leash or harness.
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 has 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 accommodations that may constitute an exception to a policy that otherwise would prohibit having an animal that 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 the violation 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 the 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 well-being requirements as set forth in this policy.

Guidelines for Maintaining an 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, securely tied plastic bag 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

- Vaccination - in accordance with local ordinances and regulations, 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.
- 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 the authority to direct that the animal receive veterinary attention.
- Licensing - the College reserves the right to request documentation showing that the animal has been licensed.
- 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 owner does not comply with the owner's responsibilities in College housing; or
- the animal or its presence creates an unmanageable disturbance or interference with the Cottley 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.

F. Appeals and Grievances

Any person dissatisfied with a decision concerning a service animal or an emotional support animal may contact the vice president for student life at ext. 2126 from any campus phone or in person in the Office of Student Life, or by email at ladams@cottey.edu, or the director of human resources at ext. 2103 from any campus phone or in-person in Main Hall, or by mail at mstoller@cottey.edu.

SECTION 2: RESIDENCE LIFE

INTRODUCTION

This section contains information and policies applicable to students who live in Cottey College housing. The Cottey College Residence Hall Agreement contains additional information and policies that directly affect residence life. The Residence Hall Agreement can be found on the MyCottey portal under the student life tab.

Cottey College Residential Requirement

Cottey is a residential college. Living in college housing is an integral part of the Cottey College educational experience. Therefore, full-time students (i.e., those enrolled for at least 12 credit hours per semester) are expected to live in College housing. Exceptions to this residential policy require written approval from the vice president for student life. Fulfillment of this Agreement is contingent upon proper acceptance and the availability of space within Cottey College residence halls.

To be eligible for housing, a student is required to be enrolled at the College on a full-time basis with a minimum of 12 credit hours per semester, unless written permission is given by the vice president for student life. Any student who wishes to live off-campus must submit a Residency Requirement Exemption Request Form and the requested supporting documentation to the director of housing, who will review it with the vice president for student life. To receive the form and additional information regarding an exemption request, email the director of housing at cspencer@cottey.edu.

Community Living

The primary responsibility for behavior rests with the individual community members. Consideration and acceptance of others is required in the residence hall setting to avoid an overload of rules governing individual conduct. Individuals should show respect for others and should comply with requests from College officials, including student staff members. Students are expected to show identification when requested by an authorized person for a legitimate reason. Violation of the policies may result in disciplinary proceedings and/or removal from the residence halls. Students are expected to dress appropriately at all times for public areas when greeting guests, including visiting in the parlor, doing laundry, and visiting outside of a suite area.

Housing Office

The housing office is located on the second floor of the Hinkhouse Center. The director of housing is responsible for the overall administration of all residence halls and supervision of housing staff.

Residence Hall Staff

Each residence hall functions under the direction of a paid professional and student staff. The residence hall staff is focused on promoting a living atmosphere beneficial to all hall residents.

Coordinator for Residence Life

The coordinator for residence life (CRL) is the primary live-in administrator of the residence halls and assists in the oversight of the Townhomes. In addition, the CRL has responsibilities for department-wide projects and processes. The CRL is a full-time employee who lives in an apartment in the residence hall in which they work. The coordinator of residence life is a full-time employee and thus are exempt from certain regulations included in the Student Handbook.

Custodians

Custodians will clean the bathrooms, suites, and first-floor parlors daily, but do not clean or enter individual student rooms. Custodians clean the kitchen areas in each suite, wiping off counters and mopping, but they do not wash students' dishes. They are responsible for normal dusting, vacuuming, mopping, and emptying suite trash. The custodial supervisor makes periodic inspections of general suite living areas, kitchens, and bathrooms to ensure a safe and clean environment for residents. Student cooperation with custodians 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 by the housing staff.

Hall Directors

The hall directors have overall responsibility for supervision of their halls, upholding the policies of the College, and overseeing 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. Each hall director has training in working with college students and has a desire to assist students' development in every possible way. Hall directors are full-time employees who live in an apartment in the residence hall in which they work. Hall directors are full-time employees and thus are exempt from certain regulations included in the Student Handbook.

Hall Receptionists

Hall receptionists are Cottey 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.

Resident Assistants

The resident assistants (R.A.s) are sophomores, juniors, or seniors 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 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 emergency assistance, information, advice, and referral.

Suite Chairs

Suite living brings together on average ten students within a suite. Suite chairs are students elected to be the spokespersons of individual suites. Suite chairs are usually a sophomore, junior, or senior but may occasionally be a freshman. Having a student bringing the suite together and at times navigating and mediating suite issues is important. The suite chair serves as a conduit for sharing information with their specific suite. Suite chairs are coordinated by the Robertson Hall director. The suite chairs meet as a group regularly with the Robertson Hall director and the director of housing for orientation, training, and receiving updates for semester openings and closings and various updates. The suite chair program is intended to assist the suite chair with recognizing and addressing the concerns of suite members as well as learning how to navigate and mediate common situations shared by suites.

Aerobics, Exercise, and Other Sports

Aerobics and exercise-related activities (including games/activities) can be disruptive in a residence hall environment and dangerous to persons or property when performed in a confined area without proper facilities and guidance. Please perform these activities in the gymnasium, dance studio, or student lounge during scheduled hours or outside and not in the residence halls. In addition, skateboarding, scootering, rollerblading, and the use of sports equipment (dribbling basketballs, hitting golf balls, 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 permitted in any residence hall other than the 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 the 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 it is 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. Cotter is not responsible for the safety of bicycles. Hoverboards are not allowed on campus.

Candles, Incense, Oil Lamps, and Effusion Lamps

Students may not possess candles, incense, oil lamps, and effusion lamps. These items may also not be used in the residence halls for serenades, candle lightings, or other activities. This includes birthday candles on cakes, cookies, cupcakes, etc. Students may have electric wax melting devices, as long as they do not cause a problem for the roommate or suitemates, due to the smell or fragrance. These items should be turned off when not being monitored. No open flames (candles, lanterns, incense, etc.) are permitted in residence halls or inside any Cotter buildings except in laboratories and maintenance shops designed for this purpose, except as authorized by the President or a designee.

Cleaning Responsibilities

Students are responsible for cleaning their rooms. Students should not ask custodians to clean their rooms or do any other work for them. However, vacuums are available at the reception desks. Students must supply their own cleaning products. Rooms judged to be

health or fire hazards by authorized personnel might be cleaned at the residents' expense. Custodians will not clean unnecessary messes in the hall. Student cooperation in caring for the facilities will make custodians' roles much more efficient and will create a pleasant atmosphere.

Suitemates 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 daily, before the arrival of custodians. 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. These alterations could include such things as painting, damaging upholstery, carving, etc. This is not an all-inclusive list. The suite's common area should be kept free of personal items. Personal items include any item not belonging to the College such as other furniture, books, paper, clothing, dirty dishes, food, soap, shampoo, curling irons, throw rugs, boxes, etc. The suite area is available for students to use; students are encouraged not to abuse this privilege.

Computers and Wi-Fi

Wi-Fi is available in all the residence halls. If students have concerns with the service in the residence halls they should contact the director of academic computing at adean@cottey.edu.

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.

Assessed Charges

All students pay a \$250 deposit. This deposit is to remain intact throughout the student's time at Cottey. All fines assessed during the year are expected to be paid in full at the time it appears on the student's account. Students may be charged for extra work on the part of maintenance and custodial staff.

Damage to a suite living area will be evaluated by the director of housing or their designee with possible input from the director of physical plant. The director of housing or designee 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 charged to the individual students responsible or residents of the suite. 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

Students may have irons, blenders, hotpots, instant pots, rice cookers, slow cookers, and similar appliances to use in the kitchenette of the suite. Appliances with exposed electrical coils are not permitted. Each suite has a refrigerator and hotplate in the kitchen. A TV with cable and a conventional oven is located in each basement recreation room. Students may not have personal refrigerators, air conditioners (window or portable), swamp coolers, space heaters, microwave ovens, or other large appliances in their rooms or suites unless the student has an approved accommodation.

Food

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 and Visitation

A guest is defined as anyone who is not currently enrolled at Cottey College or an employee of Cottey College.

Cottey College Visitation Philosophy

Visitation privileges at Cottey College allow students to have non-student guests in their rooms following the policies outlined in the Student Handbook. Visitation must never interfere with a roommate's access to the room. A roommate must not be deprived of the ability to have privacy, study time, or sleep because of a guest. Students are reminded that public displays of affection are not to be expressed in the presence of others.

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 host is responsible for the conduct of non-student 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, for themselves and all guests. All guests must enter and leave through the front doors. Non-student guests should not be in any part of the residence hall without their student host.

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.

Guests

Guests may visit students in the suites and in student rooms only during visiting hours. All guests are expected to wait outside the building until their host meets them. A maximum of two guests per host is permitted. All guests must sign in at the hall reception area. All guests must sign out at the hall reception area after leaving the suite. Guest policies do not apply to Cottey employees who are in the residence halls as a part of their work assignment.

Overnight Guests

Guests may stay overnight on campus (defined as any period of time between 11 p.m., Sunday through Thursday and 1 a.m., Friday and Saturday until 9 a.m.) only with the permission of the hall director of their respective building or the director of housing. Overnight guests must be at least 16 years old. A maximum of two guests per student at any one time is permitted. Guests are limited to a maximum stay of three consecutive nights 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 48 hours in advance. The form is available on the MyCottey portal under the student life tab. The College may refuse entry to nonresident guests or require them to leave the premises whenever it is necessary. The Office of Enrollment Management staff will assign Golden Key members to host prospective students for a campus visit.

Visitation Hours

<u>In Suites</u>	<u>In Parlor</u>
Monday - Thursday	
1 p.m.-10:30 p.m.	11 a.m.-10:50 p.m.
Friday	
1 p.m.-Midnight	11 a.m.-12:50 a.m.
Saturday	
10 a.m.-Midnight.	9 a.m.-12:50 a.m.
Sunday	
10 a.m.-10:30 p.m.	9 a.m.-10:50 p.m.

Guidelines:

1. During visitation hours, guests are permitted in the suite living area, student bedrooms, and the kitchen area of each suite. Approved overnight guests are permitted to use the suite bathrooms. Guests may be only in the bedroom of the student with whom they are visiting. Visitation to student bedrooms is allowed only with the permission of the roommate.
2. If a student lets a visitor into or out of the building through any place other than the front door, fails to have a guest sign in, or fails to escort any guests to and from the suite, the student will be subject to disciplinary action. The guest will be assumed to be trespassing on private property.
3. Open houses are held in the residence halls on special occasions. During open house and check-in, guests do not have to be announced, signed in, or escorted. All other regulations must be observed.

P.E.O. Visitors

The suites at Cottey College are sponsored by a state, district, or province P.E.O. chapters. Many members visit to see the suite that is furnished by their chapter. The appropriate administrative office will call the suite to notify them of the guests.

Young Guests

Babysitting 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 guests are, of course, welcome to visit with their enrolled friends while the hall is on keycard access 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.

Break Period Visitation

Although students may remain on campus over certain break periods, the reception desks are closed, and no visitation is allowed.

Health and Safety Inspections

Student rooms, as well as shared areas of the residence halls, are to be kept reasonably clean and orderly at all times. Once each semester, students will be notified that housing staff will be completing health and safety inspections. These dates will be shared via email two days in advance. The inspections will include the suite common areas and resident bedrooms. Staff will not be looking in closets, drawers, or cupboards. Students are welcome to be present; however, the inspection will occur without the student being present. The purpose of this is exactly as defined: the College needs to ensure that there are no issues with rooms including trash or situations that are not safe.

Illegal Substances

Alcohol

The possession or consumption of alcoholic beverages is prohibited on campus and in the residence halls and dining facilities. In addition, beverages that are sold as "imitation alcohol products" are not allowed. Students are expected to abide by local ordinances and state laws regarding the consumption or possession of alcoholic beverages.

Alcohol containers and beer bongs, full or empty, are not allowed in the residence halls. Items pertaining to alcohol, including neon signs and other icons, or other offensive items, may not be displayed in residence hall windows.

Drugs

Illicit drugs (i.e., possession, use, or distribution of controlled substances without a doctor's prescription) are prohibited on campus. Any student believed to violate this regulation is subject to the College's judicial procedure and/or legal action. Those found selling drugs will be dismissed.

Comet Card Access to the Residence Halls

All students are required to obtain a Comet Card upon their first semester arrival to campus. Residential students must use this card to gain access to their halls. The halls are on keycard access at all times.

Keys

It is an individual student's responsibility to keep valuables secure at all times by keeping room doors locked and carrying room keys whenever they are out of their room. There is a \$75 charge for core changes that result from lost or unreturned room keys. If a bent or broken key, it will be replaced for a \$20 charge; but the bent/broken key must be returned. Duplicating student room keys is prohibited.

Laundry Facilities

Each residence hall is equipped with washing and drying machines. 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 who wants to use the machine and placed either in a basket or on the table. Work orders for laundry machines are reported following the instructions posted in the laundry room.

Please do not dye clothing in these machines.

Musical Instruments

Musical instruments may be played and students may sing to perform for others (with permission from all suite members present) in suite areas and individual rooms daily between noon and 10 p.m. Practice rooms are located in the Rogers Fine Arts Building. 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 for the furnishings is expected by students and their guests. A television is located in the parlor for use by residents.

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 via email 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 with a thank-you note.

Pets

Students should not keep pets on campus except for fish. Students who are found to have pets will get an automatic fine of \$50 per day.

Do not feed stray or feral animals. This policy exists 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 Affection

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 or affection in public places, including suites, parlors, TV rooms, Raney Dining Room, and any area with others present. If at any time a student feels uncomfortable, they are encouraged to communicate directly with the persons involved. To discuss concerns and seek assistance with a concern, contact an R.A., hall director, or another 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 courteously and respectfully 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 a student continues to be disrupted by a noise problem, the offenders should be asked to be quiet. If they persist, the student should contact the R.A. on duty or the hall director. Disciplinary procedures will be employed if necessary.

Studying in the suite living areas is not always possible, as these areas are intended to be available for relaxation and conversation. A 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, laptops, or tablets should be used mainly in student rooms and operated at reasonable, considerate, and agreed-upon volumes. The use of earbuds or headsets is encouraged to eliminate distractions to others and competition among different

sources of sound. Personal speakers may 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 and their guests are expected to maintain respectable noise levels near the building entrances. 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 Robertson and Reeves Halls. P.E.O. Hall has a study space designed for use by groups. Food and drinks are permitted in these areas. Students are expected to remove all trash and personal items upon leaving, failure to do so can result in fines and removal. 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. If a suite wishes to establish additional quiet hours, they can do so. If established, additional quiet hours must be posted in the 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 are expected to remove all dishes and trash upon leaving. Recreation rooms may be reserved by any group or organization via Event Manager.

Recycling

Recycling containers can be found in various locations on campus. If a student organization(s) sponsors recycling, information is provided 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-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 repairs by completing the Work Order Request Form on the MyCottey portal under the student life tab. Once submitted the form is routed to the director of housing who will submit the work order. If the repair is not completed within five business days, please notify the director of housing.

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. A repair may be delayed because it is deemed low priority or because of the need to order parts.

Room Assignments, Changes, and Check-Out Procedures

Assignment of residence hall rooms is the responsibility of the director of housing. Preferences for specific halls will be honored as space allows, but the director of housing makes all final decisions in assigning rooms and roommates. The date the housing application is received by the College plays a factor in determining room assignments for new students. To be eligible to live in a residence hall, a student must be a full-time student carrying at least 12 credits, unless an exemption has been provided by the vice president for student life or his designee.

Continuing students are usually, but not always, given priority over new 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 based on race, color, national origin, sexual orientation, religion, or any other inappropriate factor.

All room changes must be approved in advance by the director of housing. Students must complete the Room Change Request Form located on the MyCottey portal under the student life tab. The room change must be approved before you begin to move. Once approved, you will receive an email from the director of housing, which will have instructions on how to proceed. If the room change is not approved, the director of housing will let you know the reason why and look for other possible options.

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 compounds such as Sticky Tack or HUH Tack should be used 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 from 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 directly mounted to 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.

Room Entry

College and/or hall staff may enter a resident's room, without the resident's permission, to confirm the well-being, health, or safety of individuals in the room. Entry will be made after receiving no response from loud, repeated knocking and verbal requests.

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, which 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. Lofts and loft kits are not allowed.

The kitchen in each suite has a refrigerator, cabinets, sink, microwave, and a hotplate 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's 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 housing personnel. A fine and/or disciplinary action will also be enacted. Personal furnishings of students, including personal passdowns, are not permitted in the suite area. Suite passdowns may be displayed in the suite area.

Room Utilization Policy

In situations where there are several unassigned beds or rooms on campus or in the event of repair or renovation needs, the College may require room changes necessary to close 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 to consolidate suite usage.

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

Security Cameras

Security cameras are located at the main entrances of each residence hall and 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 between 7 a.m.-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. Persons exiting through the side doors between 11 p.m. and 7 a.m. will be subject to disciplinary action.

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

Student Voicemail

The College provides one phone per suite. Voicemail is provided for each student, and phone messages may be accessed through the student's Cottey email account.

Suite Common Areas—Sponsors, Usage, Ambiance, and Decorations

All 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 daily. 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 seating in a square or rectangle.

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 hung two weeks before a holiday and removed 24 hours afterward. Special occasion decorations such as birthdays may remain for a total of 48 hours. If you have questions or need further explanation please contact your hall director. Decorations shall not be attached to lighting or fire safety equipment. Flammable or combustible decorations are strictly prohibited anywhere in the residence halls.

Only artificial trees and electric candles 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. Due to 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 long-term storage of student articles. The College does not take responsibility for student possessions or 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, posted 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 Orientation weekend.
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 the items and their locks by the dates shared via email.
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 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 personnel 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.

Closets for luggage, 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 Rooms

Small rooms equipped with a TV are located in each residence hall where students can watch movies. The TV rooms are located in the basements of P.E.O. and Reeves Halls and in Indiana Suite in Robertson Hall. The room can be reserved through Event Manager.

Windows

Signs, posters, words, flags, banners, etc. are not allowed to be displayed in any windows. Windows in Reeves Hall and Robertson Hall are not to be opened without special permission from the director of housing or the director of physical plant. For safety and maintenance reasons, screens may not be removed from windows.

SECTION 3: CAMPUS LIFE

Accessibility to Facilities

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 in Appendix 1, “History of Buildings” 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, by phone at 417-667-8181, ext. 2131, by email at disabilityservices@cottey.edu or in the Kolderie Center, RBAC, office 164.

Administrative Computing

The use of campus computers by students, faculty, and staff members requires the acceptance of the [Cottey College Technology Policy](#). Any member of the campus community not agreeing to the policy when prompted is automatically logged out.

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, Esports, flag football, golf, softball team, and volleyball 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.

Athletic and Training Facilities

The golf and indoor training facility may be used when classes, athletic practices, or student or employee wellness events are not in session. The Athletic and Fitness Training Facilities are located on the main floor on the west end of Hinkhouse.

Athletic Training Room

The athletic training room is an area utilized for the evaluation, diagnosis, treatment, and rehabilitation of acute and chronic injuries of student-athletes. The athletic training room is located on the lower level of the east end of Hinkhouse.

Esports Arena

The Esports Arena was constructed in 2020 with an anonymous gift from a California chapter of P.E.O. The Esports Arena, designed for competitive Esports gaming, offers 16 top-of-the-line gaming computers, three flat-screen televisions, 16 gaming chairs, and a full casting station with broadcasting equipment. The Esports Arena is available to Comets Esports student-athletes with Comet Card access. It is located in lower-level Hinkhouse.

Fitness Center

The Fitness Center 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 and scheduled athletic training sessions, the Fitness Center is open during the hours posted on the doors and may be used by all members of the Cottey community. Children under age 18 are not allowed in the Fitness Center unless accompanied by a parent or another family member age 18 or older. The Fitness Center is located on the lower level of Hinkhouse.

Gymnasium

The gymnasium is the home of the Comets basketball and volleyball programs. It is available for intramural, recreational, and organizational use when not being used for instructional purposes or athletic events. The gymnasium is located on the main floor of Hinkhouse.

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) or with permission from the athletic director. 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.

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 home games are played.

Austin Boulevard

Austin Boulevard is Highway 54, as such traffic is usually heavy. Please observe laws pertaining to pedestrians and cross Austin Boulevard 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 is a recreation center eight blocks south of the campus that may be reserved for workshops, activities, and Friday/Saturday overnight retreats. The kitchen is equipped with cookware and dishes. The Lodge also has a wood fireplace, pool table, stereo, TV, and VCR/DVD player. A Wii console, controllers, and games are available for check out from the Library. Wood for the fireplace may be requested by completing a work order in SchoolDude. The work order may be completed by the organization sponsor, the director of housing or designee, or the director or coordinator of campus activities. Students desiring to reserve the Lodge overnight must request use of the facility using Cottey's online facility reservation system, Event Manager, 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 from the vice president for student life or their designee.

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. The Business Office is under the direction of the vice president for finance and administration and is located on the first floor of Main Hall.

Check Cashing

For the convenience of students, the Business Office will cash checks up to \$125 from 8 to 9 a.m. and 1 to 4:30 p.m., Monday-Friday. Two-party checks will only be cashed if they are written to the student from their parents, grandparents, guardians, or other Cottey student. No three-party checks may be cashed. A valid student Comet Card is required to cash a check. A \$20 service charge will be assessed for any returned check. A student may lose the check-cashing privilege as a result of writing checks that have insufficient funds. Six full-service banks are available in Nevada: Arvest Bank, First National Bank, Great Southern Bank, Community National Bank, Metz Banking Company, and U.S. Bank.

Emergency Financial Assistance

Emergency loan funds are available for students through the Business Office. Emergency loans are not made for personal bills such as cellphone services or vehicle repairs. Those in need of emergency funds should make an appointment with the vice president for finance and administration. 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.

Campus Activities Office

There is a dynamic activities program on campus. The Student Activities Committee (SAC) plans, promotes, and produces events featuring bands, comedians, magicians, and novelty entertainers. Other events include Grocery BINGOs, intramurals, custom-made products, movies, and road trips. The Cottey College Performing Arts Series sponsors performances each year that span the realm of music, theatre, and dance. Students are admitted free to all campus performances, except student organization fundraisers. Some performances will sell out.

The coordinator 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 noon on Thursday for inclusion in the next issue. The Campus Activities Office is located in the Student Life Center, second floor, Hinkhouse Center, room 209.

Art Gallery

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, ceramics, and other forms of

art are on display throughout the school year. Exhibits include works by faculty members, regional professional artists, and students. For more information please contact the director of campus activities, Ms. Kris Korb by email at kkorb@cottey.edu.

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, sculpture, and other artists at times. The exhibits change many times throughout the year and are an interesting and creative showcase for Cottey's talented students.

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. 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.

1. Limitations may be made on the number, size, and length of time materials may be posted on bulletin boards by the director of campus activities or vice president for student life.
2. Event or activity advertisements should be removed by the person or group who posted them within 24 hours after the event.
3. 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.
4. 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.
5. 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.
6. General-use bulletin boards will be cleared of all items at the end of each semester.
7. 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. Except for

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 encouraged.

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.

Cottey College Performing Arts Series

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.

Intramural Sports

Intramural sports teams host multiple activities every semester. These activities are open to all students and students may participate in as many of the activities as they choose. Intramural activities range from bubble soccer, archery tag, ax throwing, lawn games, and much more.

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 director of campus activities serves as its sponsor.

Student Organizations

There are several student organizations on campus including governmental bodies, programming boards, social organizations, and academic and honorary groups. In honor organizations, membership is based on the achievement of specific standards established in the organization's constitution; in all others, membership is determined by the student's choice. 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" or by following this link: [GUSTO](#). A link to current student organizations is available at the following link: [Student Organizations](#).

Prohibited Student Organizations

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.

Tickets for Campus Performances

Tickets are required for all events occurring in the Center for the Arts that charge an admission fee to the public. Events in Raney, Hinkhouse Center, BIL Lodge, and the Chapel do not require tickets. Tickets are available between 8 a.m. and 5 p.m., Monday through Friday, 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 and some performances may sell out. Students and employees may pick up tickets prior to the sale opening to the community. Students receive free admission to all performances sponsored by the College.

Use of Facilities

Space, within any Cottey College buildings or on Cottey College grounds, is scheduled online through Event Manager.

Cottey Outreach and Response Team (C.O.R.T.)

Founded in the summer of 2019, the Cottey Outreach and Response Team serves a dual purpose as the College's retention management team and behavior intervention team. The team is a cross-functional assessment group that responds to students in apparent or potential distress. If a member of the Cottey community has a concern related to a student regarding their academic performance, financial situation, mental health, or the student's general demeanor, then the community member should submit a concern notice through MyCottey so the Cottey Outreach and Response Team can be aware of the situation and determine the best path forward.

In rare circumstances, the Cottey Outreach and Response Team may intervene when a student's conduct is determined to be disruptive, dangerous, or a direct threat to the health and safety to other students on campus. In this event, the Cottey Outreach and Response Team would conduct an assessment, which may include evaluation of the student. In some circumstances a student may be removed from campus through this process and only permitted to return if certain conditions are met.

Counseling Office and Services

The Counseling Office is designed to offer counseling services and programs to assist students in realizing their potential in all aspects of college life. Professionally-trained, licensed counselors are available to provide counseling services including confidential short-term individual or group counseling for students experiencing personal, academic, or adjustment problems. Student wellness programming is provided to focus on physical, social, emotional, spiritual, occupational, intellectual, and environmental wellness areas.

The Counseling Office is open 8 a.m. to noon and 1 to 5 p.m., Monday through Friday. 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. The Counseling Office is located in the Student Wellness Center located on the corner of Austin and Tower west of Robertson Hall.

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.

Peer Empowerment Program (PEP)

Peer Empowerment Program (PEP) members known as peer listeners include sophomore, junior, or senior students that have been selected and trained to listen to fellow students. They have received extensive training prior to the beginning of the academic year from the director of health and counseling services. Members are trained on issues including communication, conflict resolution, mental health issues, stress management, crisis intervention, referrals, diversity, and wellness programming. Peer listeners are available to offer free, confidential student support in each residence hall.

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 meal tickets at a reduced rate through the Dining Services office or a full meal plan through the Business Office. A wide variety of food items are provided at each meal, including vegetarian and vegan entrees and gluten-free and dairy-free items. Please note the kitchen is not allergen-free, meaning the utmost care is taken to avoid cross-contamination but is not guaranteed. 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 by appointment. Appointments may be made by contacting the director at extension 2150 or by email at amosher@cottey.edu. For general requests, an online suggestion box is available at cottey.edu/student-life/cottey-food. The weekly menu is posted on this webpage, as well.

Comet Card

Students must scan their Comet Card or a temporary ID to enter the Dining Room. Under certain circumstances, entry is allowed by student signature.

Conduct and Dress

Responsible behavior reflecting respect for others and their property is expected of all persons using Raney Dining Room. 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. Diners must wear shoes and clothing that covers the body, keeping in mind that invited guests could be in the Dining Room for any meal. Any students wearing inappropriate attire, as determined by the dining and catering supervisor, assistant director or director of dining, or the student checker at Sunday brunch, may be asked to change clothes before returning.

Dining Room Policies

Generally, no food or utensils (forks, spoons, or knives) are to be removed from the Dining Room, and personal containers are not permitted. Reusable takeout containers are available for a \$5 fee; these containers can be used at any meal and must be returned in clean condition to be exchanged for another. Please see the Raney take-out policy posted outside the main entrance of Raney Dining Room for more information. Students are asked to leave backpacks in the cubicles on the wall-shelving units provided at the entrance to Raney Dining. Access for persons living with disabilities is provided just south of the main entrance of Robertson Hall and by using the elevator located nearby.

Get-Well Meals

Students who are too ill to go to the Dining Room or who are unable to walk due to injury may obtain meals for takeout until they can return to the Dining Room. Contact the dining services office assistant at 417-667-8181, ext. 2150 to make special dietary arrangements or contact the student health office manager, 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.

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 meal tickets available at a reduced rate. Members of the Cottey community are also welcome to bring escorted guests to meals. However, an advanced reservation should be made for groups of ten or more through the Event Manager system (link available on the intranet).

Promotion within Raney Dining Room

In some circumstances, the Raney Dining Room may be used by students, recognized student organizations, faculty, and administrative offices for the promotion of events

and/or programs. To manage these requests, the following guidelines have been established. Violators of these guidelines will have the privilege revoked and may be subject to disciplinary action.

Students and student organizations may not place table tents, signs, flyers, or other materials anywhere within the Raney Dining Room without special authorization from the director of dining services. Items posted on prohibited surfaces will be removed, and a grievance may be filed against the violating party for failure to abide by these policies.

1. Limitations may be made on the number, size, and length of time materials may be posted by the director of dining services or vice president for student life.
2. Event or activity advertisements should be removed by the person or group who posted them within 24 hours after the event.
3. 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 will be removed.
4. Students and student organizations are expected to show common courtesy in regard to their promotional materials. Students and student organizations preparing items should use good taste and judgment and abide by all Student Handbook policies in relation to their materials.
5. Any signs, notices, and posters, which are judged to be offensive by the director of dining services in consultation with the vice president for student life or appear to be in violation of College regulations, will not be approved and removed if posted.
6. Commercial advertising or solicitation, except for the personal and occasional sale of small items by members of the College community, will not be approved for this space. Materials of a commercial nature, which have not been marked as approved, will be removed.
7. Except for events related to alcohol and/or drug awareness programs, any materials involving alcohol or drug use are specifically prohibited.

Sack Meals for Off-Campus Events

Dining Services staff 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. To request this service, please utilize the Sack Lunch Request form on the MyCottey portal.

Special Functions

Dining Services staff 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 the organization's presidents to help ensure the necessary forms are submitted in a timely manner. The director of dining services plans the Centennial Room suite dinners with students. Reservations for a foyer table, Centennial Room, etc. may be made by utilizing the Event Manager system (link available on the intranet).

Sunday-Dress Dinners and Brunch

Sunday meals at Cottey have traditionally had a more formal setting 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 an example of the sense of community that typifies Cottey. It is an opportunity to enjoy a leisurely time together while savoring well-prepared, nicely served foods. Dressier attire is expected, including dresses, skirts and blouses, button-up or polo shirts, and/or slacks. Unacceptable attire includes sweats; athletic wear; T-shirts; pajamas; torn, faded, or ripped jeans; and casual shorts. Fashionable, dressy, knee-length shorts are acceptable. Caps or hats are not acceptable in the Dining Room.

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 Financial Aid Office and the Marketing Department are under the umbrella of the Enrollment Management Office. The Office of Enrollment Management is located on the first floor of Main Hall, office 100.

Financial Aid Office

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. In addition to federal and state aid, the Financial Aid Office is proud to offer institutional aid on a limited basis as funding allows. Cottey offers a variety of scholarships based on academic merit, extracurricular activities, leadership, and athletic performance. Funds are made possible by the generosity of Cottey College alumnae, members of the P.E.O. Sisterhood, and friends of the College. Acceptance of Cottey scholarships or grants as part of a financial aid package indicates permission to release the recipient's name and address to the donors who fund the awards, to whom recipients are to write a thank-you note.

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 fafsa.gov. Cottey's FAFSA Code is 00245800. Students must resubmit the FAFSA each academic year. 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.

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. 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. Students placed on suspension status, are given the opportunity to appeal their suspended status. The Office of Financial Aid is located in the Office of Enrollment Management in Main Hall.

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 available as a portion of the student's financial aid package. Students, who are awarded campus employment or federal work-study, can apply for available positions on MyCottey. (Login to MyCottey, click the Finances Tab, then select Student Employment Application.) Students may earn up to the amount listed on the award letter. Students are paid minimum wage and receive a paycheck (via direct deposit) every two weeks for the hours worked during that pay period. New student employees must complete employment eligibility paperwork (an I-9 form, direct deposit, and W-4 forms) during Orientation, or they will not be allowed to work.

The student employment application becomes live each spring, for students to apply for the following school year. All students who are eligible for campus employment or federal work-study are notified when the application opens. Students can view available jobs on the Student Employment Application, the Office of Financial Aid keeps the application up-to-date on open positions year-round. Students who are not initially eligible for campus employment or federal work-study are given the opportunity to apply for any remaining jobs beginning September 1 each year. The Office of Financial Aid is located in the Office of Enrollment Management in Main Hall.

Health Services

Medical providers from the Nevada Regional Medical Center (NRMC), under contract with the College, provide treatment on campus for minor illnesses and injuries, health counseling, and referral services. The student health office manager is available to assist the health care provider during examinations and to assist students with their medical needs including referral, insurance questions, prescriptions, and transportation. Health Services for students are provided in the Student Wellness Center located on the corner of Austin and Tower Streets.

Health Services hours are posted in each residence hall. To make an appointment in advance, contact the student health office manager at ext. 2157. Students who need to utilize walk-in appointments to see the health care provider should arrive at the Health Services Office within the first fifteen minutes of the scheduled clinic time. The health care providers may leave immediately after they have seen everyone who needs their professional services. If in doubt, contact the student health office manager at ext. 2157 to see if the health care provider 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 NRMC, located at 800 South Ash Street, provides 24-hour emergency medical services. Ambulances may be obtained by calling 911 from any campus phone. Many local physicians provide non-emergency care on weekdays between the hours of 8 a.m.-5 p.m. 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 high costs that may sometimes be associated with an accident or severe illness. If parents or guardians cannot be reached, the College may make decisions concerning emergency health problems for any student.

A health care provider 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 professional provider’s opinion, a student should not attend class due to illness or injury. This notice is not an excuse but rather is intended to give the instructor more information about a particular student’s absence. Each student is responsible for notifying the director of health and counseling services in case of illness or injury requiring hospitalization or an extended absence from classes for 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; COVID-19, 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 to 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.

Hinkhouse Center

Hinkhouse Center facilities include the Student Life Center, the athletic department, the physical education department, classroom space, the athletic and training facility, the gymnasium, the swimming pool, the Fitness Center, the student lounge, the Esports Arena, and the Chellie Club. Adjacent to Hinkhouse are outdoor tennis courts, batting and pitching cages, and playing fields. Several of these facilities double as both instructional and recreational spaces. Instructional and intercollegiate athletic use of dual-purpose facilities have priority over recreational activities. Previously scheduled intramural competitions, 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 Event Manager for availability and should complete an online facility request.

All persons using the facility must carry their Comet Card or pass at all times. Guests must be accompanied by their Cottey hostess. The use of Hinkhouse Center facilities is normally limited to students, guests of students (with certain limitations), employees, and their immediate family members. 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 Comet Cards for Family Members of Employees

Family members of employees must obtain a dependent Comet Card or pass for the use of facilities in Hinkhouse Center from the Office of Student Life on the second floor of Hinkhouse Center. Comet Cards will be issued only to dependents who are 18 years of age and older and 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 or card for identification purposes at any time.

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

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.

Usage Limitations Related to Male Guests

The following policies define the times and circumstances when men may be in the Hinkhouse Center.

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 or employees, or by security personnel if assistance is needed or desired. 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 Comet Card 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, in and if requested, must allow others to use the facility in question.

Guests of students must be accompanied by their hosts (no more than two guests per student) and may use the gymnasium only when their hosts are active participants in recreational activities (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 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.

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 director of housing is responsible for the overall administration of all residence hall activities, including supervision of the work of the coordinator for residence life and 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. The Housing Office is located on the second floor of Hinkhouse Center in the Student Life Center.

Human Resources

The director of human resources is the Title IX Coordinator for the campus. More information regarding Title IX is available in Section 6.

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-administrated 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, sex*or any other status protected by law.

*As a women's institution, Cottey College considers for admission those applicants who indicate a legally-assigned sex of female on their application.

For employees, the coordinator for equal opportunity is the director of human resources, Main Hall, Cottey College, Nevada, Missouri, 64772; telephone 417-667-8181, ext. 2103. Students may contact the disability support services/student success coordinator located in the Kolderie Center in the Rubie Burton Academic Center, or call 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-administrated activities or programs, or employment opportunities, policies, or practices.

Marketing Department

The Marketing Department is the campus-wide voice for both external and internal audiences with the mission of increasing the visibility and reputation of Cottey College. The department maintains responsibility for all facets of media relations, website content, social media, branding, and strategic partnership development. Leadership in the marketing department includes the director of marketing, assistant director of marketing, graphic designer, and videographer/photographer.

Office of Institutional Advancement

The vice president for institutional advancement is the chief development officer of the College and is responsible for overseeing the College's constituency relations and gifting processes and providing alumnae, P.E.O.s, corporations, foundations, and the Nevada community with information about Cottey College and the gift opportunities available as well as manages the Cottey College Alumnae Association (CCAA) Board of Directors. This office is responsible for recording, transmitting, receipting, and acknowledging all gifts to the College. The Office Institutional Advancement is also responsible for alumnae and P.E.O. communications including; alumnae, P.E.O. chapter, and individual campus visits; managing Cottey's presence and materials for P.E.O. use at International Convention; state/provincial/district conventions and chapter meetings; alumnae communications; Cottey alumnae clubs; alumnae social media presence; as well as communications with current legacy students. Additionally, the office oversees engagement events such as Founder's Day Weekend, class reunions, P.E.O. Visit Day, Vacation College, Cottey Seminar, and off-campus College awareness events. Institutional advancement offices include advancement services, alumnae, and P.E.O. communication, development and stewardship, and engagement activities. The Office of Institutional Advancement is located on the first floor of Main Hall.

Physical Plant

The Physical Plant personnel coordinate the operation and maintenance of campus facilities and grounds. The departments of maintenance, grounds, and custodial services are located in the Physical Plant along with the United Parcel Service (UPS) shipping and receiving area. Lost and found items are often submitted to the Physical Plant to be claimed by the owner.

For items that need repairs or maintenance in the residence halls, students may contact the designated hall director to request that a work order be submitted. For emergency repairs such as water leaks, burst pipes, accidental activation of fire alarms due to smoke, or an occurrence that needs immediate attention, students are encouraged to contact the office manager in physical plant by calling ext. 2155 from any campus phone.

During evening hours, students may contact a member of the security personnel by calling ext. 2222 from any campus phone and requesting an escort.

President's Office

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 made by contacting Becky Penn by email at bpenn@cottey.edu or by calling ext. 2111 from any campus phone. The President's Office is located on the second floor of Main Hall, office 200.

Service Center

Hours 9 a.m.-Noon and 1-4 p.m., Monday-Friday

Most services offered by the United States Postal Service, USPS, are available to students in the Service Center. Students may purchase postage, and prepare packages to mail including brown paper; bubble wrap; scissors; tape all free of charge. Student mail is picked up from the post office between 8-9 a.m. and then delivered to each residence hall 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. Mail runs a day behind for all USPS deliveries on campus Monday through Friday (USPS will not be delivered over the weekend).

All residential students are provided a mailbox in their residence halls. Commuter students and Townhome residents' mail that is not addressed to their local mailing address is delivered to the student life mail box; the mail is **not forwarded**. If the commuter student or Townhome resident checks out a mailbox key, the assistant to the vice president for student life delivers mail to their mailbox. A small, letter-sized mailbox is available to commuter students and Townhome residents for no fee issued for the academic year by stopping by the student life office. The student is notified of packages or Cottey Cash to pick up by email or the Cadence text line.

Outgoing mail is picked up in the residence halls Monday through Friday. Packages to be sent by USPS should be taken to the Service Center no later than 3 p.m., Monday through Friday. All campus outgoing USPS mail is gathered at the Service Center and taken to the post office when mail is picked up each day. A change in permanent home address should be reported in writing to the Office of Academic Records.

UPS and FED Ex services are available through the Service Center. UPS packages must meet size and weight specifications; details on these specifications are available at the Service

Center. Shipping charges are paid at the time of shipping and may not be charged to a student's account. Postage may be paid for by cash or check and debit/credit cards are accepted in the business office. UPS packages are delivered directly to each residence hall. The receptionist on duty will notify students who receive packages. The student claims the package in person as a signature is required.

Photocopy machines are available in the Service Center for use by students, organization members, faculty, and staff. Accounts are charged \$.02 a copy for 8.5 x 11 size paper and \$.04 for larger paper; color copies are \$.07 for 8.5 x 11 (two-sided printed in double the price) and \$.10 for larger paper, and personal copies may be paid for at a fee of \$.10 per copy. Other photocopy machines are available for student use, at a minimal charge per copy, in the Library and the student life office located on the second floor of Hinkhouse Center. Students may make copies for student organization-related items such as meeting agendas, minutes, constitutions, and event notices by using a copy code. The Service Center manager issues a copy code to the organization president in the Service Center. When the copy code is used, the copy fees are charged to the student organization's account maintained in the Business Office. Students are expected to comply with all applicable copyright laws.

Print jobs completed by the service center manager may be requested by completing a print requisition signed by the organization's sponsor and submitted 10-12 days in advance of when needed. Printing fees are charged to the organization's account.

Spirit Shop

Students may purchase Cottey apparel and memorabilia at the Cottey Spirit Shop. School supplies, greeting cards, and other gift items are also available. Textbooks for Cottey courses may be ordered from our virtual textbook store through the [Cottey College Online Bookstore](#). eCampus will provide a large selection of new, used, rental, eBook, and Marketplace inventory. The Cottey Spirit Shop is open from 9 a.m. to 4 p.m. Monday through Friday and is located in the lower level of the Chapel in the Susan Bulkeley Butler Center for Campus Life.

Student Life Center

The Student Life Center includes the offices of Campus Activities, Housing, the Athletic Director, and the Office of Student Life. The Student Life Center is located on the second floor of Hinkhouse Center. Other departments under the division of student life include Health and Counseling Services located in the Student Wellness Center, Dining Services located in Robertson Hall, the Chellie Club, and the Spirit Shop, located in the Susan Bulkeley Butler Center for Campus Life.

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, reports to the President, and is the primary administrative advocate for students. The vice president for student life works with students and the College staff to improve the quality of student life. The vice president serves as a co-sponsor of the Student Government Association (SGA).

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 Thanksgiving for \$75 (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 reservations are sold on a first come, first served basis. Students should arrive 30 minutes before 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.

Comet Cards

The Comet Card is used for identification purposes, as appropriate and necessary when entering Raney Dining Room; checking books out in the Library; cashing checks in the business office; charging on an account in the Spirit Shop; borrowing certain pieces of equipment, and scanned at the entrance of campus performances, and verifying student enrollment. Students must provide their name and show their Comet Card when requested by any College employee including security personnel.

The Comet Card is also part of a keycard 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 their 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 Appendix 2 or as described in official notices for special events.

A fee of \$10 is assessed annually for a Comet Card. Comet Cards 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 a Comet Card outside of a building for later use by oneself or others or to possess more than one Comet Card.

Defective cards due to normal wear and tear may be replaced in the Student Life Center in Hinkhouse Center. A fee of \$10 will be charged to replace lost Comet Cards and may be paid at the time of reprinting in the student life office or paid in the business office with the receipt brought to the student life office.

Residential students who lose or misplace their Comet Card should notify the assistant to the vice president for student life at ext. 2126 or by email at swest@cottey.edu immediately. A temporary ID (to access the residence halls, for use in the Library, Raney Dining Room, and to cash checks in the Business Office) may be issued in situations where a student believes the Comet Card is simply misplaced and needs time to locate the card. The temporary card is active for two weeks. At the end of this time period, the lost Comet Cards must be replaced by purchasing a new one.

Commuter 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.

Mailboxes for commuter students' use are located on the second floor of Hinkhouse Center at the west end hallway across from the elevator. Commuter students and residents of Townhomes may request a key for a student mailbox from the assistant to the vice president for student life and sign the mailbox agreement. 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. Meal tickets, purchased at a discounted rate, are available through Dining Services in Raney Dining Room. Commuter students can stay overnight with a friend or classmate in one of the residence halls. The resident must complete the overnight guest form 24 hours prior and submit it to the hall director for approval. Interested commuter students may also be "adopted" by a residence hall suite to facilitate involvement in general student activities.

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 to meet the needs of commuter students.

Cottey Cash

Cottey Cash "dollars" are gift certificates that carry no cash value. Students may use Cottey Cash on campus for purchases in the Chellie Club or Raney Dining Room; to purchase shuttle reservations to the airport; and to pay for event tickets, road trips, or purchases in the Spirit Shop. No credit or change will be given on any unused portion of the certificate. If you have any questions about Cottey Cash, you may contact the assistant to the vice president for student life in the Office of Student Life at 417-667-6333, ext. 2126.

Student Government Association (SGA)

Student Government Association (SGA) meetings are open to all members of the student body. SGA is recognized by the College as the official voice of the student body. Through SGA, students participate in campus government, the management of student activities, and 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.

Traditions

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's life since the early days of the College (Signing of the Cottey Book, Hanging of the Greens, and Founder's Day). Others have been in existence for 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. Each student needs 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. For a list of traditions, see Appendix 3 in this Handbook.

SECTION 4: GENERAL COLLEGE POLICIES

Alcohol

Possession of alcoholic beverages of any kind by students is prohibited on College property, including BIL Hill and the Lodge, as well as in conjunction with College activities (with the exception of the international trip consistent with the laws of the country being visited.) Students may not store alcohol in vehicles parked on College property. Students found in violation of these policies 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 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. Possession, consumption, or distribution of alcoholic beverages (or empty containers) on any part of the campus is a Major Violation, subject to the Major Violation Grievance Procedure.

See also Medical Amnesty and Good Samaritan Policy later in this section.

Anti-Violence Policy

Cottery 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 which intentionally or recklessly threatens, endangers, or causes reasonable apprehension for the health, life, or safety of oneself or other people (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 Cottery's policy regarding 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 (see “Weapons” in the Major Violation subsection of [Student Responsibilities](#)) on campus, at a College facility, or at a College event shall be considered a violation of this policy.
- 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:

- a) Car registration is free; however, all student cars need to be registered and have a parking permit on the front windshield of the car no later than two weeks into each semester. Students who change cars or get a car during a semester must register the car within one week of having the car on campus.
- b) Except for Orientation periods, all cars should be registered with the manager of campus safety, security, and Clery. 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.

Vehicle Parking and Operating Procedures

Purpose

This policy establishes the guidelines for all on-campus vehicle parking, operation, registration, and violations.

General Policy

This policy is designed to outline all vehicle stipulations for employees, students, visitors, and guests of Cottey College, procedures for the registration of vehicles, and issuance of parking permits. The criterion for the allocation of parking spaces and the rules governing the use of such parking spaces is also specified in the procedures below. Cottey College is not and shall not be liable under any circumstances for the loss of or damage to vehicles or contents thereof parked on the Cottey College campus. The College reserves the right to restrict the use of any parking space, area, or surface lot at any time and to temporarily or

permanently relocate permit holders as necessary. Vehicles may be subject to tow, at the owner's expense, and the sole discretion of the College if parked illegally, in violation of policy, or a dangerous manner.

General Procedures

Following are the on-campus vehicle guidelines

- The speed limit in all parking lots is 10 miles per hour (if conditions permit).
- Any motorized vehicle operated on the Cottey College campus is to be operated safely and prudently as outlined in the vehicle laws of the state of Missouri and the operator's manual specific to the vehicle operated.
- Any motorized vehicle, operated or parked on Cottey College property, is required to be licensed, registered, or insured in accordance with the laws of the state of Missouri.
- Vehicles in all lots are restricted to marked, painted parking spaces only. Parking outside of designated parking spaces or along the curbs of landscaped islands or other curbed areas in the parking lots is prohibited. Parked vehicles shall not block drives, crosswalks, or fire hydrants or be parked in such a way as to impede the safe travel of pedestrians or other vehicles.
- Faculty, staff, and student vehicles parked on College property are to be registered and display a Cottey parking permit (unless prior approval is granted by the manager of campus security).
- Vehicles must be parked one per parking space. Vehicles taking up more than one space are subject to disciplinary procedures except for large vehicles, such as moving trucks or vehicles with trailers used for moving, that may have short-term permission to occupy more than one parking space.
- Motorcycles and scooters must be parked on parking lots in marked parking spaces. Parking any motorized vehicle on walkways or other unauthorized areas is prohibited and will be subject to disciplinary action. Riding any motorized vehicle on walkways is prohibited except for mobility devices when operated in accordance with American Disabilities Act guidelines or Cottey-owned vehicles designed for such use.
- No vehicles are to be parked in designated fire lanes or placarded-accessible parking spaces without proper disabled plates or placards displayed.
- Parking marked as reserved or visitor or coned/taped off is designated for a specific use, person, or activity and is restricted to that use and to be only used by that designated person, group, or activity.
- Parking in the Chapel circle drive is limited to 15 minutes.
- All vehicles parked in College lots must be in running condition and be maintained in a condition where they can be safely operated.
- No motorized vehicles are to be parked on or operated in areas not designed for parking use such as fields, grounds, grass, or vegetated areas except as approved by the director of the physical plant or their designee.
- Trailers, campers, etc. are prohibited in College lots, other than for short-term purposes as noted above or with prior approval of campus security personnel.
- Living or sleeping overnight in any vehicle (except for vehicles designed for such purpose and authorized) in any College parking lot is prohibited.

- Temporary parking is permitted in drives and unmarked paved areas for the loading and unloading of vehicles. The owner should place a paper or card on the front dash of such a vehicle with a contact number (cell phone) visible so the College can contact them in the event such a vehicle is blocking access by others.
- No major repairs are to be performed on any vehicle while parked in a campus parking lot. Minor repairs such as changing a tire, changing a battery, jump-starting, or changing a belt are permitted. No vehicles may be left unattended while in an elevated state. Any repairs performed on a vehicle parked on Cottey property will be at the owner's risk and the College is not responsible for any resulting damage or injury from any improper repairs, techniques, tools, or procedures used during the repair.

Parking Permits

- Individuals, students, or employees must complete a registration form to request a parking permit for each vehicle they may drive and park on College property.
- Parking permits do not guarantee parking will be available. Parking permits are a visual confirmation that the vehicle has permission to park on Cottey property.
- Cottey College parking permits are issued so the College can contact the vehicle's owner in the event a vehicle must be moved, is involved in an accident, etc. Permits identify vehicles that have permission to park in designated areas of the College's parking lots.
- Parking registration forms are available online at the owner's MyCottey page.
- Once submitted, the requestor will be advised to pick the permit up at the security office or it will be sent through campus mail to the requestor. Permits will also be available during student orientation at the start of the fall semester.
- The application must be completed in full per the application's instructions.
- When received, the parking permit must be displayed in the designated area (lower corner, passenger side front windshield) of the vehicle so that it may be easily seen by our security member. If alternate permits are issued, the owner will be advised of where to display them.
- Unless otherwise directed, parking is on a first-come basis; the owner may park in any unmarked parking space.

Winter Break and Summer Parking

- Extended parking over the summer and winter break is with prior approval only.
- Students authorized to remain on campus will be permitted to park their vehicles in areas to be designed at that time.
- The request is made through the director of campus security by email. The email will contain vehicle information (make, model, color, license number, and state), the dates it will be parked on campus, the name of the owner, and a contact phone number.
- Vehicles parked for extended periods will be parked in the center parking spots of the Hinkhouse lot.

Guest Parking

- Guests may park in any open, unrestricted parking space. Overnight guests must complete an Overnight Guest Form in the housing department, before parking their vehicle overnight.

Enforcement of Procedures

These procedures are enforced through disciplinary action by authorized College personnel and/or other professionals who may be contracted by the College. Students, faculty, staff, guests, and visitors are expected to adhere to the College Parking Policies to promote the efficient and harmonious environment of our Cottey College community. Failure to follow these procedures can result in suspension, termination, or restriction of campus parking privileges. Questions on any of these policies can be forwarded to the manager of campus safety, security, and Clery by email to Mr. Brett Dawn, bdawn@cottey.edu.

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 winter 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 on campus is licensed and/or performs this service off-campus for pay.

Bullying

Bullying is defined as an unwanted aggressive behavior that involves a real or perceived power imbalance that is repeated or has the potential to be repeated, over time. Bullying includes any intentional electronic (online), written, verbal or physical act or a series of acts directed at another student or students that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity.

Any student involved in bullying will be in violation of the Honor Code and may be at risk for suspension or expulsion from the College.

College Property

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

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 the 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 main level 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.

All persons are required to wear shoes with soles (shoes, flip flops, or 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. Any other exceptions related to co-curricular activities, such as an observance of *One Day Without Shoes* or other awareness activities, 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.

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 substance 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 that 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 or guardians of students under the age of 21 who are alleged to be in violation of this policy. The College may contact parents or guardians 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.

See also Medical Amnesty and Good Samaritan Policy later in this section.

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. The Drug and Alcohol Abuse Prevention Program is available to all students and employees of Cottey College. The program is emailed to the campus community semi-annually, and when all students, faculty, and staff members log onto a campus computer for the first time they are prompted to acknowledge review of the policy. The prevention program is also available at the following link [Drug and Alcohol Abuse Prevention Program](#). 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 students may access their official Cottey email account. Optionally, students may forward their email from the official Cottey email address to another email address of their choice. Students who choose to forward their email to another email address do so at their own risk. Cottey College is not responsible for emails forwarded to any other email address. A student's failure to receive or read official communication sent to the student's official email address promptly 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 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 eLearning 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 from any campus phone.

Emergency Leave from Campus

If an emergency or a death in the family requires a student to leave campus for several days, the student should notify the hall director and the assistant to the vice president for student life before leaving. When appropriate, instructors will be sent a notice concerning the intended absence. It is the student's responsibility to make arrangements for completing all of missed academic work.

Hazing

A person commits the offense of hazing if they knowingly participate in or causes a willful act, occurring on- or off-campus, directed against a student or a prospective member of any organization 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. Consent is not a defense of hazing.

Examples of hazing include:

- 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
- 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
- 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.
- Other acts of hazing include but are not 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 apparel publicly 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 consumption of alcoholic beverages or drugs; and any other activities not consistent with the mission statement of this institution.

Medical Amnesty and Good Samaritan Policy Relating to Alcohol and Drugs

Cottey College considers student health and safety of the utmost importance. As such,

- 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-issued punitive sanctions;
- 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; and
- 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.

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 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, page 80). The College is not responsible for any vehicle, registered or unregistered, or its content while parked on College property; additionally, the College is not 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, a 30-day notice will be given to students before any changes take 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 who want 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 if the individuals giving or receiving instruction may be affiliated with the College.

Professional Conduct and No 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, an 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 their 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 each student and employee should be free to develop fully their potential, neither hindered by artificial barriers nor aided by factors that are not related to merit. Cottey College also prohibits unprofessional conduct and comments even if the conduct or comments do not rise to the level of 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 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 their 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 the use of language that is offensive due to a person's any protected status.

*As a women's institution, Cottey College considers for admission those applicants who indicate a legally-assigned sex of female on their application.

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.

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 their 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.

Showing Movies, TV Programs, and Other Visual Content

When an individual or organization offers to show movies, TV programs, or other content that was rented, borrowed, purchased, or obtained through an online streaming service, usually only the physical copy is obtained and not the underlying copyright rights to the movie. You may watch the movie yourself, with your family, or with a small group of friends, but you do not have the right to show the movie to the "public." In most cases, doing so requires a separate public performance license from the copyright owner. To show a film or video on campus (except when showing it to the students enrolled in a specific educational class with an instructor present) there is an expectation to obtain performance rights for the work. The coordinator of campus activities is available to assist you with the purchase of public performance rights.

Skateboarding and Rollerblading

Skateboarding and rollerblading by students and their accompanied guests are permitted on campus property except for stairways, curbs, rails, tennis courts, inside buildings, and other areas that may be deemed unsafe or that could result in damage to property. Hoverboards 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 regarding 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 others, smoking and the use of other tobacco products are not allowed on the Cottey campus. For 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 and Counseling Services Office located in the Wellness Center on the corners of Austin and Tower Streets. 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 personnel at ext. 2126 for further information.

Solicitation

Solicitation is not permitted on the Cottey campus except for approved student organization fund-raising activities. Inquiries should be directed to the vice president for student life. Salespersons 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 multi-level marketing companies (for example Mary Kay, Young Living, etc.) 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 or Members

Cottey students are prohibited from contacting P.E.O. chapter members to seek 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. Students may request access to their academic records with the 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. Treatment information 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 as follows:

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 condition.
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.
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 are maintained for law enforcement purposes only and are available only to law enforcement officials.

3. Medical, psychiatric, or psychological records are 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, the student should report this information to a resident assistant or hall director as soon as possible. The hall director will have the student complete 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, visitation hours ended for guests, or unregistered guests, are subject to 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 Comet Cards.

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, submit to the Major Violation Grievance Procedure.

Voluntary and Involuntary Methods of Ending Student Enrollment

Students leave Cottey College before 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 180 days but maintain privileges normally reserved for continuing students. This option is described in the Cottey College Catalog.

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 date listed on the academic calendar in the Catalog. Students withdrawing during a semester do not receive academic credit for those courses in which they were enrolled and a grade of W (as defined in the current College Catalog) is 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 before graduation is to leave Cottey after completing a semester. Non-returning students receive academic credit and grades for all completed coursework. 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.

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

- creates an unreasonable risk or danger to the safety of themselves, other students, or College personnel; or,
- 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 information to their supervisor or 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 5: STUDENT RESPONSIBILITIES

INTRODUCTION

As an educational institution, Cottey College has an obligation to provide a physical and intellectual environment where students have the 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 students may 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 abide by the code of behavior that has been designed for the common good of the institution and all of its constituencies.

Scope of the Honor Code and Code of Conduct

Students are 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.

The Honor Code and relevant policies within the Student Handbook apply to the conduct of individual students and student organizations. The scope includes any conduct that occurs on college premises, at a college-sponsored event, or conduct that adversely affects the college community and the pursuit of its mission.

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 become responsible members of the academic community. Students who do not uphold the Honor Code or do not abide by College regulations may face disciplinary actions including dismissal 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 named in a grievance 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 abide by, 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 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. When reviewing Honor Code or policy violations by students, the College will apply a preponderance of evidence standard when making a final determination.

Honor Code/Applicable Disciplinary Policy

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.

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. The exception is the cases concerning academic integrity.

Academic Integrity

The following items are considered examples of academic violations of the Honor Code. These items are not the only academic violations to be considered. If a student is in doubt about some practice, the advisor and/or instructor should be consulted.

1. *Dishonest Preparation of Course Work*

In the preparation of assignments, intellectual honesty demands that a student not copy 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 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 completion of any academic assignment 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 acknowledgment 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 the 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.

With respect to academic integrity concerns, 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 an academic violation of the Honor Code will depend on whether the violation is a single incident or multiple incidents. The result may range from a failing grade on the assignment, a failing grade in the course, or 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 responsible 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 enrollment at Cottey, the vice president, at their 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 reserves the right to expel the student 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. The Academic Appeals Board is 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. The chair will serve in a nonvoting capacity except in cases of a tie vote. If the Chair of the Appeals Board, another faculty member, or a 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 the 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.

Violations of the Law

Alleged violations of federal, state, and local laws may be investigated and addressed under the Honor Code. When an offense occurs over which Cottey College has jurisdiction, the College conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

Cottey College reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint (additional grounds for interim suspension are outlined below). Interim suspensions are imposed until a hearing can be held, typically within two weeks. This hearing may resolve the allegation or may be held to determine if the interim suspension should be continued. The interim suspension may be continued if a danger to the community is posed and Cottey College may be delayed or prevented from conducting its own investigation and resolving the allegation by the pendency of the criminal process. In such cases, the College will only delay its hearing until such time as it can conduct an internal investigation or obtain sufficient information independently or from law enforcement upon which to proceed. Students accused of crimes may request to take a leave from Cottey College until the criminal charges are resolved. In such situations, the College procedure for voluntary leaves of absence is subject to the following conditions:

1. The responding student must comply with all campus investigative efforts that will not prejudice their defense in the criminal trial; and
2. The responding student must comply with all interim actions and/or restrictions imposed during the leave of absence; and
3. The responding student must agree that to be reinstated to active student status, they must first be subject to, and fully cooperate with, the campus conduct process and must comply with all sanctions that are imposed.

Cottey College Campus Guidelines and Rules

Core Values and Behavioral Expectations

The College considers the behavior described in the following sub-sections as inappropriate for the Cottey community and in opposition to the Honor Code set forth in this document. These expectations and rules apply to all students. Cottey College encourages community members to report to College officials all incidents that involve the following actions. Any student found to have committed or to have attempted to commit the following misconduct is subject to the sanctions outlined in this section.

Community Violations

At Cottey College, we recognize that every member of our community has a responsibility to that community. As such, the College has expectations that must be fulfilled for the community to provide the environment necessary to foster student success.

The following is a list of behaviors that could result in a community violation:

1. **Prohibited Items:** The use or possession of prohibited items. Prohibited items include open coil appliances, candles, incense, dartboards, heaters, flammable liquids, fireworks, as well as food or drink in the computer lab or computer suite areas.
2. **Tobacco Products:** Use or possession of smoking or other tobacco-based products including electronic cigarettes, vaping, or other smoking/vaping devices and chewing tobacco. (See page 77) for further information regarding the College's smoke and tobacco-free campus policy.)
3. **Alcohol:** Possession, consumption, or distribution of alcoholic beverages (or empty containers) on any part of the campus including student vehicles. (See page 67 for further information regarding the College's alcohol policy.)
4. **Improper Use of Furniture or Furnishings:** Stacking or disassembling room furniture to make bunk beds out of beds not designed for this type of use or other reasons; removing a mattress from a frame or dismantling the frame; stacking, piling, or removing suite furnishings; or other damaging or destructive treatment or use of the furniture or furnishings.
5. **Noise Violation:** Causing excessive, disruptive noise. Failure to maintain appropriate noise levels in a quiet suite or during quiet hours except as permitted by hall staff.
6. **Automobile Violation:** Failing to register an automobile. Failure to abide by Cottey College policies regarding the use or registration of an automobile. Parking violations. (See page 68) for further information regarding the College's automobile policy.)

7. **Posting Violation:** Displaying obscene or offensive visual materials within a suite or on an outside window. Items pertaining to alcohol, tobacco, or vaping, including neon signs, and other potentially offensive items may not be hung in windows nor can they be visible to the outside through the window.
8. **Improper Cohabitation:** Failure to abide by policies and/or procedures with regard to overnight guests.
9. **Animal Violation:** Allowing an animal into the hall, except as an approved service animal or emotional support animal. Failure to abide by policies and/or procedures in regard to a service animal and/or emotional support animal. (Please see page 26 for further details.) Improper treatment or handling of another person's service animal or emotional support animal.
10. **Improper Exit or Entry/Unauthorized Access:** Setting off a door alarm. Misuse of access privileges to Cottey College residence hall facilities, including unauthorized entry into spaces that are not intended for student use. Unauthorized access to storage, office, mailroom, or kitchen areas.
11. **Safety or Wellness Violation:** Tampering with safety equipment within residence halls including, but not limited to, fire alarms, fire detection/control equipment, emergency alert systems, and locks. Failure to appropriately participate in fire, tornado, or other safety drills and exercises when mandated by housing personnel.
12. **Failure to Abide by Other Housing Policies and Procedures:** Committing any other violation of the rules, policies, procedures, or regulations that are established by the Cottey College housing program. Failure to follow the proper procedures for room changes, check-outs, etc.

Procedure

Any student or College employee may report a community violation. At that time, a hall director or resident assistant should be called to the scene to process the community violation. The responding hall director or resident assistant will then determine if a violation has occurred. This could be determined on the scene or could require the gathering of additional information following the incident. If additional information is needed to make a determination this process will be carried out promptly by the hall director. If it is determined that a community violation has occurred, a warning will be issued with a copy going to the student involved, the hall director (if the offense occurred in a residence hall), and the director of housing.

A first offense for certain community violations will result in a written warning, and depending on the violation, an automatic sanction. Automatic sanctions will be given to students for the following community violations:

- Having food or drink in a computer lab or computer suite—\$25 fine
- Failure to register an automobile—\$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 community violations in an academic year, a grievance will be filed by the director of housing or designee that will include copies of the previous warnings and any statements the student may have submitted in response. Thereafter, the major disciplinary procedure will be followed and the student will be notified by the proper authority concerning further action. A grievance can be filed before three community violations at the director of housing's discretion.

In a situation where a student is apparently responsible for multiple community violations during a single incident or when a student is thought to be responsible for an Honor Code violation and a community violation, no warning will be issued. These situations will be handled as Honor Code violations and may lead to disciplinary action through the Major Violation Grievance Procedure.

Appeal Procedure

Following the receipt of a community violation, a student has the right to appeal by submitting a written notice of appeal. The written notice should include the reason(s) for the appeal and be submitted to the vice president for student life within three school days of receiving the community violation. The following will be considered grounds for appeal:

1. The procedural irregularity that affected the outcome of the matter
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, could affect the outcome of the matter
3. The outcome of the finding was affected by a conflict of interest or bias for or against complainants or respondents.

Upon review of the basis for appeal, the vice president for student life may:

1. Deny the basis for appeal, thereby affirming the finding and the sanction originally determined
2. Upon review of the hearing records
 - a. Affirm the finding and original sanction
 - b. Affirm the finding and modify the sanction
 - c. Dismiss the community violation

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 up to, and including, dismissal from the College:

The following is a list of behaviors, which could result in a major violation:

1. ***Violent or Threatening Behavior:*** 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 another person (s). (See page 68 for further information regarding the College's anti-violence policy.)
2. ***Harassment:*** See professional conduct and no harassment policy on page 76.
3. ***Hazing:*** See page 74 for further information regarding the College's hazing policy.
4. ***Gambling:*** Gambling of any form is not allowed on campus.

5. **Weapons:** 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. Weapons may include but are not limited to, B-B guns, slingshots, martial arts devices, brass knuckles, Bowie knives, daggers or similar knives, switchblades, and tasers. A harmless instrument designed to look like a firearm, weapon, or explosive, which is used by a person to cause fear in or to assault another person, is expressly included within the meaning of firearms, weapons, or explosives. The exception to this policy includes pepper spray or mace carried for personal protection.
6. **Disruptive Behavior:** Obstruction or disruption of teaching, research, administration, disciplinary procedures, or any other College activity. Disruptive behavior also includes turning in a false fire or bomb alarm by any means including a telephone call or by a warning device, 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.
7. **Mistreatment of Animals:** Failure to properly care for a service animal or emotional support animal. Mistreatment of animals on campus includes, but is not limited to, service animals or emotional support animals that are handled by students, faculty, or staff.
8. **Unauthorized Entry or Access:** Unauthorized entry and/or use of College facilities or equipment. Unauthorized use, possession, or duplication of College keys or Comet Cards.
9. **Theft or Vandalism:** Theft, possession of stolen goods, damage, or vandalism to property owned or controlled by the College, local/state municipalities, business establishments, or any person. At their discretion, students alleging theft or vandalism of their property may also report their accusations to the Nevada Police Department. In some cases, the College may also elect to notify the Nevada Police Department.
10. **Falsification or Forgery:** Falsification, forgery, alteration, or use of College documents, records, or instruments of identification with intent to defraud the College.
11. **Drugs:** 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. (Please see page 72 for further information regarding the College's alcohol policy.)
12. **Disorderly/Obscene Conduct or Expression:** Disorderly conduct, disturbing the peace, creating undue noise, or lewd, indecent, or obscene conduct or expression.
13. **Failure to Comply:** 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.
14. **Prohibited Organization:** Participation within any group or program that is prohibited on campus.
15. **Misuse of Resources:** Misuse of computing resources through failure to comply with laws, license agreements, and contracts governing network, software, and hardware use. Abuse of the Cottey computer use policy.

16. **Detrimental Conduct:** Conduct that is detrimental to the image or reputation of the College.
17. **Solicitation:** Solicitation is not permitted on the Cottey campus except for approved student organization fund-raising activities. Solicitation includes the selling of products on campus outside of student organization fundraising initiatives, failure to gain proper approvals for a student organization fundraising initiative, and the solicitation of P.E.O.s.
18. **Abuse of the Conduct Process:** Abuse or interference with, or failure to comply in, Cottey College processes including conduct and academic integrity hearings including, but not limited to, the following:
 - a) Falsification, distortion, or misrepresentation of information
 - b) Failure to provide, destroy, or conceal information during an investigation of an alleged policy violation
 - c) Attempting to discourage an individual's proper participation in, or use of, the campus conduct system
 - d) Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body before, during, and/or following a campus conduct proceeding
 - e) Failure to comply with the sanction(s) or directives imposed by the campus conduct system during or at the conclusion of a conduct investigation
 - f) Failure to comply with an informal resolution agreement
 - g) Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.
19. **Violations of the Law:** Violations of federal and state law and respective county and city ordinances.
20. **Residence Hall Policies:** 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 housing violations.
Other Policies and Procedures: Violation of other published Cottey College policies or rules including all residence hall policies and student organization policies. (See Section 5: Student Responsibilities).
21. **Honor Code Violation:** 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 and thus subject to the major violation disciplinary procedure. This does not include academic elements of the honor code, which are addressed by the academic integrity process on page 84.

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 of prohibited behavior (other than sex- or gender-based misconduct) against students, faculty, and staff. This policy may also be used to assist in the 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 6.

Administrative Hearing

With permission of the vice president for student life or a designee, a student willing to accept responsibility for the alleged behavior may request an administrative hearing 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).

Informal Resolution

An informal resolution may be reached at any point during the information-gathering phase of the major violation procedure. An informal resolution is an agreement between the respondent, complainant, and the vice president for student life or designee. An informal resolution may come as the result of a mediation between the parties or could be developed and agreed upon without the parties ever participating in a mediation. An informal resolution is not an admission of responsibility by the respondent and thus there is no finding of responsibility. The only exception would be if the informal resolution reached between parties includes a stipulation that the respondent admits responsibility.

Judicial Board

The Judicial Board is chaired collaboratively by the vice president for student life and the Student Government Association (SGA) vice president. The vice president for student life is a non-voting member of the board whose role is to assist the SGA vice president in presiding over the disciplinary process and hearing. The Judicial Board's voting members include two students, one faculty member, and one administrative professional. In the event of a tie, the SGA vice president is responsible for casting the final vote.

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 their discretion, may decline to process a non-academic complaint and 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.

Procedure

Any member of the Cottey community, including faculty, staff, and students, may file a grievance against a student who has violated or is allegedly violating the Cottey College Code of Conduct. A grievance must be filed within ten business days of the alleged violation. Grievance procedures are initiated when a member of the Cottey College community brings an alleged violation to the attention of the vice president for student life or the Director of Housing. When necessary, the vice president for student life may also initiate a grievance after becoming aware of a possible Code of Conduct violation.

Following the receipt and initial review of a grievance, the vice president for student life may pursue one of the following options. If necessary, the vice president for student life may meet with the complainant to gather additional information prior to determining a course of action.

1. Initiate the process for review of an alleged major violation.
2. Redirect the grievance into a more appropriate procedure (for example, complaints pertaining to Title IX, academic dishonesty, or that are more appropriately handled through the community violation procedure, etc.)
3. Dismiss the grievance either because the totality of the allegation does not constitute a sanction-worthy offense or the complaint is retaliatory in nature.
4. Require the involved parties to attempt to resolve the matter through mediation or informal resolution prior to the disciplinary process.

The vice president for student life or a designee will review the grievance and at their discretion may allow a student who accepts responsibility for the alleged behavior to request a disciplinary administrative hearing. All other grievances will be resolved through informal resolution between parties or a formal resolution through a Judicial Board hearing.

The major violation grievance procedure is as follows:

1. The vice president for student life will initiate the major violation grievance procedure by notifying the respondent that a grievance has been filed.
2. The vice president for student life, or a designee, will then serve as the investigator and begin the information-gathering phase by meeting with the respondent. During the meeting and throughout the information gathering phase, the vice president for student life or designee will assess the appropriateness of pursuing informal resolution between parties or offering the respondent an administrative hearing (see prior information regarding these outcomes).
 - a. *Please note*—while an informal resolution must be agreed upon between the complainant, respondent, and vice president for student life or designee, an administrative hearing only requires the acceptance of the respondent following the determination by the vice president for student life or designee that it is appropriate given the nature of the grievance. Either an informal resolution or an administrative hearing ends the disciplinary process. There is no appeal or further action available regarding the grievance following that point.
3. Following the initial intake meeting for the respondent, the investigator (vice president for student life or designee) will continue the information-gathering phase of the investigation. During this period, the responsibility falls on each party to provide a statement, any other relevant information, and the names and contact information of any parties with relevant information. When providing the names of parties with relevant information, parties should also articulate why they believe the individual can contribute to the investigative process. The investigator will reach out to parties with relevant information to gather their statements for review.

- a. *Please note*—character statements are not deemed to be pieces of relevant information during a major violation proceeding and thus will not be accepted during the investigative process or during a Judicial Board hearing.
4. Following the information-gathering phase of the process, Judicial Board members will review all materials gathered by the investigator. If a member of the Judicial Board seeks further clarity on any piece of information,
 - a. the investigator follows up on the piece of information or party with relevant information to gather additional clarity or
 - b. ask the party with relevant information to be available for questions during the Judicial Board hearing.
5. The vice president for student life or designee will schedule the hearing. The respondent and complainant will both be notified of the hearing time, date, and location.
6. Individuals present at the hearing will be the board, the complainant, the respondent, and the parties with relevant information who have been summoned by the vice president for student life or designee. Students may not be accompanied or represented by attorneys during hearings; however, prior consultation may be advisable if subsequent criminal prosecution appears likely.
7. The purpose of the judicial board hearing is to provide a fair evaluation of a respondent'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.
8. Following the judicial board hearing, the board will determine whether a finding of "responsible" or "not responsible" will be determined based on the facts presented at the hearing. If multiple violations are reviewed, then it is possible that a respondent may be found responsible for one part of the grievance and not responsible for another.
9. The vice president for student life or designee will promptly notify the student in writing following the Judicial Board's determination. The notification will include whether the respondent was deemed "responsible" or "not responsible," as well as any sanctions.
10. The imposition of all sanctions will be deferred during the pendency of the appeal process, unless, at 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.
11. The accused student has the right to appeal by submitting a written notice of appeal, listing the reason(s) for the appeal, 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. The appeal must be submitted within three days following the determination notification provided by the vice president for student life or designee. 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.
- 12. 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 or
 - b. upon review of the hearing records
 - i. affirm the finding and original sanction or
 - ii. affirm the finding and modify the sanction; or
 - iii. dismiss the case
- 13. 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.
- 14. Following the conclusion of the appeal period or appeal review, should the respondent submit an appeal, the vice president for student life will notify the complainant whether the respondent was found to be responsible or not responsible. Should the complainant be the victim of the major violation, the complainant may also be informed of the status of the students in regard to their enrollment, residency, or other safety measures which have been put into place.

Judicial Board Hearing Procedure

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 their behavior interferes with hearing proceedings. Hearings are not open to the public and disciplinary decisions are normally not publicized. 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 either party 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 allegations.
3. The chairperson asks the respondent for a response to each allegation.
4. The chairperson asks the complainant and then the respondent to make opening statements while highlighting any pertinent information.
5. The members of the board, as well as the complainant and respondent, may then ask questions.
6. The parties with relevant information who have been summoned by the vice president for student life or designee individually provide their statements about the circumstances of the event.

7. The respondent and the complainant may then ask questions of any parties with relevant information. The chairperson will limit questions to matters directly relating to the incident in question and may, at their discretion, terminate the questioning of a party with relevant information if the question is deemed to be intimidation, irrelevant, or inappropriate.
8. The complainant and respondent each present their closing comments.
9. The board may recall anyone at any time during the hearing for clarification of statements.
10. All non-Judicial Board members are dismissed and the board enters a closed session. This deliberation is not recorded. The board determines whether the respondent 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. Following the conclusion of the hearing the vice president for student life or designee will prepare a determination letter to be sent to the respondent.

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.

In administrative and judicial board hearings there is always an effort made to be 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 become responsible members of the College community. One or more of the following sanctions may be imposed upon any student for a violation of the College's Honor Code including community violations and major violations.

1. **Warning:** An official written notice that the student has violated Cottey College policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the College.
2. **Restitution:** Compensation for damage caused to the College or any person's property, which might include situations such as failure to return a reserved space to the proper condition – labor costs, and expenses. This is not a fine; rather, it is a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.
3. **Fines:** Reasonable fines may be imposed.
4. **Community/Cottey College Service Requirements:** For a student or organization to complete a specific supervised Cottey College or community service.
5. **Loss of Privileges:** The student will be denied specified privileges for a designated period of time.

6. **Confiscation of Prohibited Property:** Items whose presence is in violation of Cottey College policy will be confiscated and will become the property of the College. Prohibited items may be returned to the owner at the discretion of the vice president for student life or designee.
7. **Behavioral Requirement:** Requirements may include, but not be limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.
8. **Education Program:** Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. The audience may be restricted.
9. **Restriction of Visitation Privileges:** May be imposed on a resident or non-resident student. The parameters of the restriction will be specified.
10. **Cottey College Housing Probation:** Official notice that, should further policy violations occur during a specified probationary period, the student may immediately be removed from Cottey College housing. Regular probationary meetings may also be imposed.
11. **Cottey College Housing Reassignment:** Reassignment to another Cottey College housing room, suite, or facility. The director of housing will decide on the reassignment details.
12. **Cottey College Housing Suspension:** Removal from Cottey College housing for a specified period of time after which the student is eligible to return. Conditions for re-admission to Cottey College housing may be specified. Under this sanction, a student is required to vacate Cottey College housing within 24 hours of notification of the action, though this deadline may be extended upon application to and at the discretion of the vice president for student life or designee. This sanction may be enforced with a trespass action if deemed necessary. Prior to reapplication for Cottey College housing, the student must gain permission from the vice president for student life or designee. This sanction may include restrictions on visitation to specified buildings or all College housing during the suspension.
13. **Cottey College Housing Expulsion:** The student's privilege to live in or visit any Cottey College housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.
14. **Cottey College Probation:** The student is put on official notice that, should further violations of Cottey College policies occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed.
15. **Eligibility Restriction:** The student is deemed "not in good standing" with the College for a specified period of time. Specific limitations or exceptions may be granted by the vice president for student life and terms of this conduct sanction may include but are not limited to, the following:
 - a) Ineligibility to hold any office in any student organization recognized by the College or hold an elected or appointed office at Cottey College
 - b) Ineligibility to represent Cottey College to anyone outside the Cottey College community in any way including participating in the study abroad or international experience program, attending conferences, or representing

Cottey College at an official function, event, or intercollegiate competition as a player, manager, or student coach, etc.

16. **Cottey College Suspension:** Separation from Cottey College for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. 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. During the suspension period, the student is banned from Cottey College property, functions, events, and activities without prior written approval from the vice president for student life. This sanction may be enforced with a trespass action as necessary. 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.
17. **Cottey College Expulsion:** Permanent separation from Cottey College. The student is banned from Cottey College property, and the student's presence at any Cottey College-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary. This sanction will be noted as a Conduct Expulsion on the student's official academic transcript.
18. **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 are 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 privately and confidentially. 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 4.) 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."
19. **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.
20. **Other Sanctions:** Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the vice president for student life or designee.

The following sanctions may be imposed upon groups or organizations found to have violated the Honor Code, and other Cottey College policies:

1. One or more of the sanctions listed above and/or
2. Deactivation, de-recognition, and loss of all privileges (including status as a Cottey College registered group/organization), for a specified period of time.

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 grievance and shall have a right to present a defense, as well as present any other parties with relevant information, 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 she/he determines to be appropriate. No appeal to the President's decision may be made; 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 6: TITLE IX

COTTEY COLLEGE TITLE IX POLICY

POLICY: Sexual Harassment, Including Sexual Assault, Dating Violence, Domestic Violence, Stalking, and Retaliation

Glossary

- *Advisor* means a person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at the hearing, if any.
- *Complainant* means an individual who is alleged to be the victim of conduct that could be sexual harassment based on a protected class; or retaliation for engaging in a protected activity.
- *Complaint (formal)* means a document submitted or signed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment or retaliation for engaging in a protected activity against a Respondent and requesting that the recipient investigate the allegation.
- *Confidential Resource* means an employee who is not a Mandated Reporter of notice of harassment and/or retaliation (irrespective of Clery Act Campus Security Authority status).
- *Day* means a business day when Cottey is in normal operation.
- *Education program or activity* means locations, events, or circumstances where Cottey exercises substantial control over both the Respondent and the context in which the sexual harassment occurs and also includes any building owned or controlled by a student organization that is officially recognized by Cottey.
- *Final Determination*: A conclusion by preponderance of the evidence that the alleged conduct did or did not violate policy.
- *Finding*: A conclusion by preponderance of the evidence that the conduct did or did not occur as alleged (as in a “finding of fact”).
- *Formal Grievance Process* means “Process A,” a method of formal resolution designated by the recipient to address conduct that falls within the policies included below, and which complies with the requirements of the Title IX regulations (34 CFR §106.45).

- *Grievance Process Pool* includes any investigators, hearing officers, appeal officers, and Advisors who may perform any or all of these roles (though not at the same time or with respect to the same case).
- *Panel* refers to those who have decision-making and sanctioning authority within Cottey's Formal Grievance process.
- *Investigator* means the person or persons charged by Cottey with gathering facts about an alleged violation of this Policy, assessing relevance and credibility, synthesizing the evidence, and compiling this information into an investigation report and file of directly related evidence.
- *Mandated Reporter* means an employee of Cottey who is obligated by policy to share knowledge, notice, and/or reports of harassment and/or retaliation with the Title IX Coordinator or Deputy Title IX Coordinators.
- *Notice* means that an employee, student, or third party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct.
- *Official with Authority* (OWA) means an employee of Cottey explicitly vested with the responsibility to implement corrective measures for sexual harassment and/or retaliation on behalf of Cottey.
- *Parties* include the Complainant(s) and Respondent(s), collectively.
- *Process A* means the Formal Grievance Process detailed below and defined above.
- *Cottey* means a postsecondary education program that is a recipient of federal funding.
- *Remedies* are post-finding actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to Cottey's educational program.
- *Respondent* means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment or retaliation for engaging in a protected activity.
- *Resolution* means the result of an informal or Formal Grievance Process.
- *Sanction* means a consequence imposed by Cottey on a Respondent who is found to have violated this policy.

- *Sexual Harassment* is the umbrella category including the offenses of sexual harassment, sexual assault, stalking, dating violence, and domestic violence. [See Section 17.b.](#), for greater detail.
- *Title IX Coordinator* is at least one official designated by Cottey to ensure compliance with Title IX and Cottey's Title IX program. References to the Coordinator throughout this policy may also encompass a designee of the Coordinator for specific tasks.
- *Title IX Team* refers to the Title IX Coordinator, any deputy coordinators, and any member of the Grievance Process Pool.

Rationale for Policy

Cottey is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities that are free from sexual harassment and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity,

Cottey has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in alleged sexual harassment or retaliation. Cottey values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

Applicable Scope

The core purpose of this policy is the prohibition of sexual harassment and retaliation. When an alleged violation of this policy is reported, the allegations are subject to resolution using Cottey's Title IX Policy or other College policy as determined by the Title IX Coordinator, and as detailed below.

When the Respondent is a member of the Cottey community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the Cottey community. This community includes, but is not limited to, students,¹ student organizations, faculty, administrators, staff, and third parties such as guests, visitors, volunteers, invitees, and campers.

The procedures below may be applied to incidents, to patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with this policy.

¹ For the purpose of this policy, Cottey defines "student" as any individual who has accepted an offer of admission, or who is registered or enrolled for credit or non-credit bearing coursework, and who maintains an ongoing relationship with Cottey.

Title IX Coordinator

The director of human resources serves as the Title IX Coordinator and oversees the implementation of this policy. The Title IX Coordinator has the primary responsibility for coordinating Cottey's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent sexual harassment, and retaliation prohibited under this policy.

Independence and Conflict-of-Interest

The Title IX Coordinator manages the Title IX Team and acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy and these procedures.

The members of the Title IX Team are vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally.

To raise any concern involving bias or conflict of interest by the Title IX Coordinator, contact the President of the College. Concerns of bias or a potential conflict of interest by any other Title IX Team member should be raised with the Title IX Coordinator.

Reports of misconduct committed by the Title IX Coordinator should be reported to the President of Cottey. Reports of misconduct committed by any other Title IX Team member should be reported to the Title IX Coordinator.

Administrative Contact Information

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made internally to:

McGee Stoller

Director of Human Resources and Title IX Coordinator

Office of Human Resources

Main Hall, 1000 W. Austin Blvd., Nevada, MO, 64772

(417) 667-8181, extension 2103

Email: titleix@cottey.edu

Web: <https://cottey.edu/contact-information/consumer-information/title-ix-policies/>

Landon Adams, Ed.D.

Vice President for Student Life; Deputy Title IX Coordinator

Hinkhouse Center, 1000 W. Austin Blvd., Nevada, MO, 64772

(417) 667-8181, extension 2126

Jill Compton, Ph.D.

Assistant Vice President for Academic Affairs; Deputy Title IX Coordinator

Rubie Burton Academic Center, 1000 W. Austin Blvd., Nevada, MO, 64772

(417) 667-8181, extension 2244

Brett Dawn

Manager of Campus Safety, Security, and Clery; Deputy Title IX Coordinator

Hinkhouse Center, 1000 W. Austin Blvd., Nevada, MO, 64772

(417) 667-8181, extension 2292

The following are also members of the Cottey Title IX team, these individuals are available to serve as advisors or hearing panelists.

Christi Ellis - Associate Vice President for Institutional Advancement

Staci Keys - Director of Gratitude and Stewardship

April Mosher - Executive Chef and Director of Dining Services

Meghan Vincent - Coordinator for Residence Life/Reeves Hall Director

Cindy Spencer – Director of Housing

Courtney Trautweiler – Director of the Library

Todd Hefner – Director of Physical Plant

Heather English – Student Disability Support and Student Success Coordinator

Cottey has also classified many employees as mandated reporters. Should these individuals obtain any knowledge that a member of the community is experiencing sexual harassment and/or retaliation they are obligated to report the matter to the Title IX Coordinator or a Deputy Title IX Coordinator.

The section below on Mandated Reporting details which employees have this responsibility and their duties, accordingly.

Mandated Reporters:

- Title IX Coordinator
- Manager of Campus Safety, Security, and Clery
- Security Officers
- President
- Vice Presidents
- Assistant Vice President for Academic Affairs
- Director of Housing
- Hall Directors
- Athletic Director

Inquiries may be made externally to:

Office for Civil Rights (OCR)

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-1100

Customer Service Hotline #: (800) 421-3481

Facsimile: (202) 453-6012

TDD#: (877) 521-2172

Email: OCR@ed.gov

Web: <http://www.ed.gov/ocr>

For complaints involving employees: [Equal Employment Opportunity Commission](#) (EEOC).

Notice/Complaints of Sexual Harassment and/or Retaliation

Notice or complaints of sexual harassment and/or retaliation may be made using any of the following options:

1) File a complaint with, or give verbal notice to, the Title IX Coordinator or a Deputy Coordinator (McGee Stoller, Title IX Coordinator, Main Hall, 417-667-8181, ext. 2103, titleix@cottey.edu). Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator or any other official listed.

[2) Report online, using the reporting form posted at <https://cottey.edu/contact-information/consumer-information/title-ix-policies/>. Anonymous reports are accepted but can give rise to a need to investigate. Cottey tries to provide supportive measures to all Complainants, which is impossible with an anonymous report. Because reporting carries no obligation to initiate a formal response, and as Cottey respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear a loss of privacy by making a report that allows Cottey to discuss and/or provide supportive measures.]ⁱ

A Formal Complaint means a document submitted or signed by the Complainant or signed by the Title IX Coordinator alleging a policy violation by a Respondent and requesting that Cottey investigate the allegation(s).

A complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information in the section immediately above, or as described in this section. As used in this paragraph, the phrase “document filed by a Complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by Cottey) that contains the Complainant’s physical or digital signature, or otherwise indicates that the Complainant is the person filing the complaint, and requests that Cottey investigate the allegations.

If notice is submitted in a form that does not meet this standard, the Title IX Coordinator will contact the Complainant to ensure that it is filed correctly.

Supportive Measures

Cottey will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged sexual harassment and/or retaliation.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to Cottey’s education program or activity, including measures designed to protect the safety of all parties or Cottey’s educational environment, and/or deter sexual harassment and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice of a complaint. At the time that supportive measures are offered, Cottey will inform the Complainant, in writing, that they may file a formal complaint with Cottey either at that time or in the future if they have not done so already.

The Title IX Coordinator works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

Cottey will maintain the confidentiality of the supportive measures, provided that privacy does not impair Cottey's ability to provide the supportive measures. Cottey will act to ensure as minimal an academic impact on the parties as possible.

Cottey will implement measures in a way that does not unreasonably burden the other party.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Implementing contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Trespass, Persona Non Grata (PNG), or Be-On-the-Lookout (BOLO) orders
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no-contact orders will be referred to the appropriate student or employee conduct processes for enforcement.

Emergency Removal

Cottey can act to remove a student Respondent entirely or partially from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal.

This risk analysis is performed by the Cottey Outreach and Response Team (CORT) using its standard objective violence risk assessment procedures.

In all cases in which an emergency removal is imposed, the student will be given notice of the action and the option to request to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show why the action/removal should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate.

When this meeting is not requested in a timely manner, objections to the emergency removal will be deemed waived.

A Complainant and their Advisor may be permitted to participate in this meeting if the Title IX Coordinator determines it is equitable to do so.

This section also applies to any restrictions that a coach or athletic administrator may place on a student-athlete arising from allegations related to Title IX. There is no appeal process for emergency removal decisions.

A Respondent may be accompanied by an Advisor of their choice when meeting with the Title IX Coordinator for the show cause meeting. The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation.

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion.

Cottey will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions could include, but are not limited to: removing a student from a residence hall, temporarily reassigning an employee, restricting a student's or employee's access to or use of facilities or equipment, allowing a student to withdraw or take grades of incomplete without financial penalty, authorizing an administrative leave, and suspending a student's participation in extracurricular activities, student employment, student organizational leadership, or intercollegiate/intramural athletics.

At the discretion of the Title IX Coordinator, alternative coursework options may be pursued to ensure as minimal an academic impact as possible on the parties.

Where the Respondent is an employee, existing provisions for interim action are applicable.

Promptness

All allegations are acted upon promptly by Cottey once it has received notice of a formal complaint. Typically, complaints can take 60-90 business days to resolve. There are always exceptions and extenuating circumstances that can cause a resolution to take longer, but Cottey will avoid all undue delays within its control.

Privacy

Every effort is made by Cottey to preserve the privacy of reports.² Cottey will not share the identity of any individual who has made a report or complaint of harassment or retaliation; any Complainant, any individual who has been reported to be the perpetrator of sexual harassment or retaliation, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.

Cottey reserves the right to determine which Cottey officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

Only a small group of officials who need to know will typically be told about the complaint, including but not limited to: the Title IX Coordinator, Deputy Title IX Coordinator(s), student life office designee, Cottey safety office designee, and in some cases the Cottey Outreach and Response Team.

Information will be shared as necessary with Investigators, Hearing Panel members, witnesses, and the parties. Additionally, some information may need to be shared in order to enact supportive measures for the Parties. The circle of people with this knowledge will be kept as tight as possible to preserve the parties' rights and privacy.

Cottey may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk but will usually consult with the student first before doing so.

² For the purpose of this policy, privacy and confidentiality have distinct meanings. **Privacy** means that information related to a complaint will be shared with a limited number of Cottey employees who "need to know" in order to assist in the assessment, investigation, and resolution of the report. All employees who are involved in Cottey's response to notice under this policy receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law. The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act ("FERPA"), as outlined in Cottey's Student Records Policy. The privacy of employee records will be protected in accordance with Human Resources policies. **Confidentiality** exists in the context of laws that protect certain relationships, including those who provide services related to medical and clinical care, mental health providers, counselors, and ordained clergy. The law creates a privilege between certain health care providers, mental health care providers, attorneys, clergy, spouses, and others, with their patients, clients, parishioners, and spouses. Cottey has designated individuals who have the ability to have privileged communications as Confidential Resources. When information is shared by a Complainant with a Confidential Resource, the Confidential Resource cannot reveal the information to any third party except when an applicable law or a court order requires or permits disclosure of such information. For example, information may be disclosed when: (i) the individual gives written consent for its disclosure; (ii) there is a concern that the individual will likely cause serious physical harm to self or others; or (iii) the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18, elders, or individuals with disabilities. Non-identifiable information may be shared by Confidential Resources for statistical tracking purposes as required by the federal Clery Act. Other information may be shared as required by law.

Confidentiality and mandated reporting are addressed more specifically [below](#).

Jurisdiction of Cottey

This policy applies to the education program and activities of Cottey. This includes conduct that takes place on the campus or on property owned or controlled by Cottey, at Cottey-sponsored events, or in buildings owned or controlled by Cottey's recognized student organizations. The Respondent must be a member of Cottey's community in order for its policies to apply.

This policy can also be applicable to the effects of off-campus misconduct that effectively deprive someone of access to Cottey's educational program. The recipient may also extend jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator determines that the conduct affects a substantial Cottey interest.

Regardless of where the conduct occurred, Cottey will address notice/complaints to determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off-campus sponsored program or activity. A substantial Cottey interest includes:

- a. Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;
- b. Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student or other individual;
- c. Any situation that significantly impinges upon the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social disorder; and/or
- d. Any situation that is detrimental to the educational interests or mission of Cottey.

If the Respondent is unknown or is not a member of the Cottey community, the Title IX Coordinator will assist the Complainant in identifying appropriate campus and local resources, as well as support options and/or, when criminal conduct is alleged, in contacting local or campus law enforcement if the individual would like to file a police report.

Further, even when the Respondent is not a member of Cottey's community, supportive measures, remedies, and resources may be accessible to the Complainant by contacting the Title IX Coordinator.

In addition, Cottey may take other actions as appropriate to protect the Complainant against third parties, such as barring individuals from Cottey property and/or events.

All vendors serving Cottey through third-party contracts are subject to the policies and procedures of their employers or to these policies and procedures to which their employer has agreed to be bound by their contracts.

When the Respondent is enrolled in or employed by another institution, the Title IX Coordinator can assist the Complainant in liaising with the appropriate individual at that institution, as it may be possible to allege violations through that institution's policies.

Similarly, the Title IX Coordinator may be able to assist and support a student or employee Complainant who experiences sexual harassment or retaliation in an externship, study abroad program, or other environment external to Cottey where sexual harassment policies and procedures of the facilitating or host organization may give recourse to the Complainant.

Time Limits on Reporting

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to Cottey's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer supportive measures, and/or remedies, and/or engage in informal or formal action, as appropriate.

Online Sexual Harassment and/or Retaliation

The policies of Cottey are written and interpreted broadly to include online manifestations of any of the behaviors prohibited below when those behaviors occur in or have an effect on Cottey's education program and activities or use of Cottey networks, technology, or equipment.

Although Cottey may not control websites, social media, and other venues in which harassing communications are made, when such communications are reported to Cottey, it will engage in a variety of means to address and mitigate the effects.

Members of the community are encouraged to be good digital citizens and to refrain from online misconduct, such as feeding anonymous gossip sites, sharing inappropriate content via social media, unwelcome sexual or sex-based messaging, distributing or threatening to distribute revenge pornography, breaches of privacy, or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of Cottey community.

Policy on Nondiscrimination

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 admission of applicants, school-administrated 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, spirituality, sex*, gender presentation, or any other status protected by law.

*As a women's institution, Cottey College considers for admission those applicants who indicate a legally-assigned sex of female on their application.

Definition of Sexual Harassment

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of Missouri regard Sexual Harassment as an unlawful discriminatory practice.

Cottey has adopted the following definition of Sexual Harassment in order to address the unique environment of an academic community.

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

Sexual Harassment, as an umbrella category, includes the actual or attempted offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

Conduct on the basis of sex or that is sexual that satisfies one or more of the following:

1. Quid Pro Quo:
 - a. an employee of the recipient,
 - b. conditions³ the provision of an aid, benefit, or service of the recipient,
 - c. on an individual's participation in unwelcome sexual conduct.
2. Sexual Harassment:
 - a. unwelcome conduct,
 - b. determined by a reasonable person,
 - c. to be so severe, and
 - d. pervasive, and,
 - e. objectively offensive,
 - f. that it effectively denies a person equal access to Cottey's education program or activity.⁴

³ Implicitly or explicitly.

⁴ Unwelcomeness is subjective and determined by the Complainant (except when the Complainant is younger than the age of consent). Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances ("in the shoes of the Complainant"), including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

3. Sexual assault, defined as:
- Sex Offenses, Forcible: Any sexual act⁵ directed against another person⁶,
 - without the consent of the Complainant,
 - including instances in which the Complainant is incapable of giving consent.
- b. Sex Offenses, Non-forcible:
- Incest:
 - 1) Non-forcible sexual intercourse,
 - 2) between persons who are related to each other,
 - 3) within the degrees wherein marriage is prohibited by Missouri law.
 - Statutory Rape:
 - 1) Non-forcible sexual intercourse,
 - 2) with a person who is under the statutory age of consent of seventeen (17).

⁵ Sexual acts include:

Forcible Rape:

- Penetration,
- no matter how slight,
- of the vagina or anus with any body part or object, or
- oral penetration by a sex organ of another person,
- without the consent of the Complainant.

Forcible Sodomy:

- Oral or anal sexual intercourse with another person,
- forcibly,
- and/or against that person's will (non-consensually), or
- not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age[#] or because of temporary or permanent mental or physical incapacity.

Sexual Assault with an Object:

- The use of an object or instrument to penetrate,
- however slightly,
- the genital or anal opening of the body of another person,
- forcibly,
- and/or against that person's will (non-consensually),
- or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Forcible Fondling:

- The touching of the private body parts of another person (buttocks, groin, breasts),
- for the purpose of sexual gratification,
- forcibly,
- and/or against that person's will (non-consensually),
- or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

⁶ This would include having another person touch you sexually, forcibly, or without their consent.

4. Dating Violence, is defined as:
 - a. violence,
 - b. on the basis of sex,
 - c. committed by a person,
 - d. who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
 - i. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
 - ii. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - iii. Dating violence does not include acts covered under the definition of domestic violence.
5. Domestic Violence, defined as:
 - a. violence,
 - b. on the basis of sex,
 - c. committed by a current or former spouse or intimate partner of the Complainant,
 - d. by a person with whom the Complainant shares a child in common, or
 - e. by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
 - f. by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Missouri, or
 - g. by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Missouri.

*To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

6. Stalking, defined as:
 - a. engaging in a course of conduct,
 - b. on the basis of sex,
 - c. directed at a specific person, that
 - i. would cause a reasonable person to fear for the person's safety, or
 - ii. the safety of others; or
 - iii. Suffer substantial emotional distress.For the purposes of this definition—
 - i. Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means,

- follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- ii. Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
 - iii. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Cottey reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any offense under this policy.

Force, Coercion, Consent, and Incapacitation

As used in the offenses above, the following definitions and understandings apply:

Force: Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., "Have sex with me or I'll hit you," "Okay, don't hit me, I'll do what you want.").

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

Coercion: Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Consent is:

- knowing, and
- voluntary, and
- clear permission
- by word or action
- to engage in sexual activity.

Individuals may experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on Cottey to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

Consent in relationships must also be considered in context. When parties consent to BDSM⁷ or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying “no” may be part of the kink and thus consensual, so Cottey’s evaluation of communication in kink situations should be guided by reasonableness, rather than strict adherence to policy that assumes non-kink relationships as a default.

Incapacitation: A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. As stated above, a Respondent violates this policy if they engage in sexual activity with someone who is incapable of giving consent.

It is a defense to a sexual assault policy violation that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. “Should have known” is an objective, reasonable person standard that assumes that a reasonable person is both sober and exercising sound judgment.

Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction).

Incapacitation is determined through consideration of all relevant indicators of an individual’s state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

⁷ Bondage, discipline/dominance, submission/sadism, and masochism.

This policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs.

Retaliation

Protected activity under this policy includes reporting an incident that may implicate this policy, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. Cottey will take all appropriate and available steps to protect individuals who fear that they may be subjected to retaliation.

Cottey and any member of Cottey's community are prohibited from taking materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.

The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

Mandated Reporting

Many of Cottey's employees (faculty, staff, administrators) are expected to report actual or suspected sexual harassment or retaliation to appropriate officials immediately, though there are some limited exceptions.

To make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality and are not required to report actual or suspected sexual harassment or retaliation. They may offer options and resources without any obligation to inform an outside agency or campus official unless a Complainant has requested the information be shared.

If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report crimes and/or policy violations, and these employees will immediately pass reports to the Title IX Coordinator

(and/or police, if desired by the Complainant), who will take action when an incident is reported to them.

The following sections describe the reporting options at Cottey for a Complainant or third-party (including parents/guardians when appropriate):

Confidential Resources

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with:

- Jeanna Simpson or Blaklee Sanders, Counselors
- Robin Connor, Student Health Office Manager
- Gracie Pesicka, Athletic Trainer
- Cottey's Contracted Medical Providers
- Off-campus (non-employees):
 - o Licensed professional counselors and other medical providers
 - o Local rape crisis counselors
 - o Domestic violence resources
 - o Local or state assistance agencies
 - o Clergy/Chaplains
 - o Attorneys

All of the above-listed individuals will maintain confidentiality when acting under the scope of their licensure, professional ethics, and/or professional credentials, except in extreme cases of immediacy of threat or danger or abuse of a minor or when required to disclose by law or court order.

Campus counselors are available for students to help free of charge and may be consulted on an emergency basis during normal business hours. The Employee Assistance Program (EAP) is available for employees.

Employees who are confidential and who receive reports within the scope of their confidential roles will timely submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client, patient, or parishioner.

Anonymous Notice to Mandated Reporters

At the request of a Complainant, notice may be given by a Mandated Reporter to the Title IX Coordinator anonymously, without identification of the Complainant. The Mandated Reporter cannot remain anonymous themselves.

If a Complainant has requested that a Mandated Reporter maintain the Complainant's anonymity, the Mandated Reporter may do so unless it is reasonable to believe that a compelling threat to health or safety could exist. The Mandated Reporter can consult with the Title IX Coordinator on that assessment without revealing personally identifiable information.

Anonymous notice will be investigated by Cottey to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided.

However, anonymous notice typically limits Cottey's ability to investigate, respond, and provide remedies, depending on what information is shared.

When a Complainant has made a request for anonymity, the Complainant's personally identifiable information may be withheld by a Mandated Reporter, but all other details must be shared with the Title IX Coordinator. Mandated reporters may not be able to maintain requests for anonymity for Complainants who are minors, elderly, and/or disabled, depending on state reporting of abuse requirements.

Mandated Reporters and Formal Notice/Complaints

Many employees of Cottey are Mandated Reporters and must promptly share with the Title IX Coordinator all known details of a report made to them in the course of their employment.

Employees designated as mandatory reporters must also promptly share all details of behaviors under this policy that they observe or have knowledge of, even if not reported to them by a Complainant or third party.

Complainants may want to carefully consider whether they share personally identifiable details with non-confidential Mandated Reporters, as those details must be shared with the Title IX Coordinator.

Generally, disclosures in climate surveys, classroom writing assignments or discussions, human subjects research, or at events such as "Take Back the Night" marches or speak-outs do not provide notice that must be reported to the Coordinator by employees unless the Complainant clearly indicates that they desire a report to be made or seek a specific response from Cottey.

Supportive measures may be offered as the result of such disclosures without formal Cottey action.

Failure of a Mandated Reporter, as described above in this section, to report an incident of sexual harassment or retaliation of which they become aware is a violation of Cottey policy and can be subject to disciplinary action for failure to comply.

Though this may seem obvious, when a Mandated Reporter is engaged in harassment or other violations of this policy, they still have a duty to report their own misconduct, though Cottey is technically not on notice when a harasser is also a Mandated Reporter unless the harasser does, in fact, report themselves.

Finally, it is important to clarify that a Mandated Reporter who is themselves a target of harassment or other misconduct under this policy is not required to report their own experience, though they are, of course, encouraged to do so.

When a Complainant Does Not Wish to Proceed

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law.

The Title IX Coordinator has ultimate discretion over whether Cottey proceeds when the Complainant does not wish to do so, and the Title IX Coordinator may sign a formal complaint to initiate a grievance process upon completion of an appropriate violence risk assessment.

The Title IX Coordinator's decision should be based on results of the violence risk assessment that show a compelling risk to health and/or safety that requires Cottey to pursue formal action to protect the community.

A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence. Cottey may be compelled to act on alleged employee misconduct irrespective of a Complainant's wishes.

The Title IX Coordinator must also consider the effect that non-participation by the Complainant may have on the availability of evidence and Cottey's ability to pursue a Formal Grievance Process fairly and effectively.

When the Title IX Coordinator executes the written complaint, they do not become the Complainant. The Complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this policy.

When Cottey proceeds, the Complainant (or their Advisor) may have as much or as little involvement in the process as they wish. The Complainant retains all rights of a Complainant under this Policy irrespective of their level of participation. Typically, when the Complainant chooses not to participate, the Advisor may be appointed as proxy for the Complainant throughout the process, acting to ensure and protect the rights of the Complainant, though this does not extend to the provision of evidence or testimony.

Note that Cottey's ability to remedy and respond to notice may be limited if the Complainant does not want Cottey to proceed with an investigation and/or grievance process. The goal is to provide the Complainant with as much control over the process as possible while balancing Cottey's obligation to protect its community.

In cases in which the Complainant requests confidentiality/no formal action and the circumstances allow Cottey to honor that request, Cottey will offer informal resolution

options (see below), supportive measures, and remedies to the Complainant and the community, but will not otherwise pursue formal action.

If the Complainant elects to take no action, they can change that decision if they decide to pursue a formal complaint at a later date. Upon making a formal complaint, a Complainant has the right and can expect, to have allegations taken seriously by Cottey, and to have the incidents investigated and properly resolved through these procedures. Please consider that delays may cause limitations on access to evidence, or present issues with respect to the status of the parties.

Federal Timely Warning Obligations

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, Cottey must issue timely warnings for incidents reported to them that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

Cottey will ensure that a Complainant's name and other identifying information are not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

False Allegations and Evidence

Deliberately false and/or malicious accusations under this policy are serious offenses and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a policy violation determination.

Additionally, witnesses and parties knowingly providing false evidence, tampering with or destroying evidence, or deliberately misleading an official conducting an investigation can be subject to discipline under Cottey policy.

Amnesty for Complainants and Witnesses

Cottey community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to Cottey officials or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the Cottey community that Complainants choose to report misconduct to Cottey officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, Cottey maintains a policy of offering parties and witnesses amnesty from some policy violations – such as underage consumption of alcohol or the use of illicit drugs – related to the incident.

Amnesty does not apply to more serious allegations such as physical abuse of another or illicit drug distribution. The decision not to offer amnesty is based on neither sex nor gender, but on the fact that collateral misconduct is typically addressed for all students within a progressive discipline system, and the rationale for amnesty – the incentive to report serious misconduct – is rarely applicable to Respondent with respect to a Complainant.

Students: Sometimes, students are hesitant to assist others for fear that they may get in trouble themselves (for example, an underage student who has been drinking or using marijuana might hesitate to help take an individual who has experienced sexual assault to the Campus Police).

Cotter maintains a policy of amnesty for students who offer help to others in need.

Federal Statistical Reporting Obligations

Certain campus officials – those deemed Campus Security Authorities – have a duty to report the following for federal statistical reporting purposes (Clery Act):

- a) All “primary crimes,” which include homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
- b) Hate crimes, which include any bias-motivated primary crime as well as any bias-motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property;
- c) VAWA-based crimes,⁸ which include sexual assault, domestic violence, dating violence, and stalking; and
- d) Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug abuse-related law violations.

All personally identifiable information is kept private, but statistical information must be shared with the Campus Safety Office regarding the type of incident and its general location (on or off-campus or in the surrounding area, but no addresses are given) for publication in the Annual Security Report and daily campus crime log.

Campus Security Authorities include: All mandated reporters, coaches, sponsors of clubs and organizations, hall directors, resident assistants (R.A.s), hall receptionists, and faculty and staff accompanying students on overnight trips.

⁸ VAWA is the Violence Against Women Act, enacted in 1994 codified in part at 42 U.S.C. sections 13701 through 14040.

INTERIM RESOLUTION PROCESS FOR ALLEGED VIOLATIONS OF THE POLICY ON SEXUAL HARASSMENT (KNOWN AS PROCESS “A”)

Overview

Cottey will act on any formal or informal notice/complaint of a violation of the Policy that is received by the Title IX Coordinator or any other Official with Authority by applying these procedures. The procedures below apply **only** to qualifying allegations of sexual harassment (including sexual assault, dating violence, domestic violence, and stalking, as defined above) involving students, staff, administrators, or faculty members.

Notice/Complaint

Upon receipt of a complaint or notice to the Title IX Coordinator of an alleged violation of the Policy, the Title IX Coordinator initiates a prompt initial assessment to determine the next steps Cottey needs to take.

The Title IX Coordinator will initiate at least one of three responses:

- 1) Offering supportive measures because the Complainant does not want to file a formal complaint; and/or
- 2) An informal resolution (upon submission of a formal complaint); and/or
- 3) A Formal Grievance Process including an investigation and a hearing (upon submission of a formal complaint).

Cottey uses the Formal Grievance Process to determine whether or not the Policy has been violated. If so, Cottey will promptly implement effective remedies designed to ensure that it is not deliberately indifferent to sexual harassment or retaliation, its potential recurrence, or its effects.

Initial Assessment

Following receipt of notice or a complaint of an alleged violation of this Policy, the Title IX Coordinator⁹ engages in an initial assessment, typically within one to five business days.

The steps in an initial assessment can include:

- If notice is given, the Title IX Coordinator seeks to determine if the person impacted wishes to make a formal complaint, and will assist them to do so, if desired.
 - o If they do not wish to do so, the Title IX Coordinator determines whether to initiate a complaint because a violence risk assessment indicates a compelling threat to health and/or safety.
- If a formal complaint is received, the Title IX Coordinator assesses its sufficiency and works with the Complainant to make sure it is correctly completed.
- The Title IX Coordinator reaches out to the Complainant to offer supportive measures.
- The Title IX Coordinator works with the Complainant to ensure they are aware of the right to have an Advisor.

⁹ If circumstances require, the President or Title IX Coordinator will designate another person to oversee the process.

- The Title IX Coordinator works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an informal resolution option, or a formal investigation and grievance process.
 - o If a supportive and remedial response is preferred, the Title IX Coordinator works with the Complainant to identify their wishes, assess the request, and implement it accordingly. No Formal Grievance Process is initiated, though the Complainant can elect to initiate one later if desired.
 - o If an informal resolution option is preferred, the Title IX Coordinator assesses whether the complaint is suitable for informal resolution, and may seek to determine if the Respondent is also willing to engage in informal resolution.
 - o If a Formal Grievance Process is preferred, the Title IX Coordinator determines if the misconduct alleged falls within the scope of Title IX:
 - If it does, the Title IX Coordinator will initiate the formal investigation and grievance process, directing the investigation to address:
 - an incident, and/or
 - a pattern of alleged misconduct, and/or
 - a culture/climate concern, based on the nature of the complaint.
 - If it does not, the Title IX Coordinator determines that Title IX does not apply (and will “dismiss” that aspect of the complaint, if any), and assesses which policies may apply. Please note that dismissing a complaint under Title IX is solely a procedural requirement under Title IX and does not limit Cottey’s authority to address a complaint with an appropriate process and remedies.

a. Violence Risk Assessment

In some cases, the Title IX Coordinator may determine that a Violence Risk Assessment (VRA) should be conducted by CORT as part of the initial assessment. A VRA can aid in ten critical and/or required determinations, including:

1. Emergency removal of a Respondent on the basis of immediate threat to physical health/safety;
2. Whether the Title IX Coordinator should pursue/sign a formal complaint absent a willing/able Complainant;
3. Whether to put the investigation on the footing of incident and/or pattern and/or climate;
4. To help identify potential predatory conduct;
5. To help assess/identify grooming behaviors;
6. Whether it is reasonable to try to resolve a complaint through informal resolution, and what modality may be most successful;
7. Whether to permit a voluntary withdrawal by the Respondent;
8. Assessment of appropriate sanctions/remedies (to be applied post-hearing); and/or
9. Whether a Clery Act Timely Warning/Trespass order/Persona-non-grata is needed.

Threat assessment is the process of evaluating the actionability of violence by an individual against another person or group following the issuance of a direct or conditional threat. A

VRA is a broader term used to assess any potential violence or danger, regardless of the presence of a vague, conditional, or direct threat.

VRAs require specific training and are typically conducted by psychologists, clinical counselors, social workers, case managers, law enforcement officers, student conduct officers, or other CORT team members.

A VRA authorized by the Title IX Coordinator should occur in collaboration with CORT. Where a VRA is required by the Title IX Coordinator, a Respondent refusing to cooperate may result in a charge of failure to comply within the appropriate student or employee conduct process.

A VRA is not an evaluation for an involuntary behavioral health hospitalization (e.g., 5150 in California, Section XII in Massachusetts, Baker Act in Florida), nor is it a psychological or mental health assessment. A VRA assesses the risk of actionable violence, often with a focus on targeted/predatory escalations, and is supported by research from the fields of law enforcement, criminology, human resources, and psychology.

b. Dismissal (Mandatory and Discretionary)

Cottey must dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

1. The conduct alleged in the formal complaint would not constitute sexual harassment as defined above, even if proved; and/or
2. The conduct did not occur in an educational program or activity controlled by Cottey (including buildings or property controlled by recognized student organizations), and/or Cottey does not have control of the Respondent; and/or
3. The conduct did not occur against a person in the United States; and/or
4. At the time of filing a formal complaint, a complainant is not participating in or attempting to participate in the education program or activity of the recipient.¹⁰

Cottey may dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing:

1. A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein; or
2. The Respondent is no longer enrolled in or employed by the recipient; or
3. Specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon any dismissal, Cottey will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties.

This dismissal decision is appealable by any party under the procedures for appeal below.

¹⁰ Such a Complainant is still entitled to supportive measures, but the formal grievance process is not applicable.

A Complainant who decides to withdraw a complaint may later request to reinstate it or refile it.

Counterclaims

Cottey is obligated to ensure that the grievance process is not abused for retaliatory purposes. Cottey permits the filing of counterclaims but uses an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith. Counterclaims by a Respondent may be made in good faith, but are, on occasion, also made for purposes of retaliation. Counterclaims made with retaliatory intent will not be permitted.

Counterclaims determined to have been reported in good faith will be processed using the grievance procedures below. Investigation of such claims may take place after resolution of the underlying initial allegation, in which case a delay may occur.

Counterclaims may also be resolved through the same investigation as the underlying allegation, at the discretion of the Title IX Coordinator. When counterclaims are not made in good faith, they will be considered retaliatory and may constitute a violation of this policy.

Right to an Advisor

The parties may each have an Advisor¹¹ of their choice present with them for all meetings, interviews, and hearings within the resolution process if they so choose. The parties may select whomever they wish to serve as their Advisor as long as the Advisor is eligible and available.¹²

Choosing an Advisor who is also a witness in the process creates a potential for bias and conflict of interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the hearing Decision-maker(s).

a. Who Can Serve as an Advisor

The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose Advisors from inside or outside of the Cottey community.

The Title IX Coordinator will also offer to assign a trained Advisor for any party if the party so chooses. If the parties choose an Advisor from the pool available from Cottey, the Advisor will be trained by Cottey and be familiar with Cottey's resolution process.

If the parties choose an Advisor from outside the pool of those identified by Cottey, the

¹¹ This could include an attorney, advocate, or support person. Witnesses are not entitled to Advisors within the process, though they can be advised externally.

¹² "Available" means the party cannot insist on an Advisor who simply doesn't have inclination, time, or availability. Also, the Advisor cannot have institutionally conflicting roles, such as being a Title IX administrator who has an active role in the matter, or a supervisor who must monitor and implement sanctions.

Advisor may not have been trained by Cottey and may not be familiar with Cottey's policies and procedures.

Parties also have the right to choose not to have an Advisor in the initial stages of the resolution process, prior to a hearing.

b. Advisors in Hearings/Cottey-Appointed Advisor

Under U.S. Department of Education regulations under Title IX, a form of indirect questioning is required during the hearing but must be conducted by the parties' Advisors. The parties are not permitted to directly question each other or any witnesses. If a party does not have an Advisor for a hearing, Cottey will appoint a trained Advisor for the limited purpose of conducting any questioning of the other party and witnesses.

A party may reject this appointment and choose their own Advisor, but they may not proceed without an Advisor. If the party's Advisor will not conduct questioning, Cottey will appoint an Advisor who will do so thoroughly, regardless of the participation or non-participation of the advised party in the hearing itself. Extensive questioning of the parties and witnesses will also be conducted by the Decision-maker(s) during the hearing.

c. Advisor's Role in Meetings and Interviews

The parties may be accompanied by their Advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help the parties prepare for each meeting and are expected to advise ethically, with integrity, and in good faith.

Cottey cannot guarantee equal advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not or cannot afford an attorney, Cottey is not obligated to provide an attorney.

d. Pre-Interview Meetings

Advisors may request to meet with the administrative officials conducting interviews/meetings in advance of these interviews or meetings. This pre-meeting allows Advisors to clarify and understand their role and Cottey's policies and procedures.

e. Advisor Violations of Cottey Policy

All Advisors are subject to the same Cottey policies and procedures, whether they are attorneys or not. Advisors are expected to advise their advisees without disrupting proceedings. Advisors should not address Cottey officials in a meeting or interview unless invited to (e.g., asking procedural questions). The Advisor may not make a presentation or represent their advisee during any meeting or proceeding and may not speak on behalf of the advisee to the Investigator(s) or other Decision-maker(s) except during a hearing proceeding, during cross-examination.

The parties are expected to ask and respond to questions on their own behalf throughout the investigation phase of the resolution process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either

privately as needed, or by conferring or passing notes during any resolution process meeting or interview. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for private consultation.

Any Advisor who oversteps their role as defined by this policy will be warned only once. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting will be ended, or other appropriate measures implemented. Subsequently, the Title IX Coordinator will determine how to address the Advisor's non-compliance and future role.

f. Sharing Information with the Advisor

Cottey expects that the parties may wish to have Cottey share documentation and evidence related to the allegations with their Advisors. Parties may share this information directly with their Advisor or other individuals if they wish. Doing so may help the parties participate more meaningfully in the resolution process.

Cottey also provides a consent form that authorizes Cottey to share such information directly with their Advisor. The parties must either complete and submit this form to the Title IX Coordinator or provide similar documentation demonstrating consent to a release of information to the Advisor before Cottey is able to share records with an Advisor.

If a party requests that all communication be made through their attorney Advisor, Cottey will comply with that request at the discretion of the Title IX Coordinator.

g. Privacy of Records Shared with Advisor

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by Cottey. Cottey may seek to restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by Cottey's privacy expectations.

h. Expectations of an Advisor

Cottey generally expects an Advisor to adjust their schedule to allow them to attend Cottey meetings when planned but may change scheduled meetings to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay.

Cottey may also make reasonable provisions to allow an Advisor who cannot attend in person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient and available.

i. Expectations of the Parties with Respect to Advisors

A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. The parties are expected to inform the Investigator(s) of the identity of their Advisor at least two (2) business days before the date of their first meeting with Investigators (or as soon as possible if a more expeditious meeting is necessary or desired).

The parties are expected to provide timely notice to the Title IX Coordinator if they change Advisors at any time. It is assumed that if a party changes Advisors, consent to share information with the previous Advisor is terminated, and a release for the new Advisor must be secured. Parties are expected to inform the Title IX Coordinator of the identity of their hearing Advisor at least two (2) business days before the hearing.

Resolution Processes

Resolution proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accordance with Cottey's policy. Although there is an expectation of privacy around what Investigators share with parties during interviews, the parties have discretion to share their own knowledge and evidence with others if they so choose, with the exception of information the parties agree not to disclose related to Informal Resolution, discussed below. Cottey encourages parties to discuss any sharing of information with their Advisors before doing so.

a. Informal Resolution

Informal Resolution can include three different approaches:

- When the Title IX Coordinator can resolve the matter informally by providing supportive measures (only) to remedy the situation.
- When the parties agree to resolve the matter through an alternate resolution mechanism as described below, usually before a formal investigation takes place; see discussion in b., below.
- When the Respondent accepts responsibility for violating policy and desires to accept a sanction and end the resolution process (similar to above, but usually occurs post-investigation); see discussion in c., below.

To initiate Informal Resolution, a Complainant needs to submit a formal complaint, as defined above. A Respondent who wishes to initiate Informal Resolution should contact the Title IX Coordinator.

It is not necessary to pursue Informal Resolution first in order to pursue a Formal Grievance Process, and any party participating in Informal Resolution can stop the process at any time and begin or resume the Formal Grievance Process.

Prior to implementing Informal Resolution, Cottey will provide the parties with written notice of the reported misconduct and any sanctions or measures that may result from participating in such a process, including information regarding any records that will be maintained or shared by Cottey.

Cottey will obtain voluntary, written confirmation that all parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the parties to participate in Informal Resolution.

b. Alternate Resolution Mechanism

Alternate Resolution is an informal mechanism by which the parties reach a mutually agreed-upon resolution of an allegation. All parties must consent to the use of an Alternate Resolution mechanism.

The Title IX Coordinator may look to the following factors to assess whether Alternate Resolution is appropriate, or which form of Alternate Resolution may be most successful for the parties:

- The parties' amenability to Alternate Resolution;
- Likelihood of potential resolution, taking into account any power dynamics between the parties;
- The parties' motivation to participate;
- Civility of the parties;
- Results of a violence risk assessment/ongoing risk analysis;
- Disciplinary history;
- Whether an emergency removal is needed;
- Skill of the Alternate Resolution facilitator with this type of allegation;
- Complaint complexity;
- Emotional investment/capability of the parties;
- Rationality of the parties;
- Goals of the parties;
- Adequate resources to invest in Alternate Resolution (time, staff, etc.)

The ultimate determination of whether Alternate Resolution is available or successful is to be made by the Title IX Coordinator. The Title IX Coordinator maintains records of any resolution that is reached, and failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions. Results of complaints resolved by Informal Resolution or Alternate Resolution are not appealable.

c. Respondent Accepts Responsibility for Alleged Violations

The Respondent may accept responsibility for all or part of the alleged policy violations at any point during the resolution process. If the Respondent indicates an intent to accept responsibility for all of the alleged misconduct, the formal process will be paused, and the Title IX Coordinator will determine whether Informal Resolution can be used according to the criteria above.

If Informal Resolution is applicable, the Title IX Coordinator will determine whether all parties and Cottey are able to agree on responsibility, sanctions, and/or remedies. If so, the Title IX Coordinator implements the accepted finding that the Respondent is in violation of Cottey policy and implements agreed-upon sanctions and/or remedies, in coordination with other appropriate administrator(s), as necessary.

This result is not subject to appeal once all parties indicate their written assent to all agreed-upon terms of resolution. When the parties cannot agree on all terms of resolution, the Formal Grievance Process will resume at the same point where it was paused.

When a resolution is accomplished, the appropriate sanction or responsive actions are promptly implemented in order to effectively stop the sexual harassment or retaliation, prevent its recurrence, and remedy the effects of the discriminatory conduct, both on the Complainant and the community.

d. Negotiated Resolution

The Title IX Coordinator (or designee), with the consent of the parties, may negotiate and implement an agreement to resolve the allegations that satisfies all parties and Cottey. Negotiated Resolutions are not appealable.

Grievance Process Pool

The Formal Grievance Process relies on a pool of administrators (“the Pool”) to carry out the process. Members of the Pool are announced in an annual distribution of this policy to all students, parents/guardians of students, employees, prospective students, and prospective employees.

a. Pool Member Roles

Members of the Pool are trained annually, and can serve in the following roles, at the direction of the Title IX Coordinator:

- To provide appropriate intake of and initial guidance pertaining to complaints
- To act as an Advisor to the parties
- To serve in a facilitation role in Informal Resolution or Alternate Resolution if appropriately trained in appropriate resolution modalities (e.g., mediation, restorative practices).
- To perform or assist with initial assessment
- To investigate complaints
- To serve as a Decision-maker regarding the complaint
- To serve as an Appeal Decision-maker

b. Pool Member Appointment

The Title IX Coordinator, in consultation with the President, appoints the Pool, which acts with independence and impartiality. Although members of the Pool are typically trained in a variety of skill sets and can rotate amongst the different roles listed above in different cases, Cottey can also designate permanent roles for individuals in the Pool, using others as substitutes or to provide greater depth of experience when necessary. This process of role assignment may be the result of particular skills, aptitudes, or talents identified in members of the Pool that make them best suited to particular roles.

c. Pool Member Training

The Pool members receive annual training jointly OR based on their respective roles. This training includes, but is not limited to:

- The scope of Cottey’s Sexual Harassment Policy and Procedures
- How to conduct investigations and hearings that protect the safety of Complainants and Respondents, and promote accountability
- Implicit bias

- Disparate treatment and impact
- Reporting, confidentiality, and privacy requirements
- Applicable laws, regulations, and federal regulatory guidance
- How to implement appropriate and situation-specific remedies
- How to investigate in a thorough, reliable, and impartial manner
- How to uphold fairness, equity, and due process
- How to weigh evidence
- How to conduct questioning
- How to assess credibility
- Impartiality and objectivity
- How to render findings and generate clear, concise, evidence-based rationales
- The definitions of all offenses
- How to apply definitions used by the recipient with respect to consent (or the absence or negation of consent) consistently, impartially, and in accordance with policy
- How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes
- How to serve impartially by avoiding prejudgment of the facts at issue, conflicts of interest, and bias
- Any technology to be used at a live hearing
- Issues of relevance of questions and evidence
- Issues of relevance to creating an investigation report that fairly summarizes relevant evidence
- How to determine appropriate sanctions in reference to all forms of harassment and/or retaliation allegations
- Recordkeeping

Specific training is also provided for Appeal Decision-makers, intake personnel, Advisors (who are Cottey employees), and Chairs. All Pool members are required to attend these trainings annually. The materials used to train all members of the Pool are publicly posted here: <https://cottey.edu/contact-information/consumer-information/title-ix-policies/>.

d. Pool Membership

The Pool includes :

- four or more chairs: one representative from human resources and one from student life, etc., who are members and who respectively Chair hearings for allegations involving student and employee Respondents
- three or more members of the academic affairs administration and/or faculty
- three or more members of the administration/staff
- one representative from campus safety
- 1 representative from athletics

Pool members are usually appointed to three-year terms with terms staggered. Individuals who are interested in serving in the Pool are encouraged to contact the Title IX

Coordinator. Individuals may serve multiple terms.

Formal Grievance Process: Notice of Investigation and Allegations

The Title IX Coordinator will provide written notice of the investigation and allegations (the “NOIA”) to the Respondent upon commencement of the Formal Grievance Process. This facilitates the Respondent’s ability to prepare for the interview and to identify and choose an Advisor to accompany them. The NOIA is also copied to the Complainant, who is to be given advance notice of when the NOIA will be delivered to the Respondent.

The NOIA will include:

- A meaningful summary of all of the allegations,
- The identity of the involved parties (if known),
- The precise misconduct being alleged,
- The date and location of the alleged incident(s) (if known),
- The specific policies implicated,
- A description of the applicable procedures,
- A statement of the potential sanctions/responsive actions that could result,
- A statement that Cottey presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination,
- A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be given an opportunity to inspect and review all directly related and/or relevant evidence obtained during the review and comment period,
- A statement about Cottey’s policy on retaliation,
- Information about the privacy of the process,
- Information on the need for each party to have an Advisor of their choosing and suggestions for ways to identify an Advisor,
- A statement informing the parties that Cottey’s Policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process,
- Detail on how the party may request disability accommodations during the interview process,
- The name(s) of the Investigator(s), along with a process to identify, in advance of the interview process, to the Title IX Coordinator any conflict of interest that the Investigator(s) may have, and
- An instruction to preserve any evidence that is directly related to the allegations.

Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.

Notice will be made in writing and may be delivered by one or more of the following methods: in person or emailed to the parties’ Cottey-issued email or designated accounts. Once emailed, and/or received in person, notice will be presumptively delivered.

Resolution Timeline

Cottey will make a good faith effort to complete the resolution process within a sixty-to-ninety (60-90) business day time period, including appeal, which can be extended as necessary for appropriate cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

Appointment of Investigators

Once the decision to commence a formal investigation is made, the Title IX Coordinator appoints Pool members to conduct the investigation, usually within two (2) business days of determining that an investigation should proceed.

Ensuring Impartiality

Any individual materially involved in the administration of the resolution process [including the Title IX Coordinator, Investigator(s), and Decision-maker(s)] may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The Title IX Coordinator will vet the assigned Investigator(s) to ensure impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another Pool member will be assigned and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Title IX Coordinator, concerns should be raised with the President of Cottey.

The Formal Grievance Process involves an objective evaluation of all relevant evidence obtained, including evidence that supports that the Respondent engaged in a policy violation and evidence that supports that the Respondent did not engage in a policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness.

Cottey operates with the presumption that the Respondent is not responsible for the reported misconduct unless and until the Respondent is determined to be responsible for a policy violation by the applicable standard of proof.

Investigation Timeline

Investigations are completed expeditiously, though some investigations may take weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc.

Cottey will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation.

Delays in the Investigation Process and Interactions with Law Enforcement

Cottey may undertake a short delay in its investigation (several days to a few weeks) if circumstances require it. Such circumstances include but are not limited to: a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions.

Cottey will communicate in writing the anticipated duration of the delay and reason to the parties and provide the parties with status updates if necessary. Cottey will promptly resume its investigation and resolution process as soon as feasible. During such a delay, Cottey will implement supportive measures as deemed appropriate.

Cottey action(s) or processes are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

Steps in the Investigation Process

All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary.

All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record.

The Investigator(s) typically take(s) the following steps, if not already completed (not necessarily in this order):

- Determine the identity and contact information of the Complainant
- In coordination with campus partners (e.g., the Title IX Coordinator), initiate or assist with any necessary supportive measures
- Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all of the specific policies implicated
- Assist the Title IX Coordinator with conducting a prompt initial assessment to determine if the allegations indicate a potential policy violation
- Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for all witnesses and the parties
- Meet with the Complainant to finalize their interview/statement, if necessary
- Prepare the initial Notice of Investigation and Allegation (NOIA). The NOIA may be amended with any additional or dismissed allegations
 - Notice should inform the parties of their right to have the assistance of an Advisor, who could be a member of the Pool or an Advisor of their choosing present for all meetings attended by the party

- Provide each interviewed party and witness an opportunity to review and verify the Investigator's summary notes (or transcript) of the relevant evidence/testimony from their respective interviews and meetings
- Make good faith efforts to notify the parties of any meeting or interview involving the other party, in advance when possible
- When participation of a party is expected, provide that party with written notice of the date, time, and location of the meeting, as well as the expected participants and purpose
- Interview all available, relevant witnesses and conduct follow-up interviews as necessary
- Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of the other party and witnesses, and document in the report which questions were asked, with a rationale for any changes or omissions
- Complete the investigation promptly and without unreasonable deviation from the intended timeline
- Provide regular status updates to the parties throughout the investigation
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) with a list of witnesses whose information will be used to render a finding
- Write a comprehensive investigation report fully summarizing the investigation, all witness interviews, and addressing all relevant evidence. Appendices including relevant physical or documentary evidence will be included
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) a secured electronic or hard copy of the draft investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the reported misconduct, including evidence upon which Cottey does not intend to rely in reaching a determination, for a ten (10) business day review and comment period so that each party may meaningfully respond to the evidence. The parties may elect to waive the full ten days. Each copy of the materials shared will be watermarked on each page with the role of the person receiving it (e.g., Complainant, Respondent, Complainant's Advisor, Respondent's Advisor).
- The Investigator(s) may elect to respond in writing in the investigation report to the parties' submitted responses and/or to share the responses between the parties for additional responses
- The Investigator(s) will incorporate relevant elements of the parties' written responses into the final investigation report, including any additional relevant evidence, make any necessary revisions, and finalize the report. The Investigator(s) should document all rationales for any changes made after the review and comment period
- The Investigator will incorporate any relevant feedback, and the final report is then shared with all parties and their Advisors through secure electronic transmission or hard copy at least ten (10) business days prior to a hearing. The

parties are also provided with a file of any directly related evidence that was not included in the report

Role and Participation of Witnesses in the Investigation

Witnesses (as distinguished from the parties) who are employees of Cottey are expected to cooperate with and participate in Cottey's investigation and resolution process. Failure of such witnesses to cooperate with and/or participate in the investigation or resolution process constitutes a violation of policy and may warrant discipline.

Although in-person interviews for parties and all potential witnesses are ideal, circumstances (e.g., study abroad, summer break) may require individuals to be interviewed remotely. Skype, Zoom, FaceTime, WebEx, or similar technologies may be used for interviews if the Investigator(s) determine that timeliness or efficiency dictates a need for remote interviewing. Cottey will take appropriate steps to reasonably ensure the security/privacy of remote interviews.

Witnesses may also provide written statements in lieu of interviews or choose to respond to written questions if deemed appropriate by the Investigator(s), though not preferred. If a witness submits a written statement but does not intend to be and is not present for cross-examination at a hearing, their written statement may be used as evidence along with any other information gathered during the investigation stage of the process.

Recording of Interviews

No unauthorized audio or video recording of any kind is permitted during investigation meetings. If Investigator(s) elect to audio and/or video record interviews, all involved parties must be made aware of audio and/or video recording.

Evidentiary Considerations in the Investigation

The investigation does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) the character of the parties; or 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Referral for Hearing

Provided that the complaint is not resolved through Informal Resolution, once the final investigation report is shared with the parties, the Title IX Coordinator will refer the matter for a hearing.

The hearing cannot be less than ten (10) business days from the conclusion of the investigation –when the final investigation report is transmitted to the parties and the Decision-maker–unless all parties and the Decision-maker agree to an expedited timeline.

Hearing Decision-maker Composition

Cottey will designate a single Decision-maker or a three-member panel from the Pool, at the discretion of the Title IX Coordinator. The single Decision-maker will also Chair the hearing. With a panel, one of the three members will be appointed as Chair by the Title IX Coordinator.

The Decision-maker(s) will not have had any previous involvement with the investigation. The Title IX Coordinator may elect to have an alternate from the Pool sit-in throughout the hearing process in the event that a substitute is needed for any reason.

Those who have served as Investigators will be witnesses in the hearing and therefore may not serve as Decision-makers. Those who are serving as Advisors for any party may not serve as Decision-makers in that matter.

The Title IX Coordinator may not serve as a Decision-maker or Chair in the matter. The hearing will convene at a time determined by the Chair or designee.

Evidentiary Considerations in the Hearing

Any evidence that the Decision-maker(s) determine(s) is relevant and credible may be considered. The hearing does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) the character of the parties; or 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Previous disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility. This information is only considered at the sanction stage of the process and is not shared until then.

The parties may each submit a written impact statement prior to the hearing for the consideration of the Decision-maker(s) at the sanction stage of the process when a determination of responsibility is reached.

After post-hearing deliberation, the Decision-makers render a determination based on the preponderance of the evidence, whether it is more likely than not that the Respondent violated the Policy as alleged.

Notice of Hearing

No less than ten (10) business days prior to the hearing, the Title IX Coordinator or the Chair will send notice of the hearing to the parties. Once emailed and/or received in person, notice will be presumptively delivered.

The notice will contain:

- A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
- The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities.
- Any technology that will be used to facilitate the hearing.
- Information about the option for the live hearing to occur with the parties located in separate rooms using technology that enables the Decision-maker(s) and parties to see and hear a party or witness answering questions. Such a request must be raised with the Title IX Coordinator at least five (5) business days prior to the hearing.
- A list of all those who will attend the hearing, along with an invitation to object to any Decision-maker on the basis of demonstrated bias. This must be raised with the Title IX Coordinator at least two (2) business days prior to the hearing.
- Information on how the hearing will be recorded and on access to the recording for the parties after the hearing.
- A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence. For compelling reasons, the Chair may reschedule the hearing.
- Notification that the parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask. The party must notify the Title IX Coordinator if they do not have an Advisor, and Cottey will appoint one. Each party must have an Advisor present. There are no exceptions.
- A copy of all the materials provided to the Decision-maker(s) about the matter, unless they have been provided already.
- An invitation to each party to submit to the Chair an impact statement pre-hearing that the Decision-maker will review during any sanction determination.
- An invitation to contact the Title IX Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least seven (7) business days prior to the hearing.
- Whether parties can/cannot bring mobile phones/devices into the hearing.

Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this Policy) and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by Cottey and remain within the 60-90 business day goal for resolution.

In these cases, if the Respondent is a graduating student, a hold may be placed on graduation and/or official transcripts until the matter is fully resolved (including any appeal). A student facing charges under this Policy is not in good standing to graduate.

Alternative Hearing Participation Options

If a party or parties prefer not to attend or cannot attend the hearing in person, the party may request alternative arrangements from the Title IX Coordinator or the Chair at least five (5) business days prior to the hearing.

The Title IX Coordinator or the Chair can arrange to use technology to allow remote testimony without compromising the fairness of the hearing. Remote options may also be needed for witnesses who cannot appear in person. Any witness who cannot attend in person should let the Title IX Coordinator or the Chair know at least five (5) business days prior to the hearing so that appropriate arrangements can be made.

Pre-Hearing Preparation

The Chair after any necessary consultation with the parties, Investigator(s), and/or Title IX Coordinator, will provide the names of persons who will be participating in the hearing, all pertinent documentary evidence, and the final investigation report to the parties at least ten (10) business days prior to the hearing.

Any witness scheduled to participate in the hearing must have been first interviewed by the Investigator(s) or have proffered a written statement or answered written questions unless all parties and the Chair assent to the witness's participation in the hearing. The same holds for any evidence that is first offered at the hearing. If the parties and Chair do not assent to the admission of evidence newly offered at the hearing, the Chair may delay the hearing and instruct that the investigation needs to be re-opened to consider that evidence.

The parties will be given a list of the names of the Decision-maker(s) (Hearing Panel members) at least five (5) business days in advance of the hearing. All objections to any Decision-maker must be raised in writing, detailing the rationale for the objection, and must be submitted to the Title IX Coordinator as soon as possible and no later than two days prior to the hearing. Decision-makers will only be removed if the Title IX Coordinator concludes that their bias or conflict of interest precludes an impartial hearing of the allegation(s).

The Title IX Coordinator will give the Decision-maker(s) a list of the names of all parties, witnesses, and Advisors at least five (5) business days in advance of the hearing. Any Decision-maker who cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the parties, witnesses, and Advisors in advance of the hearing. If a Decision-maker is unsure of whether a bias or conflict of interest exists, they must raise the concern to the Title IX Coordinator as soon as possible.

During the ten (10) business day period prior to the hearing, the parties have the opportunity for continued review and comment on the final investigation report and available evidence. That review and comment can be shared with the Chair at the pre-hearing meeting or at the hearing and will be exchanged between each party by the Chair.

Pre-Hearing Meetings

The Chair may convene a pre-hearing meeting(s) with the parties and their Advisors to invite them to submit the questions or topics they (the parties and their Advisors) wish to ask or discuss at the hearing so that the Chair can rule on their relevance ahead of time to avoid any improper evidentiary introduction in the hearing or provide recommendations for more appropriate phrasing. However, this advance review opportunity does not preclude the Advisors from asking a question for the first time at the hearing or from asking for a reconsideration based on any new information or testimony offered at the hearing. The Chair must document and share with each party their rationale for any exclusion or inclusion at a pre-hearing meeting.

The Chair, only with full agreement of the parties, may decide in advance of the hearing that certain witnesses do not need to be present if their testimony can be adequately summarized by the Investigator(s) in the investigation report or during the hearing.

At each pre-hearing meeting with a party and their Advisor, the Chair will consider arguments that evidence identified in the final investigation report as relevant is, in fact, not relevant. Similarly, evidence identified as directly related but not relevant by the Investigator(s) may be argued to be relevant.

The Chair may rule on these arguments pre-hearing and will exchange those rulings between the parties prior to the hearing to assist in preparation for the hearing. The Chair may consult with legal counsel and/or the Title IX Coordinator or ask either or both to attend pre-hearing meetings.

The pre-hearing meeting(s) will not be recorded.

Hearing Procedures

At the hearing, the Decision-maker(s) has the authority to hear and make determinations on all allegations of sexual harassment and/or retaliation and may also hear and make determinations on any additional alleged policy violations that have occurred in concert with the sexual harassment and/or retaliation, even though those collateral allegations may not specifically fall within the Policy.

Participants at the hearing will include the Chair, any additional panelists, the Investigator(s) who conducted the investigation, the parties, Advisors to the parties, any called witnesses, and anyone providing authorized accommodations or assistive services.

The Chair will answer all questions of procedure. Anyone appearing at the hearing to provide information will respond to questions on their own behalf.

The Chair will allow parties who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the Decision-maker(s) and the parties and will then be excused. Statements regarding the character of the parties will not be considered relevant information.

Joint Hearings

In hearings involving more than one Respondent or in which two (2) or more Complainants have accused the same individual of substantially similar conduct, the default procedure will be to hear the allegations jointly.

However, the Title IX Coordinator may permit the investigation and/or hearings pertinent to each Respondent to be conducted separately if there is a compelling reason to do so. In joint hearings, separate determinations of responsibility will be made for each Respondent with respect to each alleged policy violation.

The Order of the Hearing – Introductions and Explanation of Procedure

The Chair explains the procedures and introduces the participants. This may include a final opportunity for challenge or recusal of the Decision-maker(s) on the basis of bias or conflict of interest. The Chair will rule on any such challenge unless the Chair is the individual who is the subject of the challenge, in which case the Title IX Coordinator will review and decide the challenge.

Investigator Presents the Final Investigation Report

The Investigator(s) will then present a summary of the final investigation report, including items that are contested and those that are not, and will be subject to questioning by the Decision-maker(s) and the parties (through their Advisors). The Investigator(s) will be present during the entire hearing process, but not during deliberations.

Neither the parties nor the Decision-maker(s) should ask the Investigator(s) their opinions on credibility, recommended findings, or determinations, and the Investigators, Advisors, and parties will refrain from discussion of or questions about these assessments. If such information is introduced, the Chair will direct that it be disregarded.

Testimony and Questioning

Once the Investigator(s) present their report and are questioned, the parties and witnesses may provide relevant information in turn, beginning with the Complainant, and then in the order determined by the Chair. The parties/witnesses will submit to questioning by the Decision-maker(s) and then by the parties through their Advisors (“cross-examination”).

All questions are subject to a relevance determination by the Chair. The Advisor, who will remain seated during questioning, will pose the proposed question orally, electronically, or in writing (orally is the default, but other means of submission may be permitted by the Chair upon request if agreed to by all parties and the Chair), the proceeding will pause to allow the Chair to consider it (and state it if it has not been stated aloud), and the Chair will determine whether the question will be permitted, disallowed, or rephrased.

The Chair may invite explanations or persuasive statements regarding relevance with the Advisors if the Chair so chooses. The Chair will then state their decision on the question for the record and advise the party/witness to whom the question was directed, accordingly. The Chair will explain any decision to exclude a question as not relevant or to reframe it for relevance.

The Chair will limit or disallow questions on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), or abusive. The Chair has final say on all questions and determinations of relevance. The Chair may consult with legal counsel on any questions of admissibility. The Chair may ask Advisors to frame why a question is or is not relevant from their perspective but will not entertain an argument from the Advisors on relevance once the Chair has ruled on a question.

If the parties raise an issue of bias or conflict of interest of an Investigator or Decision-maker at the hearing, the Chair may elect to address those issues, consult with legal counsel, and/or refer them to the Title IX Coordinator, and/or preserve them for appeal. If bias is not an issue at the hearing, the Chair should not permit irrelevant questions that probe for bias.

Refusal to Submit to Cross-Examination and Inferences

If a party or witness chooses not to submit to cross-examination at the hearing, either because they do not attend the meeting, or they attend but refuse to participate in questioning, then the Decision-maker(s) may still rely on prior statements included within the investigation report.

The Decision-maker(s) may not draw any inference solely from a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.

If a party's Advisor of choice refuses to comply with Cottey's established rules of decorum for the hearing, Cottey may require the party to use a different Advisor. If a recipient-provided Advisor refuses to comply with the rules of decorum, Cottey may provide that party with a different Advisor to conduct cross-examination on behalf of that party.

Recording Hearings

Hearings (but not deliberations) are recorded by Cottey for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted.

The Decision-maker(s), the parties, their Advisors, and appropriate administrators of Cottey will be permitted to listen to the recording in a controlled environment determined by the Title IX Coordinator. No person will be given or allowed to make a copy of the recording without permission of the Title IX Coordinator.

Deliberation, Decision-making, and Standard of Proof

The Decision-maker(s) will deliberate in a closed session to determine whether the Respondent is responsible or not responsible for the policy violation(s) in question. A simple majority vote is required to determine the finding. The preponderance of the evidence is used.

When there is a finding of responsibility on one or more of the allegations, the Decision-maker(s) may then consider the previously submitted party impact statements in determining appropriate sanction(s).

The Chair will ensure that each of the parties has an opportunity to review any impact statement submitted by the other party(ies). The Decision-maker(s) may – at their discretion – consider the statements, but they are not binding.

The Decision-maker(s) will review the statements and any pertinent conduct history provided by the appropriate administrator and will recommend the appropriate sanction(s) in consultation with other appropriate administrators, as required.

The Chair will then prepare a written deliberation statement and deliver it to the Title IX Coordinator, detailing the determination, rationale, the evidence used in support of its determination, the evidence not relied upon in its determination, credibility assessments, and any sanctions or recommendations.

This report must be submitted to the Title IX Coordinator within five (5) business days of the end of deliberations unless the Title IX Coordinator grants an extension. If an extension is granted, the Title IX Coordinator will notify the parties.

Notice of Outcome

Using the deliberation statement, the Title IX Coordinator will work with the Chair to prepare a Notice of Outcome. Title IX Coordinator will then share the letter, including the final determination, rationale, and any applicable sanction(s) with the parties and their Advisors within five (5) business days of receiving the Decision-maker(s)' deliberation statement.

The Notice of Outcome will then be shared with the parties simultaneously. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official Cottey records, or emailed to the parties' Cottey-issued email or otherwise approved account. Once mailed, emailed, and/or received in person, notice will be presumptively delivered.

The Notice of Outcome will articulate the specific policy(ies) reported to have been violated, including the relevant policy section, and will contain a description of the procedural steps taken by Cottey from the receipt of the misconduct report to the determination, including any and all notifications to the parties, interviews with parties and witnesses, site visits, methods used to obtain evidence, and hearings held.

The Notice of Outcome will specify the finding on each alleged policy violation; the findings of fact that support the determination; conclusions regarding the application of the relevant policy to the facts at issue; a statement of, and rationale for, the result of each allegation to the extent Cottey is permitted to share such information under state or federal law; any sanctions issued which Cottey is permitted to share according to state or federal law; and any remedies provided to the Complainant designed to ensure access to Cottey's educational or employment program or activity, to the extent Cottey is permitted to share such information under state or federal law (this detail is not typically shared with the Respondent unless the remedy directly relates to the Respondent).

The Notice of Outcome will also include information on when the results are considered by Cottey to be final, any changes that occur prior to finalization, and the relevant procedures and bases for any available appeal options.

Statement of the Rights of the Parties (see Appendix B)

Sanctions

Factors considered when determining a sanction/responsive action may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- Previous allegations or allegations involving similar conduct
- The need for sanctions/responsive actions to bring an end to the sexual Harassment and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of sexual harassment and/or retaliation
- The need to remedy the effects of the sexual harassment and/or retaliation on the Complainant and the community
- The impact on the parties
- Any other information deemed relevant by the Decision-maker(s)

The sanctions will be implemented as soon as feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

The sanctions described in this policy are not exclusive of and may be in addition to, other actions taken or sanctions imposed by external authorities.

a. Student Sanctions

Sanctions are listed in Section 5: Student Responsibilities portion of the Student Handbook.

b. Employee Sanctions/Responsive Actions

Responsive actions for an employee who has engaged in harassment and/or retaliation include:

- Warning – Verbal or Written
- Performance Improvement Plan/Management Process
- Enhanced supervision, observation, or review
- Required Counseling
- Required Training or Education
- Probation
- Denial of Pay Increase/Pay Grade
- Loss of Oversight or Supervisory Responsibility
- Demotion (employees other than faculty.)
- Transfer
- Reassignment

- Assignment to a new supervisor
- Restriction of stipends, research, and/or professional development resources
- Suspension with pay
- Suspension without pay
- Termination using the appropriate procedure as outlined in the relevant employee Handbook or Manual.
- Other Actions: In addition to or in place of the above sanctions/responsive actions, Cottey may assign any other responsive actions as deemed appropriate.

Withdrawal or Resignation While Charges Pending

a. Students: If a student has an allegation pending for violation of the Policy, Cottey may place a hold on a student's ability to graduate and/or to receive an official transcript/diploma.

Should a student decide to not participate in the resolution process, the process proceeds absent their participation in a reasonable resolution. Should a student Respondent permanently withdraw from Cottey, the resolution process ends, as Cottey no longer has disciplinary jurisdiction over the withdrawn student.

However, Cottey will continue to address and remedy any systemic issues, variables that may have contributed to the alleged violation(s), and any ongoing effects of the alleged sexual harassment and/or retaliation. The student who withdraws or leaves while the process is pending may not return to Cottey. Such exclusion applies to all campuses of Cottey. A hold will be placed on their ability to be readmitted. They may also be barred from Cottey property and/or events.

If the student Respondent only withdraws or takes a leave for a specified period of time (e.g., one semester or term), the resolution process may continue remotely and that student is not permitted to return to Cottey unless and until all sanctions have been satisfied.

b. Employees: Should an employee Respondent resign with unresolved allegations pending, the resolution process ends, as Cottey no longer has disciplinary jurisdiction over the resigned employee.

However, Cottey will continue to address and remedy any systemic issues, variables that contributed to the alleged violation(s), and any ongoing effects of the alleged harassment or retaliation.

The employee who resigns with unresolved allegations pending is not eligible for rehire with Cottey, and the records retained by the Title IX Coordinator will reflect that status.

All Cottey responses to future inquiries regarding employment references for that individual will include that the former employee resigned during a pending disciplinary

matter.

Appeals

Any party may file a request for appeal (“Request for Appeal”), but it must be submitted in writing to the Title IX Coordinator within three (3) days of the delivery of the Notice of Outcome.

A single Appeal Decision-maker will Chair the appeal. No Decision-maker will have been involved in the process previously, including any dismissal appeal that may have been heard earlier in the process.

The Request for Appeal will be forwarded to the Appeal Chair for consideration to determine if the request meets the grounds for appeal (a Review for Standing).

This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets the grounds and is timely filed.

a. Grounds for Appeal

Appeals are limited to the following grounds:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
3. The Title IX Coordinator, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.

If any of the grounds in the Request for Appeal do not meet the grounds in this Policy, that request will be denied by the Appeal Chair, and the parties and their Advisors will be notified in writing of the denial and the rationale.

If any of the grounds in the Request for Appeal meet the grounds in this Policy, then the Appeal Chair will notify the other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decision-maker(s).

The other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decision-maker(s) will be mailed, emailed, and/or provided a hard copy of the request with the approved grounds and then be given five (5) business days to submit a response to the portion of the appeal that was approved and involves them. All responses will be forwarded by the Chair to all parties for review and comment.

The non-appealing party (if any) may also choose to raise a new ground for appeal at this time. If so, that will be reviewed to determine if it meets the grounds in this Policy by the Appeal Chair and either denied or approved. If approved, it will be forwarded to

the party who initially requested an appeal, the Investigator(s) and/or original Decision-maker(s), as necessary, who will submit their responses in five (5) business days, which will be circulated for review and comment by all parties.

Neither party may submit any new requests for appeal after this time period. The Appeal Officer will collect any additional information needed and all documentation regarding the approved grounds and the subsequent responses and the Appeal Officer will render a decision in no more than five (5) business days, barring exigent circumstances. All decisions apply the preponderance of the evidence standard. A Notice of Appeal Outcome will be sent to all parties simultaneously including the decision on each approved ground and the rationale for each decision. The Notice of Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanctions that may result which Cottey is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent Cottey is permitted to share under state or federal law.

Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official institutional records, or emailed to the parties' Cottey-issued email or otherwise approved account. Once mailed, emailed, and/or received in person, notice will be presumptively delivered.

b. Sanctions Status During the Appeal

Any sanctions imposed as a result of the hearing are stayed during the appeal process. Supportive measures may be reinstated, subject to the same supportive measure procedures above.

If any of the sanctions are to be implemented immediately post-hearing, but pre-appeal, then emergency removal procedures (detailed above) for a hearing on the justification for doing so must be permitted within 48 hours of implementation.

Cottey may still place holds on official transcripts, diplomas, graduations, and course registration pending the outcome of an appeal when the original sanctions included separation.

c. Appeal Considerations

- Decisions on appeal are to be deferential to the original decision, making changes to the finding only when there is a clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so.
- Appeals are not intended to provide for a full re-hearing (de novo) of the allegation(s). In most cases, appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the specific grounds for appeal.
- An appeal is not an opportunity for Appeal Decision-makers to substitute their judgment for that of the original Decision-maker(s) merely because they disagree with the finding and/or sanction(s).

- The Appeal Chair/Decision-maker(s) may consult with the Title IX Coordinator on questions of procedure or rationale, for clarification, if needed. Documentation of all such consultation will be maintained.
- Appeals granted based on new evidence should normally be remanded to the original Investigator(s) and/or Decision-maker(s) for reconsideration. Other appeals may be remanded at the discretion of the Title IX Coordinator or, in limited circumstances, decided on appeal.
- Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new hearing).
- In rare cases where a procedural error cannot be cured by the original Decision-maker(s) (as in cases of bias), the appeal may order a new hearing with a new Decision-maker(s).
- The results of a remand to a Decision-maker(s) cannot be appealed. The results of a new hearing can be appealed, once, on any of the three available appeal grounds.
- In cases in which the appeal results in reinstatement to Cottey or resumption of privileges, all reasonable attempts will be made to restore the Respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

Long-Term Remedies/Other Actions

Following the conclusion of the resolution process, and in addition to any sanctions implemented, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the parties and/or the campus community that is intended to stop the sexual harassment and/or retaliation, remedy the effects, and prevent reoccurrence.

These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Education to the individual and/or the community
- Permanent alteration of housing assignments
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification and/or training
- Provision of transportation accommodations
- Implementation of long-term contact limitations between the parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, certain long-term support or measures may also be provided to the parties even if no policy violation is found.

When no policy violation is found, the Title IX Coordinator will address any remedies owed by Cottey to the Respondent to ensure no effective denial of educational access.

Cottey will maintain the privacy of any long-term remedies/actions/measures, provided privacy does not impair Cottey's ability to provide these services.

Failure to Comply with Sanctions and/or Interim and Long-term Remedies and/or Responsive Actions

All Respondents are expected to comply with the assigned sanctions, responsive actions, and/or corrective actions within the timeframe specified by the final Decision-maker(s) (including the Appeal Chair/Panel).

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from Cottey.

A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

Recordkeeping

Cottey will maintain for a period of at least seven years records of:

1. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation;
2. Any disciplinary sanctions imposed on the Respondent;
3. Any remedies provided to the Complainant designed to restore or preserve equal access to Cottey's education program or activity;
4. Any appeal and the result therefrom;
5. Any Informal Resolution and the result therefrom;
6. All materials used to train Title IX Coordinators, Investigators, Decision-makers, and any person who facilitates an Informal Resolution process. Cottey will make these training materials publicly available on Cottey's website.; and
7. Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including:
 - a. The basis for all conclusions that the response was not deliberately indifferent;
 - b. Any measures designed to restore or preserve equal access to Cottey's education program or activity; and
 - c. If no supportive measures were provided to the Complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

Cottey will also maintain any and all records in accordance with state and federal laws.

Disabilities Accommodations in the Resolution Process

Cottey is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to Cottey's resolution process.

Anyone needing such accommodations or support should contact the Coordinator of Student Disability Services or Human Resources individual if employee, who will review the request and, in consultation with the person requesting the accommodation and the

Title IX Coordinator, determine which accommodations are appropriate and necessary for full participation in the process.

Revision of this Policy and Procedures

This Policy and procedures supersede any previous policy(ies) addressing harassment, sexual misconduct, and/or retaliation under Title IX and will be reviewed and updated annually by the Title IX Coordinator. Cottey reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

During the resolution process, the Title IX Coordinator may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules. The Title IX Coordinator may also vary procedures materially with notice (on the institutional website, with the appropriate effective date identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this Policy and procedures.

If government laws or regulations change – or court decisions alter – the requirements in a way that impacts this document, this document will be construed to comply with the most recent government regulations or holdings.

This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such policies and codes, generally.

APPENDIX A: STATEMENT OF RIGHTS OF THE PARTIES

1. The right to an equitable investigation and resolution of all credible allegations of prohibited harassment or retaliation made in good faith to Cottey officials.
2. The right to timely written notice of all alleged violations, including the identity of the parties involved (if known), the precise misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures, and possible sanctions.
3. The right to timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional Complainants, unsubstantiated allegations) and any attendant adjustments needed to clarify potentially implicated policy violations.
4. The right to be informed in advance of any public release of information regarding the allegation(s) or underlying incident(s), whenever possible.
5. The right not to have any personally identifiable information released to the public without consent is provided, except to the extent permitted by law.
6. The right to be treated with respect by Cottey officials.
7. The right to have Cottey policies and procedures followed without material deviation.
8. The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence.
9. The right not to be discouraged by Cottey officials from reporting sexual harassment or retaliation to both on-campus and off-campus authorities.
10. The right to be informed by Cottey officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option(s) to be assisted by Cottey authorities in notifying such authorities, if the party so chooses. This also includes the right not to be pressured to report, as well.
11. The right to have allegations of violations of this Policy responded to promptly and with sensitivity by Cottey law enforcement and/or other Cottey officials.
12. The right to be informed of available interim actions and supportive measures, such as counseling; advocacy; health care; student financial aid, visa, and immigration assistance; or other services, both on campus and in the community.
13. The right to Cottey-implemented no-contact order [or a no-trespass order against a non-affiliated third party] when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct.

14. The right to be informed of available assistance in changing academic, living, and/or working situations after an alleged incident of sexual harassment and/or retaliation, if such changes are reasonably available. No formal report, or investigation, either campus or criminal, needs to occur before this option is available. Such actions may include, but are not limited to:
 - Relocating an on-campus student's housing to a different on-campus location
 - Assistance from Cottey staff in completing the relocation
 - Changing an employee's work environment (e.g., reporting structure, office/workspace relocation)
 - Transportation accommodations
 - Visa/immigration assistance
 - Arranging to dissolve a housing contract and a pro-rated refund
 - Exam, paper, and/or assignment rescheduling or adjustment
 - Receiving an incomplete in, or a withdrawal from, a class (may be retroactive)
 - Transferring class sections
 - Temporary withdrawal/leave of absence (may be retroactive)
 - Campus safety escorts
 - Alternative course completion options.
15. The right to have Cottey maintain such actions for as long as necessary and for supportive measures to remain private provided privacy does not impair Cottey's ability to provide the supportive measures.
16. The right to receive sufficiently advanced, written notice of any meeting or interview involving the other party, when possible.
17. The right to ask the Investigator(s) and Decision-maker(s) to identify and question relevant witnesses, including expert witnesses.
18. The right not to have irrelevant prior sexual history or character admitted as evidence.
19. The right to know the relevant and directly related evidence obtained and to respond to that evidence.
20. The right to a fair opportunity to provide the Investigator(s) with their account of the alleged misconduct and have that account be on the record.
21. The right to receive a copy of the investigation report, including all factual, policy, and/or credibility analyses performed, and all relevant and directly related evidence available and used to produce the investigation report, subject to the privacy limitations imposed by state and federal law, prior to the hearing, and the right to have at least ten (10) business days to review the report prior to the hearing.

22. The right to respond to the investigation report, including comments providing any additional relevant evidence after the opportunity to review the investigation report, and to have that response on the record.
23. The right to be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant.
24. The right to regular updates on the status of the investigation and/or resolution.
25. The right to have reports of alleged Policy violations addressed by Investigators, Title IX Coordinators, and Decision-makers (s) who have received relevant annual training.
26. The right to a Hearing Panel that is not single-sex in its composition, if a panel is used.
27. The right to preservation of privacy, to the extent possible and permitted by law.
28. The right to meetings, interviews, and/or hearings that are closed to the public.
29. The right to petition that any Cottey representative in the process be recused on the basis of disqualifying bias and/or conflict of interest.
30. The right to have an Advisor of their choice accompany and assist the party in all meetings and/or interviews associated with the resolution process.
31. The right to the use of the appropriate standard of evidence, preponderance of the evidence; to make a finding after an objective evaluation of all relevant evidence.
32. The right to be present, including presence via remote technology, during all testimony given and evidence presented during any formal grievance hearing.
33. The right to have an impact statement considered by the Decision-maker(s) following a determination of responsibility for any allegation, but prior to sanctioning.
34. The right to be promptly informed in a written Notice of Outcome letter of the finding(s) and sanction(s) of the resolution process and a detailed rationale of the decision (including an explanation of how credibility was assessed), delivered simultaneously (without undue delay) to the parties.
35. The right to be informed in writing of when a decision by Cottey is considered final and any changes to the sanction(s) that occur before the decision is finalized.
36. The right to be informed of the opportunity to appeal the finding(s) and sanction(s) of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by Cottey.
37. The right to a fundamentally fair resolution as defined in these procedures.

APPENDIX B: PREGNANT STUDENT POLICY

Policy Statement

A student who foresees any educational issues related to a pregnancy is strongly encouraged to notify Cottey College personnel as soon as possible. By doing so, the student and College personnel can collaborate and develop an appropriate plan for the continuation of the student's education. Pre-planning can also help with particular challenges a student may face while pregnant, or when recovering from childbirth (e.g., missed classes, make-up work, etc.). Please note, however, that the choice to inform the College of a pregnancy is voluntary, and a student is not required to share this information with the College.

Options

If a student voluntarily decides to disclose a pregnancy to the College due to the belief that the pregnancy may have an impact on class attendance or other educational obligations, the student should contact the Title IX Coordinator or a Deputy Coordinator.

McGee Stoller

Director of Human Resources

mstoller@cottey.edu

417-667-8181, ext. 2103

Landon Adams, Ed.D. (Deputy Coordinator)

Vice President for Student Life

ladams@cottey.edu

417-667-8181, ext. 2103

Brett Dawn (Deputy Coordinator)

Manager of Campus Safety, Security, and Clery

bdawn@cottey.edu

417-667-8181, ext. 2292

Jill Compton, Ph.D. (Deputy Coordinator)

Assistant Vice President for Academic Affairs

jcompton@cottey.edu

417-667-8181, ext. 2244

Once contact has been made, the student will have several options. These options are outlined described below.

1. Continue at the College and Seek Reasonable Adjustments to Educational Obligations

- If a student decides to continue in their program and desires to have any adjustments to the academic program due to pregnancy, the student, faculty member(s), and the assistant vice president for academic affairs will discuss any reasonable adjustments that may need implemented. Other College personnel may be consulting in determining what, if any, reasonable adjustments are available. While the student is encouraged to ask for specific adjustments that are believed to be necessary, the College reserves the right to deny specific requests that it determines are not reasonable in light of the College's programs and the particular circumstances raised by the student's situation.
- Adjustments that have been agreed upon, if any, will be documented and signed by the student, the faculty member(s), and the Assistant Vice President for Academic Affairs/Deputy Title IX Coordinator.

2. Request a Leave of Absence

- A student may desire to take a leave of absence due to pregnancy. The Title IX Coordinator is available to discuss this option with the student.
- A leave of absence due to pregnancy may be for various amounts of time depending on a student's particular circumstances. A leave based on pregnancy may be extended if deemed medically necessary by the student's doctor.
- If taking a leave of absence under this policy, an Education Plan will be discussed and signed by the student, the faculty member(s), and the assistant vice president for academic affairs/Deputy Title IX Coordinator.

3. Withdraw from the College

- The student may, at their sole discretion, determine that they must withdraw from the College or individual courses for an indefinite period of time or permanently due to pregnancy. In this circumstance, the student would need to complete the standard withdrawal procedures, and readmission procedures (if applicable).

ATIXA 2020 MODEL SEXUAL HARASSMENT POLICIES AND PROCEDURES
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SECTION 7: SAFETY AND SECURITY

Emergency Assistance.....911

How to Contact Campus Security

To reach campus security personnel, call 417-448-1448 or dial ext. 2222 from any campus phone. The student should identify themselves, provide the location, and the message, and wait for an acknowledgment that the message has been received then repeat the information. Speak slowly and carefully. 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 acknowledgment from security that they understood you.
- **Call again** if you have a poor connection or in case of no answer.

Reporting Crimes and Emergencies

Criminal actions and emergencies requiring ambulance, fire, and/or police assistance should be reported immediately by dialing 911 from any campus extension. Following the call, campus security should also be notified.

Campus Security

Safety is everyone's responsibility. Should a situation arise in which a student does not feel safe or becomes concerned for the safety of others, the student should contact campus security. Campus security is housed in the physical plant. The physical plant is located behind P.E.O. Hall. If individuals believe they have information related to a crime, they should contact the Nevada Police Department in addition to notifying campus security personnel.

Contact Information

Contact Mr. Brett Dawn, manager of campus safety, security, and Clery, at 417-667-6333, ext. 2292, 417-448-1448, or ext. 2222 from any campus phone. 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 acknowledgment from security that they understood you.
- **Call again** if you have a poor connection or in case of no answer.

Campus Emergency Call Stations

Four emergency call stations exist 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.

At each emergency call station, the speaker on the pole acts as a telephone and calls go directly to the 911 dispatcher. These stations are to be used only in the case of an emergency. The dispatcher will respond and ask about the nature of the emergency. The person should stay and report details only if it is safe to do so. After the call is placed, a blue light will flash until it is 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 the campus security manager at ext. 2292 or campus security personnel at ext. 2222 from any campus phone or call 417-448-1448. 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 acknowledgment 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, or nonemergency situations on College property should be reported promptly to campus security personnel, located in the Physical Plant, in person or by calling ext. 2292 from any campus phone, dialing 417-448-1448, or ext. 2222 from any campus phone. 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. The chart is posted in suites and buildings across campus and is printed below. It is also available online at [Emergency - Cottey College](#) and 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 help community members during a developing situation. The guide cannot cover every possible emergency but is a tool to help reduce injuries or death as soon as a situation develops. The guide asks community members to notify Emergency 911 and campus security personnel 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.

Earthquake Preparedness/Response

When a shaking or trembling of the earth is first recognized, assess the situation. If the individual is inside of a building they should

- 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 the trembling ceases
- Do not ignite a match or lighter in case there is a gas leak

If the individual is outside of a building they should

- Move away from buildings if possible
- Avoid electrical poles
- Avoid overhead wires and fallen wires

Following an earthquake, never enter a building until it has been determined safe.

Fire

If a fire or smoke is discovered anywhere on or about the campus follow these guidelines:

- Leave the area where the fire is located. Do not attempt to retrieve valuables and do not use elevators.
- Isolate the fire by closing doors and windows.
- Pull the nearest fire alarm.
- Find a safe location and call 911 from a campus extension or cell phone, then call the campus security manager at extension 2292 from any campus phone, 417-448-1448, or ext. 2222 from any campus phone.
- 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 individually. Call for help. Always stay between the fire and the exit.
- If 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.

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

Tornado/Severe Storm Alerts

Watch—Conditions are favorable for tornado or severe weather.

- Monitor weather reports and act 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 another area that is directly supported and free from windows and glass.
- Monitor weather reports and act as needed.

Signals

- Local weather warning horns will sound.
- Download the free Red Cross “Emergency!” at [Mobile Apps | American Red Cross](#) to stay informed of local emergencies.
- If enrolled, the student 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 Cottey personnel.
- The instructions apply to 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.

Hazardous Material Spill

Any spill involving hazardous materials or offensive odors from ventilation systems shall be reported to the campus safety manager immediately at ext. 2292 from any campus phone, 417-448-1448, or ext. 2222 from any campus phone.

- 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 the 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 personnel at ext. 2155 from any campus phone, call 417-448-1448, or ext. 2222 for campus security personnel.

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 lights on or off. Extinguish any open flames.
- Stay clear of the problem. Go outside and wait for Physical Plant personnel or a 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 personnel, gas company personnel, or other College or safety personnel. Windows should be open to allow ventilation.

Elevator Failure

- If an elevator 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 911 from a campus phone or cell phone.

Additionally, follow the guidelines below:

- Notify the campus safety manager at extension 2292 from any campus phone, call 417-448-1448, or call campus security personnel ext. 2222 from any campus phone.
- Stay with the person. If the individual is conscious, ask what the problem is. If the person is unconscious, check for breathing and bleeding. Administer first aid and/or cardiopulmonary resuscitation (CPR), if trained.
- Keep the individual still, comfortable, and warm.
- Protect the person from any disturbances.
- Search for any emergency identification (i.e. ID bracelet).
- Wait for emergency help to arrive. Never leave the individual 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 manager at extension 2157 from any campus phone or the assistant to the vice president for student life at extension 2126 from any campus phone during normal office hours. Contact the hall director on duty after hours and on weekends.

If a psychological emergency occurs (suicide attempt, disorientation, confusion, panic)

- Call 911 on a campus phone or a cell phone.

- For students, contact counseling personnel at ext. 2157 from any campus phone. Contact the hall director on duty after 5 p.m. and on weekends for assistance contacting the on-call mental health provider.
- Notify the campus safety manager at ext. 2292 from any campus phone, call 417-448-1448, or call campus security personnel at ext. 2222 from any campus phone.
- Stay with the individual unless your safety is threatened. Wait for emergency response personnel to arrive.

Bomb Threat

When receiving a bomb threat, please follow the following procedures

- Remain calm and stay on the line with the caller. Take as much information as possible from the caller. See the helpful guide below.
- While you are on the call, attempt to have another person call 911 from a campus extension or 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 911 from a campus extension or 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 the campus safety manager at ext. 2292 from any campus phone, call 417-448-1448, or call campus security personnel at ext. 2222 from any campus phone.
- Report any suspicious object to campus security personnel 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 bomb threat information gathered to police/campus security as soon as possible.

Bomb Threat Checklist

Try to collect the information below from the caller:

- When will the bomb explode?
- Where is the bomb now?
- What does the bomb look like?
- What kind of bomb is it?
- What will detonate the bomb?
- Did you place the bomb? Why?
- What is your name?
- Date; Time; Sex of caller M/F; Age

Rape/Sexual Assault Prevention

Rape/sexual assault can happen to anyone. Be aware of the different possibilities and be prepared to take whatever actions are necessary to protect yourself.

When walking or driving

- Keep all your senses available.

- Let friends know your plans.
- When feeling 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 the use of alcohol/drugs

When in your room

- Lock your doors and windows at night

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 personnel at extension 2222 from any campus phone or 417-448-1448 to have them escort you to your on-campus destination. If you are threatened on campus, 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 sexually assaulted, report the incident immediately to the police by calling 911 from a campus phone or a cell phone. Contact a counselor from the Student Wellness Center at extension 2157 from any campus phone or the hall director on duty for assistance in contacting the on-call mental health provider, a peer listener, an R.A., or someone you trust. Report the crime to the campus safety manager at ext. 2292 from any campus phone or call 417-448-1448.

Hostile Intruder

Please review the 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 911 from a campus extension or a cell phone. Give as many details as possible about the location, number of assailants, means of aggression, and other pertinent information. Contact the campus safety manager at ext. 2292 from any campus phone, call 417-448-1448, or call campus security personnel at ext. 2222 from any campus phone. Identify possible exits and flee the building if you can 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, barricade the 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, if 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 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 plan 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 911 from a campus extension or a cell phone.
- Contact the campus safety manager at ext. 2292 from any campus phone, call 417-448-1448, or call campus security personnel at ext. 2222 from any campus phone. 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
- Identifying marks

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 useful tips for campus crime prevention:

- Lock your door whenever you leave your room or office
- Lock your windows whenever you leave your room, especially if you are on the ground floor or next to a roof surface
- Place your valuables out of sight
- Don't leave valuables unattended anywhere on campus
- Request identification of service people working in your area. If still uncertain, call the Physical Plant Office at ext. 2155 from any campus phone or call 417-448-1448, or call campus security personnel at ext. 2222 from any campus phone.
- Keep a record of serial numbers, models, brand names, and descriptions of all your valuables
- Keep a record of all your charge account numbers in a safe place
- Lock bicycles with high-quality locks
- Let suitemates know where you will be going, when you plan to return, and how to reach you
- Keep keys/Comet Cards safe at all times. Report a missing Comet Card to the assistant to the vice president for student life at ext. 2126 from any campus phone and missing keys to the campus safety manager at ext. 2292 from any campus phone.
- Report all thefts, no matter how small, call the campus safety manager at ext. 2292 from any campus phone or call 417-448-1448. 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 Plans

Rubie Burton Academic Center (RBAC)

- *Storm/Tornado*—Take stairs or elevator to the lower level; stay clear of windows

- *Fire*—Leave the building immediately
- *Violent Incident/Intruder*—If you can escape, do so. If not, remain in the classroom or office and lock the 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 the lower level; stay clear of windows
- *Fire*—Leave the building immediately
- *Violent Incident/Intruder*—if you can escape, do so. If not, remain in an office area or boardroom and lock the 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 Center

- *Storm/Tornado*—Take stairs or elevator to the lower level; stay clear of windows
- *Fire*—Leave the building immediately
- *Violent Incident/Intruder*—If you can escape, do so. If not, remain in an office area or classroom and lock the 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 the lower level; stay clear of windows.
- *Fire*—Leave the building immediately.
- *Violent Incident/Intruder*—If you can escape, do so. If not, remain in your suite and lock the 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 the lower level; stay clear of windows. (If time permits, go to Reeves Hall, lower level)
- *Fire*—Leave the building immediately
- *Violent Incident/Intruder*—If you can escape, do so. If not, remain in the Canadian Room and lock the 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 the lower level, do not use the elevator; stay clear of windows
- *Fire*—Leave the 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 an office area or classroom and lock the 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 the building immediately
- *Violent Incident/Intruder*—Identify possible exits and flee the building if you can safely do so. Otherwise, remain in your room and lock the 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 the building immediately
- *Violent Incident/Intruder*—Identify possible exits and flee the building if you can safely do so. Otherwise, remain in an office area and lock the 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 the basement of P.E.O. Hall)
- *Fire*—Leave the building immediately
- *Violent Incident/Intruder*—Identify possible exits and flee the building if you can safely do so. Otherwise, remain in an office area or room with doors that can be secured and lock the 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 the building immediately
- *Violent Incident/Intruder*—Identify possible exits and flee the building if you can safely do so. Otherwise, remain in your room and lock the 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

- *Storm/Tornado*—Take stairs to lower level; stay clear of windows (if time permits, go to Hinkhouse, lower level)
- *Fire*—Leave the building immediately
- *Violent Incident/Intruder*—Identify possible exits and flee the building if you can safely do so. Otherwise, remain in an office area or classroom and lock the door; stay clear of windows and doorways and hide. Prepare to fight if confronted.
- *Area of Assembly after Building Evacuation*—Hinkhouse gym

BIL Lodge

- *Storm/Tornado*—Go to bathrooms; stay clear of windows (if time permits, go to Hinkhouse, lower level)
- *Fire*—Leave the building immediately
- *Violent Incident/Intruder*—Identify possible exits and flee the building if you can safely do so. Otherwise, enter the 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, do not use the elevator; stay clear of windows (if time permits, go to Main Hall, lower level)
- *Fire*—Leave the building immediately.
- *Violent Incident/Intruder*—Identify possible exits and flee the building if you can safely do so. Otherwise, remain in the office or classroom and lock the 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

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 they enroll 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](#).

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 for the emergency notification systems on campus as well, as conducting follow-through activities designed for the 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 link to the [Campus Emergency Procedures](#) is available online. 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 the 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 the 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 safely and efficiently. 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 Act 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 manager of campus safety, security, and Clery, 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. The campus safety manager, in conjunction with personnel from the student life office and 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 the manager of campus safety, security, and Clery by calling ext. 2292 from any campus phone or 417-448-1448; they should also inform the vice president for student life, at ext. 2126 or call 417-499-8310, so a “timely warning” may 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, sexual assault, and 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 to aid 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 Cottey intranet by all students, faculty, and staff at [Cottey intranet](#).

Missing Student Policy

Cottey College is a safe, education-oriented, and community-minded campus that maintains an academic and social environment conducive to the 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/or 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 417-499-8310; the director of housing at ext. 2104 or 701-610-3054; 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 the manager of campus safety, security, and Clery, at ext. 2292 from any campus phone or ext. 2222 for campus security personnel or 417-448-1448 as soon as possible.

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 if 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 manager of campus safety, security, and Clery will inform students residing in on-campus housing that Cottey will notify 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.
- Students can register or update this confidential contact information at the following link [Student Emergency 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 no 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 determined that the student is missing.
- If campus security personnel or law enforcement personnel have been notified and decide 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 personnel from the Office of Student Life, Campus Security, Housing Office, or another source, the following office personnel 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 personnel.
- If campus security and student life personnel, 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, inform 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 director, 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 personnel or student life officials may issue a picture ID to assist in identifying the missing student.
- Student life officials may try to contact known friends, family, or faculty members for the last sighting or additional contact information.
- Any faculty or staff may be contacted to seek information on the last sighting or other contact information.
- Campus security personnel may examine Comet Card access logs to determine the last use of the card and track the card for future use.
- 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 the last login and use of the 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, they must notify a custodial parent or guardian and 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 the campus security office located in the Physical Plant, from 8 a.m. to 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 the campus security office, as well as crimes that are initially reported to another campus security personnel or to local law enforcement personnel who subsequently reports them to campus security personnel. 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 staff. The only exceptions to these rules are if the disclosure is prohibited by law or if the disclosure would jeopardize the confidentiality of the individual. Campus security personnel may temporarily withhold information if there is clear and convincing evidence that the release of the 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 Personnel, Monitoring, and Reporting of Criminal Activity

Providing a safe and secure campus is of the utmost importance to the College. Physical plant personnel maintain the campus and is responsible for providing 24-hour-a-day campus security. The manager of campus safety, security, and Clery 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 the authority to make arrests. They have the 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. Campus security personnel patrol the campus grounds and buildings, check doors, and generally deter 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-campus is shared to the fullest extent possible under existing laws governing the privacy of records and reports. Criminal incidents are referred to the Nevada Police Department which has 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, 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, 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 an individual wishes to do so, and recommend to individuals 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 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 the Nevada Police Department, including when the individual victim of a crime elects to or is unable to, make such a report.

Voluntary Confidential Reporting

If a crime happened to you and you 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, security, and Clery 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 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 non-emergency situations. Campus officials such as campus security personnel, residence hall staff, the director and 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 individuals may be withheld if they wish to remain anonymous.

Security of Campus Facilities

Cotter is a safe place to work and study. This is due, in part, to its rural mid-west 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. Every member of the College community must take responsibility to promote their personal safety and the safety of others.

Campus residence halls are accessible only by Comet Card 24/7. Students can gain access to all three residence halls 24 hours a day with their Comet Cards. 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 secured through a keycard system. Employees and students are issued a keycard/ID to use the system. The keycard is referred to as a Comet Card on campus. The Cotter campus is on Comet Card access except for Main Hall and some buildings during special events. Main Hall has two entrances open to the public 8 a.m.-5 p.m., Monday-Friday, except holidays. The front door entrance to Main Hall is located on the east side of the building and the handicap-accessible entrance located on the west side of the building is unlocked for public access. Generally, all administrative offices are open 8 a.m.-5 p.m. Monday-Friday except holidays. Comet Card (keycard hours) are listed in Appendix II of this Handbook.

To maintain security, lost Comet Cards should be reported immediately to the assistant to the vice president for student life at ext. 2126 from any campus phone or call 417-667-8181, ext. 2126.

Security Awareness and Crime Prevention Programs

It is the philosophy of Cottey College that we would much rather prevent crimes from occurring than 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 emphasizes 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 from any campus phone or 417-448-1448.
2. Fire and tornado drills are conducted during the first six weeks of each semester to orient students to building evacuation procedures and sheltering in basements or the lowest levels of buildings.
3. The manager of campus safety, security, and Clery makes crime prevention and safety presentation and answers any questions students have in each residence hall early in each semester.
4. 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.
5. Bystander Intervention Program – resident assistants, peer listeners, orientation leaders, and student-athletes receive training at the beginning of the year in bystander intervention techniques. Bystander intervention tips may be included in periodic issues of the *Cottey Connection*, on social media, and in hall stalls. Tips 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.
6. Peer Listeners and R.A.s are responsible for providing a program in their respective residence halls that promotes student wellness and healthy community living.
7. Campaigns and presentations to promote substance abuse prevention are conducted through staff from the Student Wellness Center, PEP programming, and student wellness programming.
8. Student wellness programming promotes educational sessions and campaigns including the use of social media and covers a variety of topics that promote safety and student wellness.
9. Security cameras are located at the entrances to all campus buildings and in the parking lots.
10. Information about sexual harassment and sexual assault is contained in the Student Handbook which 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.

11. 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 which may reduce their risk of becoming a victim. Students should 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 their suite. 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 should 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 security and the security of others. Participants in these programs are asked to be alert, security-conscious, and involved and are 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 from any campus phone.

APPENDIX ONE-BUILDINGS

History of Buildings

Main Hall (1884) is the original building of Cottey College. Completely renovated in 2002, it currently houses administrative offices and the Service Center. This facility is accessible to individuals living with disabilities.

Neale Hall (1922) was built first as a gymnasium and 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 the music and art departments, 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 and Lodge (1949) is a 33-acre plot of land, eight blocks south of campus, given by BILs in 1949 as an outdoor laboratory and private park. The lodge contains a kitchen, large reception area, fireplace, and bathroom facilities. This facility is accessible to individuals living 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 BILs. It seats 480 and houses the Dysart Memorial Organ, a 21-rank Hammer-Reuter Organ, and the Nell Farrell Stevenson Grand Piano. The main floor of the Chapel is used throughout the year for chapel services and other events. In 2021, the main level of the Chapel was revitalized to include a multi-faith worship space, a small side chapel, and the entire facility is now air-conditioned. This facility is partially accessible to individuals living 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 living with disabilities and is air-conditioned.

Blanche Skiff Ross Memorial Library (1963) holds more than 50,000 books, covering the breadth of the arts and sciences at the undergraduate level. The Jann Rudd Weitzel Education Lab is located on the lower level of the Library. The Ruth Rippey Conference Room is located on the second floor, in addition to group study rooms, the Nevada Room used by commuter students, and meeting spaces. This facility is accessible to individuals living with disabilities.

BIL Lodge (1966) is a recreation center at BIL Hill that includes a fireplace, kitchen, and bathroom facilities. Outdoor picnic tables overlook Radio Springs Park. The facility is accessible to individuals living with disabilities.

Hinkhouse Center (1971) is named for Uretta and Paul Hinkhouse. Partially renovated in 1992, and again in 2006, the main floor includes faculty and coaching offices, the Comets athletic and fitness training facilities, and the gymnasium. The Student Life Center is housed on the second floor and includes the offices of housing, campus activities, the athletic director, and the vice president for student life. The Esports arena, fitness center, locker rooms, a classroom, athletic trainer's facility, and coaches' offices are located on the lower level. This facility is accessible to individuals living 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. The art gallery is climate-controlled and there is a larger scenery shop and costume shop. This facility is accessible to individuals living with disabilities.

Helen and George Washburn Center for Women's Leadership (acquired 1997) 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, 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. This facility is accessible to individuals living with disabilities.

Rubie Burton Academic Center (1998) is composed of **Alumnae Hall**, and **Nelle Horner Grantham Hall**, built in 1974 and renovated in 1998. Alumnae Hall contains classrooms, faculty offices, the student art gallery, and the computer lab. Offices for Academic Affairs, Academic Records, and the **Kolderie Center** are also in this hall. Grantham Hall houses well-equipped science and computer laboratories, the majority of classrooms, and faculty offices. This facility is accessible to individuals living with disabilities.

Cottey House (2013), formerly known as the Ewing House, is located across the street from Main Hall. It was renovated in 2013.

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. This facility is accessible to individuals living with disabilities.

Student Wellness Center (2021) located on the corner of Austin and Tower Streets houses Health Services, Counseling Office, the Diversity Closet, and the Cottey Cupboard. The main level is accessible to individuals living with disabilities.

The Susan Bulkeley Butler Center for Campus Life (2021) was dedicated in conjunction with the 173rd anniversary of the birth of the founder, Virginia Alice Cottey. Located on the lower level of the Chapel, the center features the Chellie Club, the Spirit Shop, meeting spaces, an outdoor amphitheater, and outdoor terraces with multiple spaces for seating.

APPENDIX TWO: FACILITY HOURS

Facility and Comet Card Hours

All buildings on the Cottey campus are on Comet Card (keycard) access. Employees and students are issued a keycard/ID to use the system. Main Hall is accessible to the public and has two entrances open to the public. The front door entrance to Main Hall is located on the east side of the building and the handicap-accessible entrance is located on the west side of the building. Main Hall is unlocked 8 a.m.-5 p.m., Monday-Friday except for holidays. Generally, all administrative offices are open 8 a.m.-5 p.m. Monday-Friday except holidays. Other facilities open to the public are the Spirit Shop located in the Susan Bulkeley Butler Center for Campus Life (CCF) in the lower level of the Chapel. The Spirit Shop is open 9 a.m.-4 p.m. Monday-Friday except for holidays. The Chellie Club, also located in the CCF, is open 9 a.m.-9 p.m., Sunday-Friday during the academic year, with possible hour changes due to student worker availability. Summer hours for the Chellie Club are 9 a.m.-5 p.m., Monday-Friday except for holidays, and is open to the public.

To maintain security, lost Comet Cards should be reported immediately to the assistant to the vice president for student life at ext. 2126 from any campus phone or call 417-667-8181, ext. 2126.

Listed below are the Comet Card hours for campus buildings during the academic year.

Facility	Comet Card Hours	Days
<u>Center for the Arts</u> *	6-1 a.m.	Seven days a week
*Art Gallery entry doors are open 8 a.m.-5 p.m. Monday-Friday and certain weeknight and weekend performances		
<u>Chapel/Susan Bulkeley Butler Center for Campus Life</u>	6-1 a.m..	Seven days a week
<u>Hinkhouse Center</u>	5 a.m.-1 a.m.	Seven days a week
<u>Library</u>	7:30 a.m.-10 p.m. 7:30 a.m.-6 p.m. Noon-6 p.m. 1 p.m.-10 p.m.	Mon.-Thur. Friday Saturday Sunday
<u>Main Hall</u>	6 a.m.-9 p.m.	Seven days a week
<u>Residence Halls</u>	Comet Card access 24 hours daily	
<u>Rogers Fine Arts Building</u>	6 a.m.-1 a.m.	Seven days a week
<u>Rubie Burton Academic Center</u>	6 a.m.-1 a.m.	Seven days a week

APPENDIX THREE: TRADITIONS

Formal Traditions

The College sponsors several events annually that build camaraderie, recognize excellence and service, and celebrate achievement. [Learn more.](#)

Capping

The evening before Commencement, sophomore graduates clad in white gowns, and senior graduates clad in royal blue gowns, 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, with cappers traditionally dressed in white dresses or slacks or white shirts and khaki pants.

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 sophomores in white caps and gowns and graduating seniors in royal blue caps and gowns assemble in 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 attire, form two lines beginning at the Dr. Jann Rudd Weitzel patio. Graduates march from the chapel, to the patio, where they pass through the column formed by the first- and third-year students. They then proceed to the left, past the Robertson Hall gazebo, and over to the sidewalk near the Hinkhouse parking lot where they process through a tunnel of faculty members. The graduates then file up the steps into Hinkhouse and place their daisy/daisies into a basket at the front door. Following the Commencement ceremony 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 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.

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.

Formal Drawing

Held at the beginning of the fall semester, each freshman is chosen at random or by legacy to become a member of the Alphan, Delphian, Emerson, or Magnoperian Societies.

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, which is March 27, 1848. Today, alumnae return to visit their alma mater, attend special events, and renew friendships.

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.

Cottey Daisies

The daisy holds a special place in Cottey's history. It was the flower the first young women who attended Virginia Alice Cottey Stockard's college voted to represent them both in the college's colors yellow and white and as its official flower. That flower and those colors are still part of Cottey's tradition today. Students will encounter the daisy as a recurring theme throughout the Cottey experience. Coincidentally, the marguerite, which is similar to a daisy, is the flower chosen by the founders of the P.E.O. Sisterhood. Learn more about [Cottey Daisies](#) on our website.

The most notable of these appearances is the Daisy Chain. As part of the Commencement procession. See Commencement notes above.

Ducks and Owls

Legend has it that years ago when the College was first founded, some senior girls came upon a duck stuck in a frozen pond near the campus. The seniors rescued the duck, and the duck became the official mascot of the Cottey senior (second-year) class. Fast forward a few decades to now and you'll see ducks – mostly the yellow kind you find in a bathtub – have proliferated on Cottey's campus. You'll see them in faculty and staff offices and around all the student living areas.

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

There are two particular traditions inspired by the duck.

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 the 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 are worn by members of the second-year or sophomore class. Again, we're not going to give too much away about how these jackets are created or what happens with them as that's part of their mystique and a special ritual for

students. What we can say is that these jackets get to be pretty elaborate (see the photo gallery), and they're worn by sophomores during certain traditions.

Professional Jackets (PJs)

PJs are blazers with an owl painted on the back and worn by members of the baccalaureate classes during certain traditions.

Class Traditions

Each class at Cottey has several special traditions. Whether you're a freshman, sophomore, junior, or senior, you'll have the chance to get involved and represent your class proudly.

Baby Blue

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

Campus Work Day

A day set aside in the spring to revitalize the campus.

CSC

CSC is the logo for the second-year or sophomore 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.

Fcc

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

Meet the Suites

The residence hall officers organize a "Meet the Suites" event in their respective residence halls so new students can meet the students who reside in the various suites in their residence hall.

Passdowns

A passdown is 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 serve to give encouragement and faith in living the Cottey experience.

Societies

While societies are currently inactive on Cottey's campus they remain an important part of the institution's history.

SPUH

SPUH is a 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 students decide at which point in the year to reveal their 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 1940-1950s and was originally between seniors and freshmen when Cottey was a two-year college.

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).

Song and Dance

Maybe it's the place, maybe it's the experience, maybe it's the fact that we love to have fun. Whatever it is, we like to burst into song and dance and occasional other theatrics.

Dottey Cottey

One of Cottey's most humorous traditions is when the sophomores dress up in their version of the old-fashioned Cottey ideal. Dottey Cottey goes back to 1940 when Doris Kingsbury Gayzagian, Class of 1942, created the character to illustrate a typical Cottey student in the student newspaper. From that time onward, Dottey took on a life of her own, appearing in publications, calendars, and notecards. She was incarnated into a doll, and her likeness even appeared on lapel pins. Today, seniors dress up as Dottey to emulate their version of the old-fashioned Cottey ideal.

Serenades

Serenades occasionally occur in the evening when one class sings to the other class. The songs are both humorous and serious. Serenades can be a touching and sentimental experience and strengthen the bonds among students. During the evening, don't be surprised to hear a group of sophomores break out into song in front of a group of freshmen, or to see freshmen singing to sophomores, juniors, and seniors. Serenades are a loved tradition at Cottey and can either bring you to tears or make you burst out laughing; either way, you'll love the experience.

Step Sing

Step Sing is the introduction of second-year/sophomore class songs and the duck as the second-year/sophomore class mascot to the first-year/freshman class. This is where freshmen are let into some of the sophomore and senior class' secrets. They get to hear the songs for the first time, learn more about the class mascots (the aforementioned duck and owl), and get a look at those duck jackets and professional jackets.

Food Traditions

We've said it before—food is an important part of Cottey's life and part of the way we celebrate, too. There are several traditions tied to food. [Follow this link to learn more.](#)

Blue and Yellow Dinner

While once celebrated separately as the Yellow and White Dinner for associate graduates, and Blue and White Luncheon for baccalaureate graduates, the two meals were combined into one celebratory event in 2022. On Friday night before Commencement, graduates are honored by their returning student counterparts. Parents and guests of the graduates are invited to attend this special dinner.

Centennial Room Dinner

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.

Funeral Dinner

This dinner marks the official end of the Duck Game. The sophomores keep the details of this tradition pretty close to their vests. Let's just say it marks the official close to the Duck Game for the academic year.

Saturday Night Suppers

Held usually during Founder's Weekend or by special arrangement, Saturday Night Suppers are Cottey's version of The Sing-Off where students sit with their classmates in the dining room and sing class songs back and forth.

Suite Feed

Suite feeds are sometimes held on Sunday evenings in the suites. The students plan and prepare their own meals, spend time together, and just hang out. Suite feeds are held with varying degrees of regularity, depending on the wishes of the students in each suite.

Holiday Traditions

As you might expect, the holiday seasons are a special time at Cottey; in particular, Halloween and Christmas are memorable on campus.

Halloween

Halloween is celebrated in the residence halls. Hall officers work together to plan this fun event. Whether a scavenger hunt or a haunted house—you are sure to have frightful fun! Halloween might also be your best chance to see Vera, Cottey's official ghost. In 1920, when Cottey had a high school for women, high school senior Vera Alice Neitzert died tragically on May 17 of severe burns received when her nightgown caught fire while she and friends were making candy in a chafing dish in a suite sitting room in Main Hall. Fifty years later, the legend of Vera the ghost took hold when students practicing piano in Rosemary Hall

heard strange noises. Even though Rosemary Hall has since been torn down, the fire occurred in Main Hall and Vera died in the hospital in Nevada, the legend of her ghost still remains.

Tearing of the Squares

During the days leading up to finals and winter break, students will gather in the parlor of their respective residence halls each evening to count down the days until winter break begins.

Susprise

Susprise is a Christmas tradition that is planned by sophomores, juniors, and seniors for freshmen.

Hanging of the Greens

In early December, students mark the coming holidays with a weekend of activities. On Friday evening, everyone heads to the President's House for snacks and warm drinks. On Saturday of the Hanging of the Greens weekend, the party gets into full swing with an awesome buffet dinner that's followed by a formal dance.

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](#)